

Key FOB Agreement and Record Form

This form is required for each unit owned in Harbor Village at Manistee Beach that uses fob-accessed amenities. Fob numbers must be recorded, and all contact information for at least one owner must be included.

Please note: fobs must be turned off/on during unit sale or ownership change, as outlined below.

Agreement Definitions

HV@MBA: Harbor Village at Manistee Beach Master Association, Inc. aka “The Master”

Cornerstone Association Management (Cornerstone): Management company assisting HV@MBA

Fobs: Access devices (fobs) furnished to an Owner are the property of HV@MBA

Amenities: Indoor and Outdoor Pool facilities, including but not limited to spas, locker rooms, and Indoor Pool Sun Deck.

Owner: Deeded owner of record of a unit within one of 12 HV@MBA member associations

Renter/Tenant: Persons with a documented rental agreement for a property within the 12 Harbor Village associations (on-site) and those residing with them.

Mitigation/Damage Costs: Costs associated with, but not limited to, litter cleanup, spill remediation, contamination, property damage, or other repairs.

Permitted Renters/Tenants and Guests:

- Owner’s designated immediate family members
- Owner-accompanied guests, up to eight (8) total persons per unit.
- Guests and tenants occupying an Owner’s on-site unit.
- Owners’ off-property guests accompanied by the Owner.

Note: "Permitted guests" may not invite additional people to join them.

Agreement Terms

In consideration of being provided access to the Amenities, the Owner acknowledges video monitoring is in use and agrees to the following:

1. Access Restrictions:

- Use of the fobs and access to the Amenities is limited to Owners and Permitted Guests as defined above.
- A fob entry is limited to eight (8) total permitted persons per unit.

- Allowing entry to persons not with your group is prohibited.
- 2. Lost or Stolen Fobs:**
- Owners must immediately report lost or stolen fobs to Cornerstone via email at kristi@managementbycornerstone.com or by phone at 616-741-9600.
 - A \$75 replacement fee will be assessed for each lost or stolen fob.
- 3. Unit Ownership Changes:**
- Owners must report unit ownership changes to Cornerstone. Associated fobs will be turned off and reactivated only upon submission of a new registration form by the new owner. Liability remains with the registered holder.
- 4. Rules Compliance:**
- Owners must adhere to posted rules, which may change over time. Changes will be communicated via the Harbor Village ShareFile site.
 - Owners are responsible for ensuring their Permitted Guests comply with all rules.
- 5. Costs for Damage or Violations:**
- Owners will be held accountable for costs associated with damage, contamination, or facility shutdown caused by anyone using their fob.
 - A \$100 fee will be assessed if the security alarm is triggered due to improper use of the Amenities outside operating hours.
- 6. Suspension of Access:**
- Access to Amenities may be suspended or terminated for violations of this agreement. Suspension or termination may apply to all fobs held by the Owner.
- 7. Payment Terms:**
- All assessed fees and charges for damages must be paid within 30 days of invoice receipt. Fobs will remain deactivated if payment is not made.
-

Dispute Resolution

- Owners may dispute fees, mitigation/damage costs, or suspension/termination of fob access by submitting a written appeal to kristi@managementbycornerstone.com within five (5) business days of notification.
- A hearing panel of three persons will review the dispute:
 1. An officer of the HV@MBA Board.

2. A representative appointed by the complainant.
 3. A neutral third party agreed upon by the first two panel members.
- The hearing may be conducted in person or via conference call. Decisions will be final, and a written response will be provided within two (2) business days.

Owner Acknowledgment and Registration

I/we, the undersigned, authorize Cornerstone Association Management to release my/our contact information to HV@MBA for the sole purpose of operating the fob monitoring system. I/we acknowledge receipt of and understand the HV@MBA Facility Access & Use Rules and request activation of my/our existing fob(s) as follows:

- **Unit Address:** _____
- **Owner Name(s):** _____
- **Primary Contact Information:**
 - Phone: _____
 - Email: _____
- **Fob Number(s):** _____
- **Signature(s):** _____
- **Date:** _____

Please submit completed forms to:

Cornerstone Association Management

12048 James Street, Holland, MI 49424

Email: kristi@managementbycornerstone.com

Phone: 616-741-9600