

**SVE DOOR ACCESS SYSTEM AGREEMENT
FOR USING KEY FOBS AND ACCESS CARDS**

The Key FOB and Access Card system ensures that only authorized people are utilizing SVE facilities. In addition, valuable data will be collected on facility usage to help guide future facility decisions.

This document outlines the Sunland Village East (“Association”) process for acquiring and utilizing the electronic Key FOB (“FOB”) and/or Access Card system for community amenities, which will be distributed to homeowners (“Owners”) or Renters who reside in the Sunland Village East community. The FOBs and Access Cards are the property of the Association and not the Owners or Renters.

Please review each item below. Owners and Renters are required to follow and abide by the following guidelines:

1. Owners will receive two free FOBs per residence at the time of initial distribution as follows:
 - a. Residences where two residents reside will receive one FOB per person.
 - b. Residences where one resident resides will receive two FOBs.
 - c. Residences, where a third party resides and a third-party fee has been paid to the Association, per SVE RCC&R 10.8, may request an access card at a cost of \$25.00.
 - d. An Owner who owns multiple properties, and lives within SVE will receive two FOBs for their primary residence only.
 - e. An Owner who owns multiple properties must register each rental property with the Association office per Association Bylaw 3.1.1.4. The Renter Authorization Form is available online at svehoa.com or by stopping in the Association office. Once a Renter is registered with the office and is authorized to use an access device by the Owner, a Renter may pick up an access card from the Association office. No FOBs will be issued to long or short-term Renters. The Owner is responsible to fill out the Renter Authorization Form including signatures and turn it into the office via walk-in, email (manager@svehoa.com) or by fax (480) 986-

1860. The office will not accept a Renter Authorization Form directly from a Renter.

- f. An Owner who does not live in the community and rents out all of their properties will not receive an access device for their own use.
2. It is the Owner's responsibility to promptly notify the Association if any access device is damaged, broken, lost, or stolen. Once notified, the Association will deactivate the device and the Owner/Renter may purchase a replacement from the Association office for a fee of \$25 per device. An Owner must complete or have on file a current Renter Authorization Form before a new access card can be issued to a Renter. The Renter will be responsible to pay the \$25 replacement cost.
 3. Once an Owner or Renter no longer occupies a residence in SVE all access devices must be returned to the Association office. The Association will deactivate the device when it receives proper notice that a change of title has taken place.
 4. Only residents of the Sunland Village East community including Owners, their authorized renters, or guests will be authorized to use a FOB or Access Card. Refer to By-Law Article 3, Use of Association Facilities, Section 3.1, Persons Entitled to Use Association Facilities, for detailed information.
 5. Any access device must be produced and shown to any authorized Association representative upon request. If an access device is not provided upon request, that individual will be asked to leave the Association amenity or common area.
 6. Owners must register Guests with the Association to receive an access card. When approached by an authorized Association representative, a Guest must have an access card in their possession or be accompanied by a resident of SVE who has an access device in their possession.
 7. Owners, who rent their property, are bound by the Association's recorded governing documents. By providing a completed Renter Authorization Form, the Owner forfeits their rights to use the Association amenities related to that residence unless otherwise stipulated in the rental agreement. If so, a copy of the rental agreement must be submitted to the Association office.
 8. Access devices will not be issued to an Owner who is not a Member in Good Standing. If an Owner loses status as a Member in Good Standing with the

Association, all access devices associated with the Owner's account will be deactivated.

9. If an Owner or Renter misuses an access device, or violates any of the Association's Rules, Regulations Guidelines or other Governing Documents of the Association, it may result in the Association taking action to deactivate the access device or revoke membership privileges and rights, including the use of any or all of the Association amenities or common areas and/or forfeiture of the access device per Association Bylaw 3.2.
10. Owners and Renters shall not unlock doors or gates for another individual to any Association amenity or common area. All Owners and Renters acknowledge and agree they may be held liable for the actions of any individual they allow to gain access to any Association amenity or common area.
11. Owners and Renters are requested to immediately report any unauthorized persons or suspicious activities at any Association amenity or common area to the community association manager.
12. Owners and Renters must turn in any found access device to the Association office.
13. Pools and Fitness Centers will be available from 4:30 AM to 11 PM, daily. Wood Shop, Lapidary and certain other group rooms will be available only when a monitor is present.

ACCESS AGREEMENT

SVE Property Address: _____ Date: _____

The acceptance of any access device indicates that Owners and Renters agree to abide by the Association's Rules, Regulations, Guidelines, Policies and other Governing Documents.

By signing this agreement, you agree that you have received and copy of the "SVE Door Access System Agreement" and you have read and understand this agreement.

Home Owners/Renters

Print Name: _____

Print Name: _____

Signature (1): _____ Date: _____

Signature (2): _____ Date: _____

FOR OFFICE USE ONLY:

Address Account #: _____ FOB Number/s _____

Additional Occupant verification:

Name: _____ Date Verified: _____

Verified by (initials) _____ 3rd Party access card issued: _____

Notes: