

### **Guidelines for Protected Key Distribution and Use**

1. SRHA provides one new Key, free of charge, to each Saddle Ridge Homeowner in good standing. (The definition of a Saddle Ridge Homeowner in good standing means SRHA dues are current and paid in full.
2. Keys are for the sole use of Homeowners and family members; keys may not be loaned to non-residents for their use.
3. The key is a restricted/protected key and cannot be duplicated. Only authorized Board Members can request a duplicate key from the vendor producing them.
4. If a Homeowner/Resident loses the key, there will be a minimum 7-day waiting period and a \$125 charge to be paid, before the new key is issued.
5. Keys have a lifetime warranty; should one become broken, bent, worn or otherwise unusable, it will be replaced for free.
6. If a Homeowner moves out of Saddle Ridge Subdivision, their key **MUST** be surrendered to the appropriate Board Member.
7. If a Homeowner rents out their home, they may give over the key to the renter family, but they are still responsible for re-claiming the key, when the renter moves out.