

CHARDONNAY HILLS HOMEOWNERS ASSOCIATION 2008 KEY RELEASE PROJECT

Dear Homeowner(s):

The Board of Directors has authorized Safe and Secure Locksmith to re-key the recreational facilities. Effective **April 15, 2008**, the Key that is currently in your possession will no longer unlock any gates that lead to the parks, pools or restrooms.

IMPORTANT! Your new Key will be released before the facilities are re-keyed. One (1) key will be issued per unit/residence. You must be a “member-in-good-standing” in order to receive your new key. By example, monthly assessments must be current, and outstanding fines paid in full.

All Owners will receive a key by first class mail. Until further notice, picking up a key will not be an option. In order to obtain your new key, you are required to fill out the attached forms before the new key will be mailed. All paperwork must be in order, filled out completely and signed or we will be unable to release the key. Incomplete or unsigned forms will be returned. **It may take approximately five to seven business days for us to process your applications and mail the key.**

Required Forms:

- 1. Key Release Check-List Form:** Please read carefully, and mark your instructions as it applies.
- 2. Common Area Key Release Form:** This form must be completed by the Owner of Record, specifying instructions for release of the key.
- 3. Owner’s Assignment of Membership Privileges to Tenant Form (if applicable):** If the owner is assigning their rights to use the Common Areas to their tenants, this form must be filled out and signed by the Owner of Record.

You may return your forms to Avalon Management by fax (951) 244-0520, email (hoa@avalonweb.com), or mail to 31608 Railroad Canyon Road, Canyon Lake, CA 92587.

If you have any questions regarding the key release project, please do not hesitate to contact Avalon Management, Rebecca Wilson at Rebecca@avalonweb.com or Chris Gentry at hoa@avalonweb.com or by phone at (951) 244-0048.

**CHARDONNAY HILLS HOMEOWNERS ASSOCIATION
2008 KEY RELEASE CHECK-LIST**

When leasing your property, you may opt to give up and assign your rights for use of the facilities to your Tenant(s). A key to an Association's Common Area Facilities is normally issued to the Owner of Record, and it is the Owner's responsibility to give the key to their Tenant(s), unless we receive written/signed instructions otherwise. (See Common Area Key Release Form).

Check One:

I am an Owner of Record (living on-site)
Attached are the following completed forms:
Common Area Key Release Form
Key Release Check-List

I am an Owner of Record (living off-site but not assigning rights to use facilities to my Tenant(s)):
Attached are the following completed forms:
Common Area Key Release Form
Key Release Check-List

I am an Owner of Record (living off-site & assigning my rights to use facilities to my Tenant(s)):
Attached are the following completed forms:
Owner's Assignment of Membership Privileges to Tenant(s)
Common Area Key Release Form
Key Release Check-List

I the undersigned acknowledge that should a key be lost there will be a \$50.00 charge for replacement.

Chardonnay Hills Street Address: _____

Mailing Address (if different than site address): _____

Owner's Name: _____
(Print)

Owner's Phone Number: _____ **Work** _____

Tenant's Name (if applicable, please provide this information if you are not assigning rights to tenant):

(Print) (Print)

For Office Use Only:

Date Information was received: _____

Information was: _____ Complete _____ Not Complete

Forms were returned to owner, on this date (if applicable): _____

Member not in Good Standing and was advised of such on this date: _____

Key Number Issued: _____ **Date Issued:** _____



31608 Railroad Canyon Road
Canyon Lake, California 92587
Phone: (951) 244-0048
Fax: (951) 244-0520

**CHARDONNAY HILLS HOMEOWNERS' ASSOCIATION
COMMON AREA KEY RELEASE FORM**

Please complete only one section. Upon completion sign and date the form. If you are requesting a replacement key a \$50.00 check must accompany this form.

1) _____ I am a Chardonnay Hills HOA property owner and **live onsite**. **Please mail my new pool key directly to me to the mailing address below.**

Chardonnay Hills street address:

Please mail my key to:

(Address)

2) _____ I am a property owner at Chardonnay Hills HOA (**this applies to onsite or offsite property owners**). **I authorize the Association to release my new common area key only to the person listed below. (If applicable, I have attached the *Assignment of Membership Privileges to Tenant Form*.)**

Chardonnay Hills street address:

Please mail my key to:

(Print Name)

(Address)

3) _____ I am an absentee and/or off-site property owner at Chardonnay Hills HOA. **Please mail my new pool key directly to me to the mailing address below. (If applicable: I will see to it that my tenant receives the key under my agreement with him/her. I have attached the *Assignment of Membership Privileges to Tenant Form*.)**

Chardonnay Hills street address:

Please mail my key to:

(Address)

I understand I am fully responsible for the whereabouts of the key, and that a non-refundable fee of \$50.00 will be required to replace each lost or stolen key.

OWNER'S SIGNATURE: _____ **DATED:** _____

PRINTED OWNER'S NAME: _____

**CHARDONNAY HILLS HOMEOWNERS ASSOCIATION
REGISTRATION FORM
OWNER'S ASSIGNMENT OF MEMBERSHIP PRIVILEGES TO TENANT**

Chardonnay Hills Street Address: _____

Owner's Mailing Address: _____

Owner's Home Phone Number: _____ Work: _____

Tenant Name: _____ Tenant Name: _____
(print) (print)

Names and Ages of Individuals that Reside with Tenant:

_____ Age _____
(print name)

_____ Age _____
(print name)

_____ Age _____
(print name)

_____ Age _____
(print name)

Tenant's Phone Number: _____

I (we) hereby transfer our rights to use the Chardonnay Hills Homeowners Association Recreational Facilities. I (we) understand that it is my (our) responsibility to notify the Association in writing when this tenancy has been terminated and that the assignee is no longer residing in the property. I (we) hereby acknowledge full responsibility for the actions of my (our) tenants when using the Chardonnay Hills Recreational Facilities and recognize that I (we) will be held directly responsible for violations of the Association's Governing Documents by my (our) tenants, their family members, guests, and invitees. I (we) shall provide my (our) tenant with all the Association's Governing Documents including Rules and Regulations, and the Rules and Regulations as they specifically apply to the use of the Facilities. I (we) understand that a non-refundable fee of \$50.00 will be required to replace each lost or stolen key.

SIGNATURE OF OWNER: _____ DATE: _____

PRINT NAME: _____

SIGNATURE OF OWNER: _____ DATE: _____

PRINT NAME: _____