

VERY IMPORTANT- PLEASE READ



Northwood Pointe Maintenance Association

March 8, 2022

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

Dear Homeowner:

As previously announced, the Northwood Pointe Maintenance Association has been 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. The Association has been distributing one (1) electronic Key Fob per household at no charge. Please note: The key fobs will be activated as of April 30th, and your metal hard key will continue to open the gates until May 15th. The new Key Fobs were distributed as announced 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

IF YOU MISSED KEY FOB DISTRIBUTION DATES, YOU MAY REACH OUT TO MANAGEMENT AT NWPKEYFOBS@KEYSTONEPACIFIC.COM TO REQUEST AN APPOINTMENT TO PICK UP YOUR PRE-PROGRAMMED KEY AT THE KEYSTONE OFFICE. PLEASE FILL OUT THIS FORM ACCORDING TO THE INSTRUCTIONS BELOW, AND PRESENT UPON ARRIVAL FOR YOUR APPOINTMENT, ALONG WITH THE APPROPRIATE DOCUMENTS AS MENTIONED BELOW. PLEASE NOTE- WE WILL ONLY BE DISTRIBUTING KEY FOBS ON AN APPOINTMENT BASIS FOR THOSE WHO MISSED THE TIMES LISTED ABOVE. ADDITIONAL KEY FOBS WILL BE AVAILABLE FOR PURCHASE AT A LATER DATE.

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 during your appointment. 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.

**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)