

THE SANCTUARY COMMUNITY ASSOCIATION, INC. ACCESS CARD POLICY AND PROCEDURES

BACKGROUND

The Declaration of Covenants, Conditions, Restrictions and Easements of The Sanctuary Homeowners Association (“CC&Rs”) specifies that the Board of Directors (“Board”) is responsible for the operations of the Association, including controlling access to the Amenity Center for Members. The Association is responsible for making reasonable efforts to restrict unauthorized access to the Amenity Center as well as ensuring Members access rights are not infringed. The CC&Rs allow the Board to create administrative policies to operate the Association. The following policy controls access cards.

1. The Board of Directors has a fiduciary responsibility to ensure that reasonable administrative policies are implemented for The Sanctuary Community Association, Inc. (“Association”).
2. Access cards are to be deactivated only after reasonable notice to Members.

Property Transfers – Notice is delivered through the estoppel letter. At closing, all access cards related to a home are deactivated, and deleted from the access control system. New Members will gain new access cards by registering at the clubhouse.

Lessees – Notice is delivered to the Owners 30 days before the expiration of the lease that all access cards related to the property will be deactivated, and deleted from the access control system, unless a lease extension or new lease is supplied to the Association by the lease expiration date.

Monetary Obligation – Notice is delivered to the Members via delinquency letter.

Violation of CC&Rs – Notice is delivered to the Members via violation letter.

3. New access cards and photo ids may be purchased by Members/Lessees after registration at the Amenity Center.
4. This policy may be amended from time to time by the Board.