

**TAVARES RIDGE CONDOMINIUM HOMEOWNERS ASSOCIATION, INC.**

**Pool Key Procedures Approved by TRCHA Board on Mar 1, 2014**

- One key for each unit. Still only a maximum of six individuals allowed for each key. Keys issued upon written request.
- Must sign receipt for key (accountability)
- Key cannot be transferred to another owner without written permission from the Board (sales & rentals)
- Renters are required to pay a \$25.00 refundable deposit for the key (This is to prevent renters from leaving with keys and thus causing the HOA to pay for replacement of a new lock and keys, approx \$500 ea gate.)
- Owners are required to return keys when unit is sold. If not a \$75.00 fee will be charged to their account for replacement key.
- There will be a \$75.00 replacement fee for any key
- Unit number is on the key. Any unauthorized person caught with pool key must surrender the key to the Pool Custodian or a Board member immediately. Unauthorized use of the key can result in suspension of pool privileges for two weeks for first offense and double each offense.
- Swimming pool hours strictly enforced. Anyone caught at the pool during unauthorized hours will lose pool privileges for a determined period and must surrender their key immediately.