

TRI-PAR ESTATES PARK AND RECREATION DISTRICT

POLICY AND PROCEDURE MANUAL

ITEM: 5:07 KEYLESS SECURITY SYSTEM (FOBS)

Purpose: To provide security for public access facilities, provide ease of access for residents, and monitor access and usage of facilities.

Operation: Residents will purchase fobs to activate doors and gates to Clubhouse, Recreation Hall, Pool, Cue House, Laundry, and other fob controlled locations within Tri-Par Estates. Fobs are individually assigned and activated. Usage of each individual fob will be monitored and recorded by computer.

Use of Fob to utilize TriPar facilities is deemed as knowledge and consent that areas are under video surveillance and will be used as evidence when possible to prove violations.

Eligibility:

1. Fobs will be issued to persons based on their residency and eligibility. Fobs will not be issued or applied to property ownership or location (rental property owner cannot provide fobs to tenants).
2. Each person requesting a fob must be a registered resident of Tri-Par Estates. Fobs will be issued only after persons have submitted age verification documents, picture ID, and approval of residency according to deed restriction requirements.
3. Each owner, renter, and authorized household member must be individually registered as a resident.
4. Each resident must also complete information form providing, emergency contact information, their alternate address if Tri-Par is not their primary residence, person responsible for lawn mowing, etc.

Resident's Fobs: To use facilities registered residents must purchase fobs. Price will be \$40 per fob, non-transferable and non-refundable. Fobs will be activated as follows:

Full-time residents: Will be issued a fob which must be renewed every year on their birthday. There will be no charge for renewing.

Seasonal residents: Issued and activated for the time resident expects to be here. Upon return for following season must update their information to renew. There will be no charge for renewing.

Households: At request of the Primary Resident at the time of purchase, additional members of the household that are registered residents may be listed for use of the Primary Resident's fob.

The Primary Resident must sign an agreement to accept responsibility for the proper use of the fob and Park facilities by household members.

Visitors/Guests: Visitors and guests may enter and use facilities if accompanied by the resident. If visitors desire to use pool or other facilities without the resident, then the resident must get their visitors a temporary visitor's fob that will be activated for the dates of the visit. There will

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be a deposit of \$40.00 for a visitor's fob, and the deposit will be refunded when fob is returned at end of visit.

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Non-resident Owners: Non-Resident owners are not entitled to a fob when their property is rented. If property is not rented, owner may purchase a fob which will be activated, but must be deactivated when the property is rented.

Rules: Each person must use their own fob. Anyone sharing their fob or granting access to another person, or abusing facilities or other violations is subject to deactivation of fob, and other penalties as authorized by Trustees.

Non-Transferrable: Fobs will be deactivated upon death or vacating by resident. Fobs will not be transferred. New fobs must be purchased by new owners, new renters, a different family member becoming a resident, etc.

IMPROPER USE OF FOB

Violation of TP rules & policies including but not limited to unauthorized use of a fob for another, destruction of property or any rules that require FOB access could result in deactivation if FOB Any such deactivation shall incur a reactivation fee of \$50.00

Public Functions: Public meetings and activities provided by Tri-Par will have doors unlocked and fobs will not be required. Public meetings by church, clubs and other authorized Tri-Par groups may have doors unlocked, if persons responsible for the activity sign a statement that they will be responsible for monitoring activities and proper care of facilities.

Special Fobs: Will be issued to trustees and employees programmed as needed for their duties.

Multiple Fobs: Persons entitled to a fob may purchase only one fob. Multiple fobs will not be issued to the same person.

Lost Fobs: The charge for replacement of a lost fob will be \$40.00.

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Adopted by Trustees – 03/12/2018

Reviewed: July 7, 2026

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