

NORTHSTAR PROPERTY OWNERS ASSOCIATION RECREATION CENTER ACCESS POLICY

Effective January 1, 2017

Changes to policy are in bold & italic type

This Policy was approved by Membership after a presentation to the Members in connection with the 2010 election which concluded with the Annual Meeting on September 5, 2009. Thereafter time will have to be permitted for implementation of the new card system. Policy is effective June 1, 2010.

The following provisions will govern access to the NPOA Recreation Center facility:

A. CLASSIFICATIONS:

There are two (2) classifications for access to the Recreation Center:

- 1) Member:
 - a) Immediate family (see definition below)
 - b) Extended family (see definition below)
- 2) Guest:
 - a) Accompanied Guest -- "Accompanied" means that the Guest enters the facility in the company of a Member from the subject property.
 - b) Unaccompanied Guest -- "Unaccompanied" means that the Guest enters the facility not in the company of a Member from the subject property.

B. FAMILY DEFINITIONS:

(Proof of relationship is required prior to photo registration)

- a) Immediate Family includes:
 - Spouse
 - Dependent Children
 - Legally Adopted Children
 - Registered Domestic Partner
 - Or one individual unrelated to the owner by blood or marriage and who has maintained a common household with the owner for a period of at least six (6) months. (Of necessity, this is not to be a precise definition. An individual who generally fits this category may be approved by the General Manager, at his discretion.)
- b) Extended Family includes:
 - Grandparents
 - Parents
 - Children not living at home
 - Grandchildren
 - Spouse of any children or grandchildren
 - Or anyone related by blood or marriage (i.e. in-laws, brothers, sisters, cousins, aunts, uncles, etc.)

C. CARDS:

Each property will receive:

- Two Member Cards and
- Two Guest Cards.
 - Cards will be Radio Frequency Identification Cards (RFID).
 - RFID cards are more durable, reliable and will create easier access to the parking lot and entry desk because they do not require a physical scan through specific equipment.
 - RFID cards can be read from a distance when in the proximity of receivers located in the parking lot and entry desk.

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D. MEMBER CARDS:

- Each property will be issued two RFID Member Cards.
- Each property may photo register up to 14 family members (Immediate and/or Extended) 14 years and older (13 years old and younger must be accompanied by an adult to access facilities and therefore no photo is required).
- The two Member Cards separately or together allow up to a maximum of 10 Members/Guests free access per day. All may be on one card or both cards may be used in combination.
- There is no fee for Members and Accompanied Guests, up to the total of 10.
- An additional 6 entries, up to 16 total per day, will be allowed at the guest fee of **\$3.00** per person (additional guests may be allowed on low use days).
- **All parking in the NPOA lot is limited to ONE vehicle per property.**
- Long term renters (two month lease or longer) can be registered as the Designated Members for the length of the lease. (See Transfer of Amenity Rights, below).
- If a registered Member forgets his/her Member card, their picture can be looked up at the entry desk; Member and Accompanied Guests will be allowed access. However parking lot access will be denied.

E. GUEST CARDS:

- Each property will be issued two RFID Guest Cards.
- The two Guest Cards together allow up to a maximum of 16 Unaccompanied Guests access per day (additional guests may be allowed on low use days). All guests may enter on one card or both cards may be used in combination.
- Unaccompanied Guest access fee is **\$3.00** per person per day.
- **All parking in the NPOA lot is limited to ONE vehicle per property.**
- Daily, weekly, monthly renters (up to two months) are considered Unaccompanied Guests.

F. TRANSFER OF AMENITY RIGHTS:

- Members may transfer amenity rights of both Member Cards to leasehold tenants (long term renters) provided the term is two (2) months or longer. The leasehold tenant then becomes the Designated Member. The NPOA office must be notified so that the transfer information can be placed in the database.
- When a Member transfers facility rights, the Member will not have free access to the facility during the term of the lease, but may be granted access with the Guest Card.

G. MULTIPLE OWNERS:

- Multiple owners of a single property are treated the same as a “single family” designation.
- Multiple owners may photo register up to 14 family members over the age of 13.

H. FACILITY ACCESS BY RENTAL AGENCY:

- Members who contract with a rental agency may be required to provide the agency with their RFID Guest Cards for the access of renters.
- The two Guest Cards together allow up to a maximum of 16 Guests access per day.
- Guest access fee is **\$3.00** per person.

I. REPLACEMENT CARDS:

- All lost, stolen or damaged cards are to be reported immediately.
- Replacement fee for any Member or Guest card is \$25.

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J. GENERAL RULES APPLICABLE TO FACILITY USE:

- The NPOA Recreation Center is not a child care facility.
- Children under the age of 14 will not be allowed access without adult supervision.
- Any member or guest not following *The Rules* may have his/her access privilege revoked and will be asked to leave.

K. SPIRIT AND INTENT OF ACCESS POLICY:

- The Member Pass is intended for the property owner's use of the amenities along with their family and accompanied guests.
- The Guest Pass is intended for use by guests staying at the owner's residence not accompanied by an owner, or renters staying at the owner's residence, and is not to be used in any other manner.

**Do not punch additional holes or modify these cards in any manner.
Doing so will disable the card. Cost of replacement is \$25.**