



POLICY RESOLUTION

DISTRIBUTION AND USE OF ELECTRONIC ACCESS PASS CARDS

WHEREAS, Article IV, Section 1, paragraph (c) of the Declaration of Covenants, Conditions and Restrictions (Declaration) for the Willows of Potomac Community Association (Association) permits the Association to adopt reasonable rules respecting the use of the Common Areas and Community Facilities upon the Property, and

WHEREAS, Article V, Section 3, paragraph (d) of the By-Laws for the Association empowers the Board of Directors to promulgate and enforce such reasonable rules and regulations proper respecting the use, occupancy and maintenance of the Common Areas and Community Facilities by the Members and others, and

WHEREAS, the Board of Directors for the Willows of Potomac Community Association (Association) has implemented an electronic access system as a method for owners and residents to gain entry to various Community Facilities; and

WHEREAS, from time to time the Board of Directors for the Association may desire to alter or modify the such access system due to equipment and/or software obsolescence or failure; and

NOW, THEREFORE, BE IT RESOLVED THAT, in support of the above, the Board of Directors for The Willows of Potomac Community Association hereby declares and adopts the following policy and procedures regarding the implementation of an electronic system for access to Community Facilities.

1. The Board of Directors for the Association, at its sole discretion, may develop, implement and/or modify policies and procedures for electronic access to any Community Facilities, including but not limited to the Clubhouse, Fitness Center and Swimming Pool.
2. The Association, at common expense, shall purchase, operate and maintain equipment and/or software necessary to implement an electronic access system for certain Community Facilities provided, however, the Association may charge fees for the issuance and/or replacement of electronic access cards.
3. Application.
 - a. Electronic Access Cards will be issued ONLY upon receipt of a completed Application form and payment of all applicable fees as may, from time to time, be established by the Board of Directors for the Association
 - b. Electronic Access Cards will be issued ONLY to those owners who are in good standing with the Association. Electronic access cards for the swimming pool will only be issued to tenants with the written approval of the homeowner.
4. Fees.



- a. The Board of Directors, in its sole discretion, may modify the fees that are charged for the issuance and/or replacement of electronic access cards at any time.
- b. **Initial Fee:**
 - i. **Clubhouse/Fitness Center:** A fee of **FIFTEEN DOLLARS (\$15.00)** will be charged for each electronic access card, *regardless of the reason*.
 - (1) ~~**Waiver of Initial Fees:** Current homeowners who are in possession of an clubhouse/fitness center access card/key for the system which is being replaced may receive a waiver of the fee if:~~
 - (a) ~~The card/key for the old system is turned into the Association.~~
 - (b) ~~The card/key for the old system is registered to them.~~
 - (c) ~~Waivers will be granted for three (3) months following installation of a new access control system.~~
 - (2) To obtain an clubhouse/fitness center access card/key, homeowners must complete the key application available on the Association's website (www.willowsopotomac.com) and submit the request (with a check if applicable, payable to The Willows of Potomac Community Association).
 - (3) **Lost Clubhouse/Fitness Center Cards:** A fee of **FIFTY DOLLARS (\$50.00)** will be charged for replacement of each lost electronic access card/key, *regardless of the reason*. To obtain a replacement access card/key, homeowners must complete the "lost key application" available on the Association's website (www.willowsopotomac.com) and submit the request with a check payable to The Willows of Potomac Community Association.
 - ii. **Swimming Pool:** A fee of **FIVE DOLLARS (\$5.00)** will be charged for each electronic pool pass card.
 - (1) To obtain or renew a pool pass, homeowners must register each year per the Association's published guidelines.
 - (2) **Lost Pool Access Cards:** A fee of **TEN DOLLARS (\$10.00)** will be charged for replacement of each lost electronic pool access card/key, *regardless of the reason*. To obtain a replacement access card/key, homeowners must complete the "lost key application" available on the Association's website (www.willowsopotomac.com) and submit the request with a check payable to The Willows of Potomac Community Association.



5. Suspension of Access.

- a. The Board of Directors, in accordance with the Declaration and By Laws for the Association, may suspend access to Community Facilities for any period during which an owner has an outstanding balance due to the Association or for an/a infraction(s) of any provision of the Declaration, By Laws or published rules and regulations for the Association.
- b. Access to Community Facilities may be restored upon resolution of all outstanding fees and/or correction of the infraction(s) of any provision of the Declaration, By Laws or published rules and regulations for the Association.
- c. Access will be restored within a reasonable time frame, not to exceed fifteen (15) days following the Association confirming the resolution of the outstanding fees and/or correction of the infraction(s).

6. This policy may be amended from time to time in accordance with applicable provisions of the Declaration and By-Laws of the Association and of applicable statutes.

EFFECTIVE DATE: 5/23/08

APPROVED: Roberta A Seyel
President

Date: 5/22/08