

MEMORANDUM (2013-4-M)

FROM: THE BOARD OF DIRECTORS
FRESHWATER ESTATES PROPERTY OWNERS ASSOCIATION (FEPOA)
P.O. Box 580, Mineral, Virginia 23117

DATE: February 9, 2013

SUBJECT: BOARD ADMINISTRATIVE RESOLUTION 04-2013
Common Area Security Gate

Article VII, Section 4, of the FEPOA By-Laws provides that the Board of Directors (Board) shall have the power to make, alter or repeal, from time to time, By-Laws of the Association through a majority vote of the Board at a regular or special meeting of the Board.

It is the intent of the Board to amend procedures concerning the security gate installed at the FEPOA Common Area for the protection of FEPOA members and to restrict usage of the Common Area to FEPOA members in good standing and their invited guests.

The security gate shall be activated by the use of an access card. Each of the 151 lots assigned in FEPOA shall be assigned two access cards.

Administration of the security gate shall include, but not be limited to,

- 1) The Association Secretary (or other designated property owner) shall maintain all records and inventory of access Cards.
- 2) The Chair, Infrastructure Committee or his/her designee, shall activate or de-activate access cards as appropriate.
- 3) Access cards shall be numbered and pre-activated when initially assigned (such as a new lot owner).
- 4) FEPOA members denied issuance of access cards shall be informed in writing by the Board for the reasons of denial. FEPOA members shall have the right to appeal an adverse decision by the Board.
- 5) Should a member's status become, "Not in Good Standing", the access cards for that member(s) will be de-activated until such time the member notifies the Board of his/her change in status.
- 6) If a card is lost or destroyed, a replacement card will be re-issued by the Association Secretary (or other designated property owner) at a cost of \$20 each.

- 7) FEPOA members are fully responsible for assigned access cards and shall be held accountable for lost cards and misuse.
- 8) Access cards convey with each lot to any new owner and shall transfer from seller to buyer at time of closing. Members/Sellers shall relinquish two assigned access cards to the new Member/Buyers. Owners who sell their lot(s) must physically convey both access cards to the new owners at settlement. **Note to closing attorney or other agent: If both security gate access cards are not turned over to the buyer, the seller shall be assessed \$20.00 for each card not physically conveyed to the buyer. This fee shall be transmitted to the FEPOA at the above address.**
- 9) All access cards remain the property of FEPOA. All access cards remain the property of FEPOA and can be revoked at any time if a Member or their guest is found in violation of any of the Common Area Rules.
- 10) Chair, Infrastructure, or his/her designee, shall maintain a database for all FEPOA lots and access cards assigned by serial number.

FEPOA members having questions or concerns shall contact the Board at directors@freshwaterestates.com or from the FEPOA community website at www.freshwaterestates.com.