

BELLASERA COMMUNITY ASSOCIATION

KEY FOB RULES AND PROCEDURES

May 22, 2014

**Purpose:**

Key Fobs are issued to control access to the clubhouse and pool area.

1. Key Fobs will be available for purchase by all Owners and Tenants who have a completed Lease Certification on file in the Manager's office.

2. Key Fobs **ARE FOR USE ONLY BY:** (A) Owners, Owners' immediate family members ( Owners' parents, children, grandchildren and brothers and sisters), and significant other ( an Owner's partner in a long term intimate relationship) residing full time with the Owner, and (B) Tenants who have a completed Lease Certification on file in the Manager's office, Tenants' immediate family members ( Tenants' parents, children, grandchildren and brother and sisters), and significant other (a Tenant's partner in a long term intimate relationship) residing full time with the Tenant.

3. Key Fobs may not be assigned by an Owner to a successor Owner, by an Owner to a Tenant, or by a Tenant to a successor Tenant.

4. The Manager will maintain a register of issued Key Fobs by Owner, Tenant and residence address.

5. All Key Fobs registered at an address will be deactivated upon a change of ownership of the residence, or on the lease termination date

set forth on the Lease Certification on file in the BCA office, as the case may be.

6. Key Fobs are not for use by Guests/Invitees or by Co-Occupants of a residence who do not meet the criteria set forth in Section 1 above. An authorized user must be present when the Key Fob is used to access the clubhouse or pool area.

7. The Board, in its sole discretion, may deactivate any Key Fob at any time the Board determines that an Owner or Tenant has violated these Key Fob Rules and Procedures or any policy or rule set forth in the CC&Rs or adopted by the Board. Such deactivation may be for such time period as the Board reasonably determines, including permanent deactivation.

8. The cost of each of the first two (2) Key Fobs issued per residence address to any Owner or Tenant is \$5.00, and the cost of each additional Key Fob issued per residence address to any Owner or Tenant is \$10.00. The Board, in its sole discretion, may limit the total number of active Key Fobs per residence address.

9. The Security Committee/MANAGEMENT COMPANY may establish rules, from time to time, for use of New Key Fobs by BCA's contractors and guests under special circumstances (i.e. use of the facility by residents of other communities on a reciprocal basis during periods of repairs).

10. Upon application, the Board, after consulting with the Security Committee and in the Board's sole discretion, may allow the use of Key Fobs by a Co-Occupant of a residence who does not meet the criteria set forth in Section 1 above, upon such terms, conditions and limitations as the Board determines.