

## VENTANA LAKES RULES FOR HOMEOWNERS

### Rule 4. Fees and Charges; Requests for Records

#### 1. Amenity (Pool and Facility) Keys

- A. A deposit cost of \$50.00 for an amenity key shall be charged to:
1. a new resident;
  2. a resident who wants a second key, or
  3. a tenant (the owner must give approval for a tenant to have an amenity key.)
  4. The cost for additional keys, if more than two are requested, is \$75.00.
- B. The deposit is refundable when the resident returns the pool key to the Management Office, and when the Office's records confirm that the key was issued to the person requesting the refund.
- C. A resident who loses a key will be charged \$75.00 for a key. The \$75.00 paid for a replacement key is also refundable when the Office's records confirm that the key was issued to the person requesting the refund.
- D. All key refunds will be by check. Residents will be asked to complete a refund form for the check. The check will be mailed to them at the address they submit on the form. A refund request by a homeowner for a key must be made within 60 calendar days from the date escrow closed. Money that is unclaimed within the 60 day time frame for a key deposit will be transferred to the operating budget as income.

*Formerly #2006-10, June 21, 2006; previously was #2005-04; also based on current processes. Adopted January 20, 2010.*

#### 2. Request To View Association Books And Records

- A. In accordance with A.R.S. §10-11602, any Ventana Lakes homeowner may view the books and records of the Association by using the form "Request for Access to Ventana Lakes Property Owners Association Books and Records" which is available in the Management Office.
- B. There shall be no charge to view Association books and records. Copies cost 10 cents per page.
- C. Neither the Office Staff nor Board Members have the time or responsibility for doing research and work for a homeowner. Records will be made available to the homeowner for such research, except that personal information about homeowners shall not be made available.

*Formerly #2004-08 of May 19, 2004; "reviewed and kept Dec 2005." Adopted January 20, 2010.*

#### 3. Guest Passes

Cost for a Guest Pass is \$1.00 and it is issued for a maximum of 30 calendar days. This charge will not be refunded.

*Charge authorized by the Board May 1, 2007. Adopted January 20, 2010.*