

# Palacio Planned Development Homeowners Association Key Policy & Receipt

Adopted October 18, 2017

The Association hereby issues, and the Owner acknowledges by signature hereon the following items and agreements:

(1) On the date indicated below, the Owner of the property indicated herein was issued a new pool key which also operates the gate leading to the park at the Camden Community Center.

(2) If the owner or any other party should lose or misplace this key, a replacement key will not be provided until the Owner has delivered funds in the amount of \$20.00 as a replacement charge, and executes a new Key Policy & Receipt and new Resident Update Form on the same day that the key is issued. No key will be issued by mail without benefit of the funds and receipt signed in advance. No tenant shall be issued a key unless a letter from the Owner is on file with the Association, sent directly to the Association by the Owner, and the tenant's names and phone numbers are on file with the Association in advance of the key being issued.

(3) The Owner, the Owner's tenant/residents and guests agree to abide by the Palacio Planned Development Homeowners Association Pool & Spa Rules.

(4) A maximum of One (1) key will be issued per household Free of charge. It is the Owner's responsibility to provide the key to the tenant when renting the property, or to a Buyer when selling the property.

During a sale, the transfer of keys should be handled in escrow; otherwise the Seller/Buyer will be responsible for \$20.00 to replace the key or provide a new key to the Buyer.

(5) If Palacio HOA re-keys the locks, one free key will be provided to each home address. If the homeowner previously has paid for additional keys according to our list, there shall be no additional charge for the number of keys paid for previously.

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Date: \_\_\_\_\_

Key #: \_\_\_\_\_

Home Address: \_\_\_\_\_

Print Name: \_\_\_\_\_

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

Professional Association Services  
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