

Oakmont Village Association Electronic Access Card System Policy

The purpose of this policy is to clarify and publish the many policy aspects of the Electronic Card Access System first implemented in 2008 and to relate this system and its effects on other OVA policies.

Facilities Controlled by Electronic Access System

As of the summer of 2009, the facilities controlled by the electronic access system are (or are expected to be) all pools ⁽¹⁾ and spas, and, in the new Central complex, the Fitness Center and the Computer Learning Center. ⁽²⁾

Other locations may be added from time to time without the necessity to amend this policy first.

Effect on Other Policies

Other policies affected by this policy may be amended without resorting to formal rule making procedures as long as the changes in those policies do not go beyond the fees or disciplinary powers adopted in this policy. (For instance, the technology of this system allows the OVA to omit its requirement in the Swimming Pool Rules that pool users must sign in.)

Eligibility for Electronic Access Cards for Residents, Guests, and Vendors

The Electronic Access Card is available only in the OVA Office during normal business hours. It provides access to all pools and spas to all holders.

Residents:

- Each resident is eligible for one Electronic Access Card, with a \$30.00 refundable fee, if he/she
 - is in OVA's resident data base, and
 - **IF** a renter, has been assigned use privileges by the owner (in writing on the approved form).
- The resident card will be automatically upgraded to permit access to the Fitness Center if an "Acknowledgement of Risk and Release of Liability" (Release Form) has been completed by the resident and is on file in the OVA Office.
- The resident card may be upgraded for restricted access to the Oakmont Computer Learning Center (OCLC) for those few leaders and resident faculty designated by the OCLC.

Guests: ⁽³⁾

- Guest access cards will be issued only to adults (18 and older) and must be obtained in the OVA Office by the resident host.
- The Manager may authorize the issuance of guest cards directly to the guest in very limited instances.
- Cards will be issued for the duration allowed by the Guest Limitation and Card Policy (or as closely thereto as technology allows). Normally, one card will be issued for the use of all adults in a group of guests visiting simultaneously.
- Facilities to which guests will be allowed are the three pools, spas and related restroom and locker rooms, and the Fitness Center. However, access to the latter will be granted only if the guest is an adult and has signed a Release Form with due reference to the identity of the resident host. If more than one adult is involved in the guest group, all must sign the Release

¹ At East, this includes users of the Pool/Snooker room and certain groups needing access to storage cabinets.

² On a restricted basis only; electronic access will not be given to all users.

³ Per long-standing policy, no guest card is needed if the guest(s) are accompanied by the host resident.

Form before the single card the group will receive can be upgraded for access to the Fitness Center.

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- Children (17 years or under) are not allowed in any facility unless accompanied by an adult (18 or older) with a valid resident or guest card. As to access of controlled facilities, children are allowed only at the Central Pool during published hours.

Vendors: Vendor cards are to be issued at the discretion of the OVA Office on an as-needed basis. A non-resident faculty person for the OCLC would receive a vendor card.

Fees for Electronic Access Cards

There is a non-refundable fee for resident access card(s) and guest card(s) of \$30.00 per card. The replacement fee for a resident card is \$30.00, non-refundable. ⁽⁴⁾
Vendor cards are free.

De-Activation of Electronic Access Cards

Resident cards that have been issued will be de-activated if:

- The cards have been returned or reported lost.
- A replacement card has been issued to the resident.
- The resident no longer is eligible, for instance:
 - has moved, or
 - is a renter and has lost privileges previously transferred by the owner.
- The resident has had privileges removed for a period of time by disciplinary action of the OVA Board, or
- The household is delinquent on dues more than 60 days.

Guest cards automatically lapse at the end of the period for which they were issued but may be deactivated at an earlier time if the guest has left or the host is subject to disciplinary action ⁽⁵⁾ as described above (including dues delinquency).

Vendor cards are to be deactivated when no longer needed.

⁴ Per 2016-12-16 OVA Board of Directors approved revised replacement card fee.

⁵ Per long-standing policy, the host is responsible for the conduct of his/her guests.