The Villages of Westcreek Owners Association, Inc.

RFID Amenity Access Card Administrative Credentialing Fee Policy

1. Purpose

The purpose of this policy is to establish a uniform administrative fee and process for issuing RFID amenity access cards to tenants residing within the Villages of Westcreek Owners Association. This policy is intended to ensure that RFID access credentials are issued only to authorized residents, properly documented, and administered in a consistent manner.

2. Applicability

This policy applies to all tenants requesting an RFID amenity access card for access to Association-owned or Association-managed amenities, facilities, or common areas requiring RFID-controlled access.

RFID cards may only be issued to individuals who are specifically listed on the current rental or lease agreement provided to the Association or its managing agent.

This policy applies to all individuals listed on the lease agreement, including minors who meet the Association's established age requirement for needing an individual RFID access card.

3. RFID Access Eligibility

RFID amenity access cards shall only be issued to tenants who meet all of the following requirements:

1. The individual must be listed by name on the current lease or rental agreement.
2. A copy of the current lease or rental agreement must be provided to the Association or managing agent before access is issued.
3. The lease or rental agreement must identify the leased property located within the Association.
4. The individual must meet any applicable Association age requirement for independent amenity access or RFID card issuance.
5. The required administrative fee must be paid in full before the RFID card is issued.

Individuals who are not listed on the lease agreement are not eligible to receive an RFID amenity access card.

4. Administrative Fee

An administrative fee of **$120.00 per lease agreement** shall be assessed for a twelve-month access term.

This fee is assessed to the tenant requesting the RFID card and is due at the time the RFID card is issued.

The fee must be paid in full before issuance or activation of the RFID card. No RFID card shall be issued, activated, or released until the applicable administrative fee has been fully paid.

5. Prorated Fee for Lease Terms Less Than Twelve Months

If the remaining term of the tenant's lease agreement is less than twelve months, the administrative fee may be prorated at a rate of **$10.00 per month** through the end of the lease term.

The full prorated amount must be paid in advance before the RFID card is issued.

For purposes of calculating the prorated fee, **any partial month shall be counted as a full month**. There shall be no rounding down or reduction for partial months. For example, if an RFID card is issued in the middle of June, the month of June shall still be counted as one full month for purposes of calculating the administrative fee.

For example, if a tenant has six months remaining on the lease term, the prorated administrative fee would be:

6 months × $10.00 = $60.00

The full $60.00 must be paid before the RFID card is issued or activated.

Monthly installment payments are not permitted.

6. Term of Access

RFID access issued under this policy shall expire at the earlier of:

1. Twelve months from the date of issuance;
2. The expiration date of the lease agreement on file with the Association;
3. Termination of the tenant's residency;
4. Revocation, suspension, or deactivation of access under Association rules or governing documents; or
5. Any other date required by Association policy, governing documents, or applicable law.

A tenant seeking continued access after expiration must provide updated lease documentation and pay the applicable administrative fee for the new access term.

7. Minors and Age Requirements

Minors listed on the lease agreement may be issued an RFID card only if they meet the Association's established age requirement for individual amenity access or RFID credential issuance.

If the Association requires minors of a certain age to have their own RFID card for access, the same administrative fee shall cover each eligible minor listed on the lease agreement.

Minors who do not meet the Association's minimum age requirement for independent access are not eligible to receive an individual RFID card.

8. Non-Transferability

RFID cards are issued to specific individuals and may not be transferred, loaned, sold, assigned, or shared with any other person.

Use of an RFID card by any person other than the individual to whom it was issued may result in deactivation of the card and may subject the tenant, resident, or property owner to enforcement action under the Association's governing documents and applicable policies.

9. Lease Verification

The Association or managing agent may require updated lease documentation before issuing, renewing, or reactivating any RFID card.

The Association may deny issuance or deactivate RFID access if:

1. The individual is not listed on the lease agreement;
2. The lease agreement has expired;

3. The tenant no longer resides at the property;
4. The documentation provided is incomplete or unverifiable;
5. The requested RFID card would violate Association rules, policies, or governing documents; or
6. Required fees have not been paid in full.

10. Owner Responsibility

Although the administrative fee is assessed to the tenant at the time the RFID card is issued, the property owner remains responsible for ensuring that tenants, occupants, residents, and guests comply with all Association governing documents, rules, regulations, amenity rules, and access-control policies.

Nothing in this policy releases the property owner from responsibility for violations, damage, misuse of Association property, or other obligations imposed by the Association's governing documents or applicable law.

Owner Account Standing and Continued Eligibility for Transferred Amenity Access

Tenant RFID access is derivative of the property owner's membership rights and the property's eligibility for amenity access. All applicable owner, member, property, account, registration, fee, documentation, and amenity-access requirements must remain valid and current for tenant RFID access to remain active.

Issuance of an RFID card to a tenant does not create a separate or independent right of amenity access beyond the access rights available through the property owner or member account.

If the property owner's amenity access rights are suspended, restricted, revoked, or otherwise made inactive due to delinquency, failure to comply with Association requirements, failure to maintain required documentation, violation of governing documents, or any other reason authorized by the Association's governing documents or applicable law, the tenant's RFID access may also be suspended, restricted, revoked, or deactivated.

If tenant access is suspended, restricted, revoked, or deactivated due to circumstances caused by or related to the property owner, owner account, lease status, delinquency, or failure of the owner to remain in good standing, the Association shall not be responsible for issuing any refund, credit, reimbursement, or compensation to the tenant for the RFID administrative fee or any unused portion of the access term.

Any dispute between the tenant and property owner regarding loss of access, reimbursement, lease obligations, owner delinquency, or failure of the owner to maintain amenity eligibility shall be a private civil matter between the tenant and the property owner. The Association shall not be responsible for resolving such disputes.

11. Lost, Damaged, or Replacement Cards

Lost, damaged, stolen, or replacement RFID cards may be subject to a separate replacement fee as established by the Board of Directors or managing agent.

Replacement cards shall not extend the original access term unless otherwise approved by the Association.

12. No Guarantee of Access During Suspension or Closure

Payment of the RFID administrative fee does not guarantee uninterrupted access to Association amenities.

Amenity access may be temporarily restricted, suspended, revoked, or unavailable due to maintenance, safety concerns, rule violations, disciplinary action, capacity limitations, emergency conditions, Board action, or any other reason authorized by the Association's governing documents or applicable law.

13. Refunds

The RFID administrative fee is an administrative processing and access-control credentialing fee. Unless otherwise required by law or approved by the Board of Directors, the fee is non-refundable once the RFID card has been issued or activated.

No refund shall be owed due to early lease termination, relocation, voluntary surrender of the card, amenity closure, temporary suspension, or failure to use the RFID card.

No refund, credit, reimbursement, or compensation shall be owed if access is suspended, restricted, revoked, or deactivated due to the property owner's delinquency, failure to remain in good standing, failure to comply with Association requirements, or loss of eligibility for amenity access.

14. Enforcement

Violation of this policy may result in one or more of the following actions:

1. Deactivation of the RFID card;
2. Denial of future RFID card requests;
3. Suspension of amenity access;
4. Enforcement action against the property owner's account;
5. Assessment of applicable charges for damages or misuse;
6. Referral to legal counsel if necessary; and/or
7. Any other remedy available under the Association's governing documents or applicable law.

15. 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.

16. Effective Date

This policy is effective upon adoption by the Board of Directors and applies to all Association-owned properties currently in existence or later acquired. Effective 01 July 2026

ADOPTED by the Board of Directors of the Villages of Westcreek Owners Association, Inc. on this 18 day of June, 2026.

President, Board of Directors

Secretary, Board of Directors