



## Keyfob Request Form

### Electronic Gate System Keyfob Policies and Procedures

The pool and all pedestrian gates in Trailwood are accessible only by the use of a programmed keyfob. The following are a list of requirements regarding the issuance of keyfobs and use of the system.

1. The first two (2) keyfobs will be issued free of charge. Additional keyfobs can be purchased for a fee of \$30.00 each up to a maximum of six (6). Requests for more than six (6) keyfobs must be approved by the Board of Directors. The keyfobs are reusable from year to year and do not expire.
2. Homeowner's name, address and access authority is stored in each keyfob, allowing it's usage to be recorded and monitored.
3. The Pedestrian Gates will be available 24/7 and the Pool during Pool hours only.
4. Homeowners will be responsible for anyone using his or her keyfob. Any abuse could result in the loss of privileges.
5. All homeowners will be required to notify us as quickly as possible if a keyfob is lost or stolen. Lost or damaged keyfobs may be replaced for \$30.00. The original keyfob will be permanently deactivated.
6. If you are moving, it will be your responsibility to notify us of your moving date so that we may remove you from the database and arrange for the return of your keyfobs. If you do not comply with this policy, you will be held responsible for any incidents that arise using said keyfobs.
7. In order to ensure the safety and security of the people and property in our community, please follow all of the pool and park rules. Residents are responsible for the actions of their children and guests. Be sure to inform them of and expect compliance with all rules and regulations. Any violations will result in fines assessed in accordance with the establish Violation Policy and/or pool access being revoked for a period of up to 30 days.
8. Any homeowner that is delinquent on association dues may have their keyfobs fully deactivated until their account is fully paid.
9. **No homeowner, under any circumstance, is to give or loan out his or her keyfob to anyone who is not a member or guest of your household. Any violation will result in fines assessed in accordance with the Association's established Violations Policy, pool access being revoked for a period of up to 30 days, and limiting the number of keyfobs issued to their household.**

I am the current legal owner of record of the property located at \_\_\_\_\_ in Trailwood Maintenance Association.

I hereby request:  2 keyfobs at no charge.  
 \_\_\_ additional keyfobs at \$30 each. Requests for more than 4 additional keyfobs require approval from the Board of Directors. Please make check payable to "Trailwood Maintenance Association".

I have read and understand the Electronic Gate System Keyfob Policies and Procedures.

Homeowner Name \_\_\_\_\_

Homeowner Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_