

STONEBROOK VILLAGE OWNER ASSOCIATION CLUBHOUSE AND POOL HOUSE CARD KEY POLICY

All Stoneybrook Village Owner Association (SVOA) owners and residents have rights and responsibilities associated with access to the SVOA clubhouse and pool house (Amended & Restated Declaration 4.1 & 4.4(d)). Clubhouse and pool house access is controlled by an electronic access control system. A card key is required to gain access to the buildings by owners and residents. Card keys are provided to the managers of the Assisted Living Center and the Retirement Lodge for use by their residents.

Card key Single-family Owners

Each single family owner is entitled to one card key that is transferred with the house key from owner to owner. A refundable \$25 card key transfer fee will be collected at escrow to help ensure transfer. An owner may request an additional card key from Willamette Community Management (WCM). The cost for each additional card key is \$25.

If a single family owner rents their property, the owner may request an additional card key from Willamette Community Management for use by the renter. The cost for the card key is \$25 and the card key will be activated under the renter's name.

All owners and residents with card keys are required to sign a document acknowledging receipt of the card key, agreeing to follow all rules and policies regarding use of the clubhouse and pool, and acknowledging the policies on use and disposition of the card key.

Card key Deactivation and Replacement of Lost Card key

The cost of replacing a lost card key is \$25.

All owner card keys, and their resident renter card keys if any, are deactivated when an account is more than 60 days delinquent. The cost to reinstate each card key after privileges have been revoked for non-payment of assessment is \$50.

Disposition of Card key(s) when House is sold

Upon selling a house in Stoneybrook, the owner is responsible for transferring all card keys with the house key to the new owner. WCM will deactivate all card keys associated with the seller. All new owners must contact WCM to activate their card key under the new owner's name. Re-activation requires the new owner to sign a document acknowledging receipt of the card key, agreeing to follow all rules and policies regarding use of the clubhouse and pool, and acknowledging the policies on use and disposition of the card key.

If the new owner requests a second card key either for personal use or for use by a renter, then the cost for each additional card key is \$25.