



## **Lake Emerald Owners Association, Inc.**

108 Lake Emerald Drive

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July 1, 2018

Dear Lake Emerald Owners and Residents,

Please be advised of the following policy change regarding the Amenities' key for the gym, tennis courts, and pool restrooms, as enacted by the Board of Directors.

All units are entitled to one free key, additional keys may be purchased for \$25.

If you have submitted the \$50 deposit for your key, you may bring the key to the office for verification, fill out appropriate paperwork for refund, and sign for the free key assigned to your unit. Only one free key per unit

The key is assigned to the unit, thus it becomes the responsibility of the owner. Therefore if you are a renter, and have paid a deposit, you are entitled to obtain the reimbursement as stated above but the free key received for your unit, becomes the property and responsibility of the unit owner. It is the owner's responsibility to receive the key from the tenant at the end of the lease and pass it on to future tenants. Otherwise a new key would have to be purchased by the owner for \$25.

This policy is in effect immediately and you have 6 months to complete this transaction (December 31st). After that the escrow account will be closed and there will not be any further refunds. If you are an out of town owner and will not return prior to the cutoff, and in possession of the key, it is imperative you contact the office in the near future to make arrangements.

Thank you in advance for making this a smooth transition to our new policy.

Lake Emerald Board of Directors