

# VERY IMPORTANT- PLEASE READ



Northwood Pointe Maintenance Association

March 7, 2022

RE: NEW KEY FOB DISTRIBUTION FOR THE NORTHWOOD POINTE - MEADOWOOD POOL

Dear Homeowner:

Please be advised that the Northwood Pointe Maintenance Association is in the process of installing electronic keypads at the three (3) Meadowood Pool Area entrances, where you currently use a conventional metal key to access the pool. Each Northwood Pointe homeowner will receive one electronic Key Fob at no charge. Please note: Your metal hard key will continue to open the gate until April 30<sup>th</sup>, 2022. The new Key Fobs will be distributed at the Meadowood Pool on the following dates/times:

**Tuesday, March 22, 2022 – 10:00 am – 2:00 pm**  
**Thursday, March 24, 2022 – 1:00 pm – 5:00 pm**  
**Tuesday, March 29, 2022 – 10:00 am – 2:00 pm**  
**Thursday, March 31, 2022 – 1:00 pm – 5:00 pm**  
**Tuesday, April 05, 2022 – 10:00 am – 2:00 pm**  
**Thursday, April 07, 2022 – 1:00 pm – 5:00 pm**

When picking up your new Key Fob you must present your driver's license that has your Northwood Pointe Maintenance Association address listed, and provide the bottom portion of this page, filled out with the required signature. If your Northwood Pointe property address does not appear on your driver's license, you must present a utility bill that lists your name and property address. If you wish to have your tenant pick up your Key Fob, you must complete the bottom portion of this letter, and provide a current lease agreement, and it must be presented to the person issuing the Key Fobs at one of the times listed above. If your tenant does not bring the bottom portion of this letter completed and signed by the homeowner, along with their driver's license or utility bill, and a copy of the current lease agreement, they will not be given a Key Fob.

If you are not able to pick up your new Key Fob on either of the four dates and times listed above, you can pick it up at the Keystone Office on an appointment basis, by emailing Bryanna Chrisp at [bchrisp@keystonepacific.com](mailto:bchrisp@keystonepacific.com).

If you have any questions, please contact your property manager, Teresa Duhoux at [tduhoux@keystonepacific.com](mailto:tduhoux@keystonepacific.com).

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**Please be advised that each address will be provided one (1) Key Fob per household at no charge.  
Additional Key Fobs will be available for purchase in May of 2022.**

**Homeowner Key Fob Pickup:**

Property Owner's Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Account #: \_\_\_\_\_ Signature: \_\_\_\_\_  
(Owner's Signature)

**\*\*For Tenant Key Fob Pickup Only:**

I am giving consent to my tenant, \_\_\_\_\_ to pick  
(Tenant's Name)

up my key fob on my behalf. \_\_\_\_\_  
(Owner's Signature)