



Key Fob Procedures
Adopted on: January 22, 2014

As you are aware, the pool gates, spas and bathrooms in Le Parc are accessible only by the use of a programmed key fob. This system records the time of entry and exit of all persons using the gate, spas, as well as bathroom doors. It also allows the Association to maintain an accurate account of who is currently in each area of the facility including the date, time and duration of the visit. The purpose of the system is to ensure that unauthorized people are not using the facilities.

Please note that, key fobs are transferrable; therefore, all new homeowners are responsible for making sure their key fobs are received with the purchase of their property. Otherwise, replacement key fobs are available for purchase at the Management office.

The following are a list of requirements regarding the issuance of key fobs and use of the system:

1. Only two (2) key fobs will be issued per household. Requests for more than two (2) key fobs must be approved by the Board of Directors. The key fobs are reusable from year to year and do not expire.
2. Either a Homeowner or Tenant's name/address is stored in each key fob, allowing its usage to be recorded and monitored.
3. Homeowners will be responsible for anyone using the key fob. Any abuse could result in the loss of privileges.
4. All homeowners will be required to notify Management, as quickly as possible if a key fob is either lost or stolen. Lost, stolen or damaged key fobs may be replaced for a non-refundable fee of \$100.00.
5. In order to ensure the safety and security of the people and property in the Le Parc Community, please follow all of the pools/spas rules at all times when at the pools/spas.
6. No homeowner/tenant, under any circumstance, is to give or loan out his/her key fob to anyone who is not a member of your household. Unattended guests are not allowed in the pool/spas areas.

I am the current legal owner of record of the property located at _____ in L' Association Des Propriétaires.

I have read and understand the association's Key Fob Policy Procedures.