

SUN MOUNTAIN RANCH CLUB & MEMBERSHIP ASSOCIATION

KEY CARD POLICY

Keycards are issued by SMRC to lot owners for their personal access to the Bathhouse, Pool, and Dumpster areas. Any Keycard use is the responsibility of the Lot Owner assigned to the cards. All cardholders and their guests must follow the rules of SMRC when accessing any of the secured areas. **Any violations of posted rules at the Dumpster facility or the Bathhouse/Pool area will result in the suspension of the lot owner's Keycard access.**

All Lot Owners will be allowed access to the SMRC amenities when their annual dues are current or in good standing with their payment plans. **Keycards will be suspended when HOA dues are unpaid for the current year billings.**

ISSUANCE OF KEYCARDS

Keycards are issued after purchase of a lot in SMRC with the Transfer Fee paid at the closing of the real estate transaction. Current Transfer Fee in effect is \$100.00. However, this fee can be increased at the discretion of the Board of Directors. **Only two (2) Keycards per lot will automatically be assigned.** An exception to this number will be granted to a lot with multiple (more than 2 individuals). Each owner of record at Okanogan County Assessor can be issued a card with an additional payment of current Keycard Replacement Fee.

VIOLATIONS OF SMRC RULES

Any violation of Pool/Bathhouse rules or Dumpster/Recycle rules will result in cancellation of Keycards. Reinstatement can only be made by appeal to Board of Directors.

LOST/STOLEN KEYCARDS & REPLACEMENT OF CARDS

Lost/stolen Keycards should be reported as soon as possible to avoid unauthorized use of the SMRC facilities. Notification of lost cards can be made by using the "Contact the Club" messaging on the website and/or emailing/calling any Board member. Any unauthorized use of lost/stolen Keycards are the Lot Owner's responsibility.

Replacement cards will only be issued upon verification of remaining cards in the possession of the Lot Owner. Verification of card numbers to the security system has to be made in order to cancel the missing card.

Fees for replacement cards are as follows and must be paid at time of request:

- 1st occurrence of a lost card - \$ 50.00
- 2nd occurrence of a lost card - \$100.00