

**CARNELIAN WOODS**  
**5101 North Lake Blvd PO 68**  
**Carnelian Bay, CA 96140**

**To: All Homeowners**  
**Subject: Facilities access and card lock use**

**Dear Homeowners,**

Over the years Carnelian Woods has had issues with the access keys to our pool, spas, and tennis courts.

Keys have been lost, not returned, and/or not transferred to new owners. As a result, non-owners and non-renters have gained access to these areas. The brass key system has run its course and it is time to update to a new system which will insure the security and proper use of our facilities.

The pool and spas will now be accessed thru door locks controlled by electronic access cards.

The tennis courts will have a four-digit code access lock, which will be renewed annually or as necessary.

**Homeowner's Agreement**

Each unit at Carnelian Woods shall be issued two (2) electronic access cards that will provide entry to the pool (in season) and the spas, during approved hours of operation. The use of these cards shall be exclusive to homeowners and family members, **not guests, renters, leases or any other persons not specifically approved.**

There shall be no charge for the original issue of the Homeowners cards.

A processing fee will be charged for lost cards.

Homeowners shall sign an agreement acknowledging their responsibility for the two cards.

Violations of the terms of this agreement may result in revocation or termination of the cards and their ability to access the common areas stated.

Failure to sign this agreement may result in a delay in the issue of access cards.

## **Rental Agencies, Renters and Guests**

Renters, guests and any other approved persons will be issued two (2) temporary use access cards through the Association Office. Arrangements must be made as far in advance as possible to enable our staff to process the cards. There is a \$10.00 fee to process the access cards and a parking pass for each rental period.

Those homeowners who rent independently are reminded to make processing arrangements in advance of their guests arrival and to advise their guests to pick up their parking pass and facility cards at the Lodge office.

Homeowners who use a rental agent shall remind their rental agents of their obligation to give notice to the Association Office of guests arrival and departure dates in advance. They should also be reminded to inform incoming guests that they must pick up parking passes and access cards at the Lodge during hours of operation and also of the \$10.00 charge for processing access cards and parking passes.

The fee shall be collected by the rental agent and forwarded to Carnelian Woods. Private rentals will have the fee charged to their homeowner account.

There shall be a \$10.00 fee for each temporary card used by Renters, which is not returned to the Lodge office at the conclusion of their stay at Carnelian Woods.

The card lock system will commence on December 13, 2013. Access to the spas will be through the use of electronic cards.

Please sign this agreement and return to the Association office, P.O. Box 68, Carnelian Bay CA, 96140.

I accept responsibility for the two (2) access cards issued to me and, if applicable, will notify Renters and Guests of their responsibilities as described above.

Unit# \_\_\_\_\_

Homeowner signature: \_\_\_\_\_

Date: \_\_\_\_\_ Rental Agent \_\_\_\_\_