



Oakwood Harbor Board of Trustees

Dear Oakwood Harbor Property Owner:

We are excited to announce that at your request, we have installed and implemented our access control systems for our Oakwood Harbor bathhouses and most recently, for our laundry room. The systems are now operational.

Here is what you need to know about the new system:

- A key card is necessary to activate this system.
- One key card is issued per property owner. If you desire a second card, the cost is \$5.
- Once you have a key card, you can access the bathhouses, laundry and water 24 hours per day.
- Pick up your key card in the Oakwood Harbor office. Your card has a unique code assigned to you.
- Guard your card carefully. Do not allow others outside of your household to use it.
- If your card becomes lost or stolen, report this to the office immediately. Your old card will be deactivated and you will be provided with a new card.
- Do not leave the door propped open for others. If damages occur, you will be responsible.
- When exiting either the bath houses or the laundry room, please make sure that the door is securely closed behind you.
- If you are caught on camera leaving the door propped open for other individuals to enter; if you hold the door open for unauthorized individuals to enter; if you force the door open by pulling against the magnetic closure or if you give your keycard to unauthorized individuals to use Oakwood Harbor facilities controlled by our access control systems, your card will automatically be deactivated. Once your card is deactivated, you will be charged \$25 to reactivate the card. If you are caught on camera repeating the offense,, this process will be repeated. Your card will automatically be deactivated again and you will be charged \$25 to have the card reactivated per incident.
- You must be current on your assessments. Otherwise, the card will be deactivated.
- As written in our original 1983 covenants, you must have a deed on file with the office. Cooperation with this covenant will ensure that key cards are provided only to confirmed property owners.
- If a property is in probate, you must provide a legal document stating that you are the executor of the estate in order to get a key card.
- Guest passes are available for your visitors upon request in the office. The guest pass must be returned to the office by the date agreed upon. If the guest pass is not returned, your account will be charged \$25.

Kind regards,

Oakwood Harbor Board of Trustees

Signature of Property Owner

Date

Keycard No.