

WTMC Access Card Policy

The Access Card Policy is designed to provide secure, efficient access to parks within the WTMC HOA community. The safety and security of our WTMC parks are a shared responsibility of homeowners, household members, tenants, guests and staff. This policy details the issuance and use of access cards, as well as guest access procedures.

- Any issues with access cards including missing, damaged or non-working, should be reported to the office immediately.
- Access cards will only be issued to occupants of the home except landlords and corporate owners.
- Unauthorized sharing or misuse of access card/pass is a violation.

1. Access Card Allocation/Usage

- a. Homeowners: Each homeowner will be issued up to two (2) access cards assigned to individual members of the household.
 - i. Maximum 3 cards per WTMC homeowner.
 - ii. One guest access card or a third full access card can be requested for a one-time \$25 fee.
 - iii. Proof of residency of the home is required.
 - iv. LLC homeowners – the office will verify the governorship of the LLC matches the residences of the home.
- b. Guests access card: only 1 guest card will be issued per home if the homeowner chooses.
 - i. Allows for up to four (4) unaccompanied guests, including children, to access WTMC parks.
 - ii. This guest access card will allow children, childcare, pet care, or friends/family access to WTMC parks.
 - iii. Guest cards do not allow access to the boat launch, nor can they moor watercraft at the docks.
- c. Landlords/Corporate owners: will only be issued 1 access card.
- d. Tenant members: Up to two (2) tenants on the rental agreement may be issued an access card with the landlord's authorization per unit.
 - i. Tenants are not issued a guest access card.
 - ii. A rental agreement is sufficient to provide as evidence to match the address of the address in question.
 - iii. There is a Tenant Access card set-up fee of \$25 each time there is a new tenant.
- e. Lost/damaged/defective access card
 - i. Replacement Fees: Replacement of a lost or damaged access card will incur a fee of \$50.
 - ii. Misplaced or lost access cards must be reported as soon as possible. You are liable for any damage caused using an unreported lost access card. There is no charge to temporarily deactivate a misplaced card.
 - iii. A defective access card will be replaced at no charge when the defective access card is turned into the office and verified as defective.

2. Responsibility and Conduct

- a. Homeowner Responsibility:
 - i. Homeowners are responsible for the use and security of their access cards.
 - ii. Homeowners must ensure that their guests adhere to WTMC rules and regulations when using the guest pass.
- b. Card Misuse:
 - i. Unauthorized sharing or misuse of access cards will result in disciplinary action, including suspension of access privileges or fines.
 - ii. Repeated violations may result in further action, including fines and possible revocation of access rights.

Amendments:

- The HOA Board reserves the right to amend this policy as necessary. All changes will be communicated to homeowners through written notices or the HOA's official communication channels.

For any questions or concerns regarding this policy, please contact the WTMC office at:

Phone: 253-891-2729

Email: main.office@westtappshoa.com

Office Hours: M-F 10:00am-4:00pm

Effective Date: 06/11/25

We have read and understand the attached access card policy. We understand there is no lifeguard on duty, and we will be using the WTMC parks and common areas at our own risk.

#1 Signature: _____

#2 Signature: _____

#3 Signature: _____

Note: All Renters must provide the same information as shown on the attached form as well as have the owner fill out an Owner Acceptance for Tenant Use form. Owners are liable for any actions of the Renter.

ACCESS CARDS ISSUED

#1

Card Number:

Name:

Phone number - Home or Mobile (Circle One):

Email address:

#2

Card Number:

Name:

Phone Number – Home or Mobile (Circle One):

Email address:

#3 OR guest access card

Card Number:

Name:

Phone Number – Home or Mobile (Circle One):

Email address: