

EAST VILLAGE MASTER ASSOCIATION

KEY FOB POLICY

The following key fob policy is effective as of July 1, 2023 by vote of the Board of Directors of the East Village Master Association (EVMA). This policy supersedes all previous policies, which become null and void.

Key Fobs issued on or after July 1, 2023:

Key fobs will only be issued to deeded property owner of East Village. The owner(s) must provide documentation to support ownership, a picture ID, and a completed key fob request form (page two of this policy). The owner can obtain proof of ownership via the county property appraiser at www.sc-pa.com or provide a copy of the deed. A driver's license with the address is **NOT** proof of ownership. The EVMA will not issue any key fob to non-owners; which includes, but is not limited to, tenants, friends, or family. If the property is owned by a corporation, or other entity, key fobs will only be issued to the registered officer of said entity.

The cost for each key fob is twenty-five dollars (\$25.00) and applies to each key fob issued. This fee represents a sale to the owner and the key fob belongs to that owner. The fee will not be reimbursed if the owner returns the key fob.

Upon the sale of a property, the EVMA will deactivate all key fobs associated with the property. The seller can include any purchased key fob with the sale and provide it to the buyer. The buyer must make an appointment at the EVMA office to have the key fob reactivated under his or her name and must provide the same documentation required to purchase a key fob as shown in the first paragraph. The administrative fee to reactivate the key fob is ten-dollars (\$10.00) regardless of the number of key fobs reactivated.

All payments must be made by check or money order payable to the East Village Master Association.

Key Fobs issued prior to July 1, 2023:

All key fobs issued prior to July 1, 2023 were subject to a deposit of ten-dollars (\$10.00), twenty-five dollars (\$25.00) or fifty-dollars (\$50.00). The deposit will be refunded to the owner of record when he or she returns the key fob. The "owner of record" being defined as the key fob record as maintained by the EVMA. The deposit will not be refunded to any other person, including a new buyer. If the owner of record does not return the key fob, any and all deposit monies are forfeited to the EVMA. The deposit will be refunded via check to the address shown in the records of the management company, or to a provided forwarding address.

If a new owner receives a key fob from a seller and that key fob was issued prior to July 1, 2023, any associated deposit is considered forfeited. The new owner can have the key fob reactivated. The policy for key fobs issued on or after July 1, 2023 will then apply (new owner buys the key fob).

Procedure:

Owners should call the EVMA facility manager at 941.445.8057 to make an appointment. The manager is located at the Community Center, 3000 East Village Drive. Remember to bring the documentation detailed above and a **check/money order payable to the East Village Master Association**.

EAST VILLAGE KEY FOB REQUEST FORM

Date _____

1st Key Fob Number Assigned _____

2nd Key Fob Number Assigned _____

3rd Key Fob Number Assigned _____

Additional Key Fobs Assigned _____

Name of Homeowner _____

Property Address _____

Community _____

Contact Phone Number _____

Email Address _____

Total Fee-\$25.00 per Assigned Key Fob \$_____ Check/Money Order Number_____

Signature of Owner and Date

Signature of Facility Manager and Date

Check or money orders ONLY. No credit cards or cash accepted.

Facility Manager to retain original form and provide copy of completed form to the owner.