

# SUMMERFIELD CIVIC ASSOCIATION POLICIES and PROCEDURES MANUAL

## CLUBHOUSE & SWIMMING POOL ACCESS POLICY

Sec. A 1.15  
Approved: 11/12

The Summerfield Clubhouse and swimming pool have a controlled access system. Entering the Clubhouse or swimming pool enclosure requires the use of a fob or card. The Clubhouse front doors will remain unlocked during regular office hours. The following policies apply:

- Each qualified Summerfield resident may pay a deposit of \$20 per fob or card if they wish access to the Clubhouse after regular office hours.
- Qualified residents of the same household may share one fob or card.
- Residents who will use the fob or card must be indicated when the fob or card is issued.
- The deposit amount is refunded upon return of the fob or card when a resident moves away from Summerfield.
- Upon death of a resident, the surviving spouse or family member may receive the deposit refund upon return of the fob or card.
- The deposit is payable by cash or check only, through the Summerfield Civic Association office.
- The fob or card is non-transferrable and is to be used only by the person(s) to whom they are assigned.
- If a fob or card is lost or stolen, it is to be reported immediately to the Summerfield Civic Association office.
- Replacement of a lost or stolen fob or card is a \$20 deposit.
- The Summerfield Civic Association office will maintain the access control system by administering fobs and cards, accepting and refunding deposits, and activating / deactivating fobs and cards.
- Mis-use of a fob or card may result in deactivation of the fob or card.

I, \_\_\_\_\_ (print name), have read and agree to the above policies on this date \_\_\_\_\_ (insert date).

Signature: \_\_\_\_\_