

Waterford Trails Homeowners Association, Inc.
6972 Lake Gloria Blvd.
Orlando, FL 32809-3200
(407) 982-7842 Office
AKaiser@lelandmanagement.com

RE: NEW POOL KEY AND LOCK

Dear Waterford Trails Homeowners,

The HOA rekeyed the lock at the community pool with a “Do Not Duplicate” style lock. The new lock will enhance the security at the pool and help the HOA maintain a log of who has been issued a key to these facilities.

All owners in good standing of Waterford Trails HOA (WFTHOA) will be issued one (1) key per WFTHOA property at no cost. However, in the event a key is lost or multiple keys are requested there will be a cost of \$50/key, payable in advance to Waterford Trails HOA.

In order to obtain a new key to the Waterford Trails Community pool, you will need to be **current on your HOA assessments** as well as fully complete the attached form and return it to Leland Management. Once the completed form is returned, a key will be mailed to the mailing address which may be outlined below.

Important Pool Key Information

1. Lost or replacement keys will be issued at a cost of \$50.00, payable in advance to Waterford Trails HOA.
2. It is the homeowner’s responsibility to ensure that the pool key is transferred to any new resident and/or upon sale of the home to the new owner.
3. Your pool key may be revoked and pool privileges suspended for any infractions of the Pool and/or Common Area Rules.
4. You must show your pool key at any time while utilizing the facility upon request by an Association member.

If you have any questions please contact Leland Management.

Regards,

Waterford Trails Board of Directors
6972 Lake Gloria Blvd.
Orlando, FL 32809-3200

Waterford Trails Pool Key Authorization Form

I acknowledge that my household is in good standing and that I have requested a pool area key. I will address any questions to the WFTHOA Board and/or Leland Management. I fully understand that **any replacement key will only be granted upon payment of \$50.00** to Waterford Trails HOA.

I AGREE TO COMPLY WITH ALL POOL AND AMENITIES AREA RULES AS ADOPTED BY WFTHOA, INCLUDING BUT NOT LIMITED TO:

1. Insuring that both gates are closed and locked at all times. NEVER PROPPING THE GATES OPEN FOR ANY REASON. Never allowing unauthorized person's admittance to the court or pool areas.
2. Members are responsible for the actions of their guests while on WFTHOA property, including paying for any damage done to property/pool equipment. Members should not enter pump area or adjust light timers or circuit breakers. Do not let anyone play with pool cleaning equipment or throw pool chairs, rocks/trash/etc. in pool. Keep property clean, do not slam gates, and do not stand on furniture.
3. Limiting my guests to no more than five (5) guests at one time and only when I am present.
- 4. NEVER LENDING MY KEY TO A PERSON WHO IS NOT A WFTHOA MEMBER OR IS NOT MY REPRESENTATIVE.**
5. Never smoke, consume/bring alcoholic beverages or illegal drugs of any kind into the pool area. Glass containers or bottles are also not allowed.
- 6. NEVER ALLOWING A MEMBER OF MY FAMILY OR GUEST WHO IS UNDER 18 YEARS OF AGE ADMITTANCE OR TO REMAIN IN THE POOL AREA WITHOUT MY BEING PRESENT.**
7. Pool opens at dawn and closes at dusk (7 days/week). Pool lights are on timer.

As a WFTHOA member, I have the authority to evict any unauthorized person from such property and to enforce all pool/court area rules. **I have the right to ask any person including members to show their key and to identify the person supervising any individuals less than 18 years of age.**

Date: _____

Signature

Printed Name

Property Address: _____

Email Address _____ Phone Number _____

Address where key is to be mailed (if different from above) _____

This form must be completed in its entirety in order for it to be processed. You may submit this form by mailing to: Leland Management/April Kaiser 6972 Lake Gloria Blvd. Orlando, FL 32809-3200 or by email at AKaiser@lelandmanagement.com

*****Please visit Waterford Trails HOA online at <https://sites.google.com/site/waterfordtrailscommunityhoa/>**