



Northwood Pointe Maintenance Association

ADDITIONAL MEADOWOOD POOL KEY FOBs ARE NOW AVAILABLE FOR PICKUP ON APPOINTMENT BASIS

Dear Homeowner,

Now that everyone has had an opportunity to pick up a Pool Key Fob, additional Fobs are now available for purchase at a cost of \$50 per Fob. If you have already picked up a Fob and you want to purchase additional Fobs, so that we may program your new Fob, please send an email to nwpkeyfobs@keystonepacific.com and indicate the number of Fobs that you want to purchase. When your additional Fobs are ready, we can then schedule an appointment for you to pick them up at the Keystone office, or we can mail them to you. In response to comments received from homeowners, the Board of Directors has decided to provide homeowners who possess multiple pool keys the opportunity to exchange their old keys for an equal number of Fobs (including the Fob that you picked up) at no charge. For instance, if you currently have two metal pool keys and you now want two Fobs, if you bring your two metal keys to the Keystone office, you can exchange them for two Fobs. If you have already picked up a Fob, you will be given one Fob for your two metal keys. If you have not yet picked up a Pool Key Fob, please send an email to: nwpkeyfobs@keystonepacific.com.

PLEASE NOTE: FOBs WILL BE AVAILALABLE FOR PICKUP ON AN APPOINTMENT BASIS ONLY.

IF YOU ARRIVE TO THE KEYSTONE OFFICE WITHOUT AN APPOINTMENT, MANAGEMENT MAY NOT BE ABLE TO PROVIDE YOU WITH A FOB AT SUCH TIME.

WHEN YOU REACH OUT TO MANAGEMENT TO REQUEST YOUR KEY FOBs, PLEASE PROVIDE YOUR NAME AND ADDRESS, AS WELL AS THE FOLLOWING INFORMATION:

1. **Name:**
2. **Address:**
3. **Have you picked up your 1st key fob?**
4. **How many additional key fobs would you like to purchase?**
5. **If you are exchanging old hard keys for key fobs, how many will you be exchanging?**

Please note, if you be exchanging additional metal keys for fobs, you MUST provide your metal keys in order to exchange your old keys for an equal number of Fobs (including the Fob that you picked up) at no charge.

Management will be programming any additional fobs *prior* to pick up, so please specify in advance the number of fobs you would like to pick up.

Finally, we thank you for your patience as Management will be receiving a high volume of requests, and we will do our best to schedule your appointment for pickup as efficiently as possible based on the present demand.

Sincerely,

At the Direction of the Board of Directors,
Northwood Pointe Maintenance Association

Teresa Duhoux

Teresa Duhoux, CMCA®, AMS®, PCAM®
Vice President of Operations