

## **WEEKLY HOA UPDATE**

September 28, 2021

### **CARD KEY SECURITY SYSTEM**

One of the major topics discussed at the last HOA meeting was the purchase and installation of a new card key security system. Here are some more details about this system and how it will work.

Although you currently use a regular metal key to enter the Rec Center, each eligible resident will soon receive at no charge a card key, similar to what hotels and other business use for security. This card key system will include a card reader at four locations: the main entry gate to the courtyard, the gate between the dog park and the courtyard, the laundry room door near the parking lot, and the dumpster. These card readers will be activated by your card key.

The new card keys will be approximately the size of a credit card and can be hole-punched if the homeowner wants to wear it on a lanyard. The information on the card key will include your photograph, name, and lot number.

In the near future, a notice will be sent to all owners for them to come into the office, and the staff will verify that all necessary documentation in their file is complete, including the recent HOPA certification form. The office staff will also determine that the monthly HOA dues are current.

For those residents who work and are not able to come in during regular office hours, you may contact the office to schedule an appointment for an alternate time.

Owners who are not actually here do not need to make a special trip to get their card key, and we will not mail any card keys. When you come here next spring or even before, just call to make an appointment at the office to get your card key.

As you can tell, this is a major undertaking and so this process will take at least a few weeks.

During this time, the card key readers and the security system software and equipment will be installed. The office staff will be trained in using the equipment and also the system software. They are working on developing a checklist, forms, and procedures that will be used to implement and maintain this system.

After all or at least most residents currently here have had the opportunity to register and receive their card keys, the card reader system will be activated, and the current metal keys will no longer be usable. We will advertise this date in advance.

It will be important for residents to notify the office immediately if they lose their card key or if they sell their property or if they rent their property to a tenant. Their card key will be deactivated, so that the owner would not be responsible if there is abuse of the card key. The new owner or the tenant will need to come into the office to obtain their own card key.

If someone finds a card key, they should give it back to the owner or turn it into the office as soon as possible.

If a resident sees that another resident or outside contractor or non-resident is using the dumpster improperly, they should report details of the incident to the office so that they can determine whose card key was used and that card key could be deactivated.

There are many advantages of the card key system:

=There will be better security, since the specific card key will be deactivated when a resident loses their card key or there is a change in ownership/tenancy. The card keys cannot be duplicated, unlike metal keys. Therefore, there is less likelihood for non-residents to enter the Rec Center or to use the dumpster.

=We can ensure that any resident who want to access the Rec Center area or the dumpster are properly registered with our office, since the office staff will verify all necessary documents and registration before card keys will be issued. We suspect that there are people living in our community who have not registered in the office.

=This security system will allow us to lock and unlock selected access points automatically at a designated time, thus making it easier for our monitors to lock and unlock the Rec Center consistently.

=The dumpster can only be accessed by using a card key, so illegal dumping by outside contractors and non-residents should be eliminated. This should reduce the number of times our dumpster has to be emptied (at \$100 per dump). Residents should not give their card key to a non-resident or a contractor.

=We will also be able to determine if a resident is giving their card key to someone else to use inappropriately, by combining the features of this card key system with the new security camera system.

Several companies were contacted to give a bid, and Professional Door Company was selected as the best company to fill our needs. This company has done work for the City of Prescott, the Town of Prescott Valley, and Maverik Company; and they were highly recommended. The total estimated cost of \$16,500 includes the card readers and their installation at four places, 700 blank card keys (numbered and uniquely coded), a sublimation card printer, a heat press, the system software, two hours of staff training, and also electrical work on the card reader at the dumpster.

CC&R references:

section 4.1.1 (iii): The right of the Association to suspend the right of an Owner and such Owner's family, tenants and guests to use the Common Area if such owner is more than fifteen (15) days delinquent in the payment of Assessments or other amounts due to the Association or if the Owner has violated any other provisions of the Project Documents or has failed to cure such violation within fifteen (15) days after the Association notifies the Owner of the violation.

section 4.1.2: "If a lot is leased or rented by the Owner thereof the Lessee and not more than one other person residing with such Lessee shall have the right to use the Common Area during the term of the lease, and the Owner of such lot shall have no right to use the Common Area until the termination or expiration of such lease."

More detailed information on specific procedures and dates will be coming soon.

In the meantime if you have any questions about this new system, please contact me or the office.

Respectfully submitted,

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