The Villages of Westcreek Owners Association, Inc.

Adult Household Member Residency Verification Policy for RFID Cards, Amenities, Programs, and Rentals

Supersedes: Any prior inconsistent administrative practice regarding residency verification for adult household members.

1. Purpose

The purpose of this policy is to establish a consistent, reasonable, and verifiable process for confirming residency within the Villages of Westcreek Owners Association, regarding adult household residents who are not listed as owners on the property deed documents, before issuing RFID access cards or approving access to Association amenities, community programs, facility rentals, or other resident-only privileges.

This policy is intended to protect Association property, prevent unauthorized access, ensure fair administration of resident privileges, and maintain accountability for individuals using Association amenities.

2. Scope

This policy applies to any adult household member who is the age of twenty-five (25) or older and claims residency at a property located within the Villages of Westcreek Owners Association, but is not a registered property owner for purposes of obtaining or maintaining:

- RFID access cards;
- Amenity access;
- Community program access;
- Facility or amenity rental privileges;
- Any other Association-controlled resident access privilege.

This policy specifically includes adult children of an owner, when such adult child is over the age of twenty-five (25) and is seeking resident access privileges based on claimed residency within the Association.

3. Policy Statement

The Association shall require proof of actual residency within the Villages of Westcreek Owners Association before issuing an RFID access card or granting resident-based access privileges to any adult household member over the age of twenty-five (25).

No RFID card, amenity access, program participation, or rental privilege shall be issued or renewed for an adult household member over the age of twenty-five (25) unless the individual provides a valid government-issued photo identification containing the claimed property address within the Association.

4. Required Residency Verification

To qualify for issuance or renewal of an RFID card or resident access privileges, the adult household member over age twenty-five (25) must personally provide:

A. Government-Issued Photo Identification

A valid, current, government-issued photo identification that lists the claimed Villages of Westcreek property address.

Acceptable forms may include, but are not limited to:

- Texas driver's license;

- Texas identification card;
- Other state-issued driver's license or identification card, provided it lists the claimed Association address;
- Other government-issued photo identification containing the claimed Association address, subject to staff verification.

The address on the identification must match the property address being claimed as the individual's residence within the Association.

B. Administrative Processing Fee

At the time of application, renewal, or reverification, the requesting individual shall pay a non-refundable administrative processing fee of $40.00 for each adult household member over the age of twenty-five (25) requesting RFID card issuance, amenity access, program access, rental privileges, or other Association-controlled resident access privileges.

This fee is intended to offset the administrative cost of reviewing documentation, verifying residency, updating Association access-control records, and processing the RFID or amenity access request.

Payment of the administrative processing fee does not guarantee approval. Access shall only be granted after all eligibility and residency verification requirements have been satisfied.

5. Owner Confirmation

In addition to the government-issued identification requirement, the Association may require confirmation from the property owner or the responsible account holder that the adult household member resides at the property.

Confirmation may be provided by:

- Written owner acknowledgment;
- Association-approved residency verification form;
- Any other method approved by the Board or Association management.

Owner or tenant confirmation alone shall not replace the requirement for a valid government-issued photo identification showing the claimed Association address.

6. Rental Properties

For leased properties, all Association policies regarding transfer of amenity rights from the owner to the tenant must remain valid and current.

This policy does not change, modify, or indemnify any policy regarding tenant access and verification as set forth by the association.

All tenants must be listed on the lease to obtain access, regardless of age. RFID cards are issued to all tenant children over the age of 12 years old who are listed on the lease agreement as residents.

Issuance of an RFID card does not create any independent right of access beyond the rights properly transferred to the tenant under the Association's governing documents and adopted policies.

7. No Automatic Eligibility Based on Family Relationship

Being the adult child, relative, dependent, guest, or invitee of an owner or tenant does not automatically qualify an individual for resident access privileges.

Residency-based access is based on actual verified residence within the Association, not family relationship, mailing preference, ownership relationship, or verbal representation.

8. Denial or Delay of Issuance

The Association may deny, delay, suspend, or withhold issuance of an RFID card or resident access privilege when:

- The individual does not provide a valid government-issued photo identification;
- The identification does not contain the claimed Association address;
- The identification is expired, altered, unreadable, or otherwise unreliable;
- The individual's claimed residency cannot be verified;
- The owner or tenant account is not eligible for amenity access under Association policy;
- Required fees, forms, or account requirements have not been satisfied;
- The Association reasonably determines the request is incomplete, inaccurate, or inconsistent with Association records.
- The required $40.00 administrative processing fee has not been paid.

A denial under this policy is administrative in nature and is based on failure to verify eligibility.

9. Renewal and Reverification

The Association may require reverification of residency:

- At the time of RFID card renewal;
- Upon expiration of the identification previously provided;
- When a resident changes address;
- When a property is sold, leased, or vacated;
- When there is a reasonable question regarding continued residency;
- During any Association-wide access audit.

The Association may deactivate RFID cards when residency eligibility can no longer be confirmed.

10. Administrative Processing Fee

A $40.00 administrative processing fee shall be charged for each request involving an adult household member over the age of twenty-five (25), and not listed on the owner documents, seeking RFID card issuance, amenity access, program access, facility rental privileges, or other Association-controlled resident access privileges based on claimed residency within the Association.

The administrative processing fee shall be due at the time the request is submitted and must be paid in full before the Association processes or issues any RFID card or access privilege.

The fee is administrative in nature and is not a fine, penalty, assessment, or disciplinary charge. The fee is intended to recover the Association's reasonable administrative costs associated with:

- Reviewing residency documentation;
- Verifying the claimed Association address;
- Updating Association records;
- Processing RFID or access-control credentials;
- Maintaining accurate amenity access records.

The administrative processing fee is non-refundable, including in cases where the request is denied, delayed, incomplete, withdrawn, or where the individual fails to provide acceptable residency verification.

Payment of the fee does not create an independent right to access Association amenities, programs, rentals, or facilities. All access remains subject to the Association's governing documents, adopted rules, account standing requirements, amenity transfer policies, and any other applicable Association procedures.

11. Misrepresentation

Any false statement, altered document, misleading information, or misrepresentation regarding residency may result in:

- Denial of the RFID request;
- Immediate deactivation of issued RFID cards;
- Suspension of access privileges, subject to applicable notice and hearing requirements;
- Referral to the Board of Directors for further action;
- Assessment of applicable administrative fees, replacement fees, or enforcement action as allowed by the governing documents and Texas law.

12. Privacy and Recordkeeping

The Association shall maintain residency verification information in a confidential administrative file.

To reduce unnecessary retention of sensitive personal information, the Association may document only:

- Name of the individual verified;
- Type of identification reviewed;
- Expiration date of the identification;
- Address verified;
- Date of verification;
- Name or initials of staff member completing verification.

Copies of identification should not be retained unless required by Association policy, legal counsel, insurance requirements, law enforcement request, or Board-approved administrative need.

Access to residency verification records shall be limited to Association management, authorized staff, the Board of Directors when necessary, legal counsel, and other authorized representatives with a legitimate Association purpose.

13. Appeals or Review

An owner may request review of an administrative denial under this policy by submitting a written request to Association management.

The request should include:

- Owner name;
- Property address;
- Name of the adult household member;
- Reason for the requested review;
- Any supporting documentation.

If the matter involves suspension of an owner's common-area rights or enforcement action, the Association shall follow applicable notice and hearing procedures required by Texas Property Code Chapter 209 and the Association's governing documents. Texas Property Code § 209.006 addresses notice before certain enforcement actions, and § 209.007 addresses the owner's right to request a hearing in applicable matters.

14. Consistent Application

This policy shall be applied uniformly and without regard to race, color, religion, sex, national origin, familial status, disability, or any other legally protected status.

The Association intends to verify residency and access eligibility, not to restrict access based on family status or household composition.

15. Board Authority

The Board of Directors has authority to adopt reasonable operational policies, administrative rules, and procedures for the protection, use, and management of Association property, amenities, programs, rentals, and access-control systems, subject to the Association's governing documents and applicable law.

16. Transition Period

Upon adoption, the Association may provide a transition period of 28 days for existing RFID cardholders who fall within this policy to provide the required residency verification and pay the required $40.00 administrative processing fee.

Failure to provide the required documentation and payment by the end of the transition period may result in the deactivation of the RFID card until residency is verified and the administrative processing fee has been paid.

17. Board Authority

The Board of Directors reserves the right to interpret, amend, suspend, or repeal this policy as necessary, consistent with the Association's governing documents and applicable law.