

Lake Wauwanoka Access Cards, Remotes and Fob Policy

Date Created: August 22, 2019

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Date Board Approved: September 26, 2019

Policy Description: This policy will describe procedures concerning the sale, activation and deactivation of gate access cards, remotes and fobs for Lake Wauwanoka, Inc.

Policy:

1. Gate cards, remotes and fobs should be transferred to the new property owner(s) at closing from the former owner(s).
2. The Gate cards, remotes and/or fobs transferred at closing must be communicated to the Lake Secretary.
3. New or additional Gate access cards, remotes and/or fobs are not supplied by Lake Wauwanoka and must be purchased.
4. There will be a limit of 10 Gate cards, remotes and/or fobs per owner entity.
5. The former property owner(s) entry in the Callbox will be deactivated and removed immediately along with all cards, remotes and/or fobs assigned to them that were not transferred to the new property owner(s).
6. Lost or destroyed gate access cards, remotes and/or fobs will be replaced at the property owner's expense.

Action: (If applicable)

Change Log

<u>Date</u>	<u>Author</u>	<u>Description</u>
09/26/2019	M. Paillou/C. Eubanks	Approved
07/23/2020	M. Paillou/C. Eubanks	Board Approved Revised Changes
06/22/2023	C. Eubanks	Board Approved Revised Changes