

**TRI-PAR ESTATES PARK & RECREATION DISTRICT
POLICY AND PROCEDURE**

ITEM 5.08 FOB REVOCATIONS

1. **BASIS:** Fobs, and the privileges provided to Fob holders, may be revoked for the following:
 - A. Disregard or violation of Tri-Par policies and rules, including but not limited to Pool rules.
 - B. Vandalism, misuse or damage to park facilities, buildings, contents, and equipment.
 - C. Unruly or illegal behavior on park property and common grounds.
 - D. Verbal or physical abuse of trustees, employees, volunteers, residents and guests.
 - E. Any other valid reason which could impact the health and safety of other residents.

2. When a violation of Tri-Par rules and policies are witnessed by a resident they may fill out an anonymous Incident report or email a trustee with the date time location and brief description of the violation. Within 3 days or as soon as practical the Trustee and District Manager will review the incident and determine if further action needs to be taken.

3. **Revocation process:** The alleged violator will be contacted by a trustee within 3 days of reviewing the video footage if corrective action is deemed necessary. If the offender refuses to meet with District Manager and Trustee, this will be deemed as acceptance of responsibility for the offense. If offender requests a formal hearing on the matter, a public hearing may be granted and legal expenses may be charged to the offender. Minutes will be taken and a copy will be included in the residents file.

4. **REVOCATION ACTION:** The Trustees will make decisions regarding revocation. The Chair will call a special Workshop meeting for this purpose. In the event a quorum of Trustees is not available, the Executive Committee may act for the Board. Decisions at these Workshops may become effective without further Board action. In the event legal action is recommended, such action will need to be authorized at the next meeting of the Board of Trustees.

After reviewing all available evidence of the situation, an appropriate penalty will be determined. Suggested possible penalties:

 - A. First offense: Range of penalty from a warning to up to 3 month revocation.
 - B. Second offense: Range from 3 month to 12 month revocation.
 - C. Subsequent offenses: Range from 12 month up to permanent revocation, and legal action if warranted.

5. **PROPERTY DAMAGE:** Cost of repair or replacement will be required, in addition to any fob revocation. Fob will remain revoked as authorized and until full payment is received, whichever is longer. The Board of Trustees may authorize legal action for collection of damages and costs if necessary.

6. **HOUSEHOLD MEMBERS AND GUESTS:** Primary fob holder has signed on their fob application to be responsible for these persons, therefore any revocations will apply to the primary fob holder plus all household members and guests, regardless of which person committed the violation.

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7. DEED RESTRICTIONS: The above process does not apply to Deed Restriction enforcement. Those issues will be processed according to policies applicable to such matters.

8. VIOLATION OF TRI-PAR POLICY AND PROCEDURES: including but not limited to unauthorized use of a FOB by and or for another, destruction of property, actions which impact the health and safety of other residents or any rules that require FOB access could result in deactivation of FOB. Any such deactivation shall incur a reactivation fee of \$40.00.

9. 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 necessary to prove violations.

Adopted by Trustees – 10/20/2015

Amended: May 22, 2026

Amended 9 9 2026

Adopted September 15, 2026

SECTION 5: POLICY AND PROCEDURE