

# *Spring Lake Homeowners Association*

## **Key Holder Agreement**

Date: \_\_\_\_\_

Name of Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Current Renter's Name (If Applicable): \_\_\_\_\_

HOA Board Member issuing key: \_\_\_\_\_

Key Type: Lake Gate Key

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the Spring Lake Homeowner's Association and is provided for my use as the key holder.

I understand that access to the lake is limited to the Spring Lake Subdivision homeowners and guests who are with them.

I understand that the key may not be altered, duplicated, copied, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in forfeiture of rights.

I understand that the gates must be kept locked when not passing through them.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the HOA board member or management company.

I understand that replacement keys can be obtained through the management company or through one of the Board members at a cost of \$10.00.

I agree to return my key upon selling my home.

I also understand that swimming in the lake is not allowed, primarily due to safety reasons.

\_\_\_\_\_  
Signature of Key Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
HOA Board Member's Initials

# Spring Lake Homeowners Association

## Replacement Key Record

Date: \_\_\_\_\_

Name of Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Current Renter's Name (If Applicable): \_\_\_\_\_

HOA Board Member issuing key: \_\_\_\_\_

Key Type: Lake Gate Key

Reason for Replacement:  Lost  Stolen  Damaged

I acknowledge receipt of and take full responsibility for the above key while in my possession.

I understand that any key issued to me remains the property of the Spring Lake Homeowner's Association and is provided for my use as the key holder.

I understand that access to the lake is limited to the Spring Lake Subdivision homeowners and guests who are with them.

I understand that the key may not be altered, duplicated, copied, transferred or loaned to any other person and that unauthorized use, transfer or duplication may result in forfeiture of rights.

I understand that the gates must be kept locked when not passing through them.

I understand that I am required to immediately report the loss, theft or damage of any key in my possession to the HOA board member of management company.

I understand that replacement keys can be obtained through the management company or through one of the Board members at a cost of \$10.00.

I agree to return my key upon selling my home.

I also understand that swimming in the lake is not allowed, primarily due to safety reasons.

\_\_\_\_\_  
Signature of Key Holder

\_\_\_\_\_  
Date

\_\_\_\_\_  
HOA Board Member's Initials

Payment from individual for replacement fees in the amount of \$\_\_\_\_\_ has been received.

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature of HOA Board