

# **Brentwood Hills Homeowners' Association**

## Community Center Access Card Requirements July 8, 2025

1. Access cards may be obtained during Community Center office hours.
2. Owners, residents, and lot may not be more than 90 days delinquent with HOA assessments, fees, and/or any related charges to obtain an access card. Failure to pay assessments, fees, and/or any related charges within 90 days of the original due date will result in access being denied until the account becomes current as confirmed by the HOA attorney. Please allow several days after making payment for the access system to be updated.
3. To receive or activate an access card, a recorded deed (if owner) or a fully executed lease by the tenant named (if the property is not occupied by the owner) must be presented with ID before a card will be issued or activated. Tenant cards will expire at the end of the term of the lease and will deactivate automatically. A new lease **MUST** be submitted according to instructions before reactivation can occur.
4. Any person requesting ANY access card action, including reactivation, must provide a valid picture ID.
5. Access cards **MAY NOT** be loaned to another party that does not reside at the property for which the access card is registered. HOA Staff reserves the right to ask for proper ID at any time to verify that the person presenting the access card is authorized to use such access card. In the event the said access card is in the possession of someone not registered for the authorized property, the access card will be immediately deactivated and/or confiscated until the owner of the property (not a tenant) speaks with the HOA management company and/or the HOA BOD.
6. ALL access cards will cost \$20 each except for those that are damaged or stop working from normal wear and tear or to reactivate. Those will be replaced free of charge. A limit of two (2) cards per property address applies to all properties.
7. All fees for access cards must be made by check or money order payable to Brentwood Hills HOA. **NO CASH** will be accepted. The current address must appear on the face of the check or money order.
8. If your access card is lost or stolen, you **MUST** report it to the Community Center office immediately.
9. Upon vacating property within Brentwood Hills, you must notify the Community Center office immediately to deactivate your access card. Owners may transfer access card(s) to new owners, tenants may return access card(s) to the property owner or as directed in accordance with their lease, or all may surrender access card(s) to the Community Center office.
10. Any owner and/or registered tenant will be held responsible for the actions of all their guests. Owners and/or registered tenants must always be present when guests are at the Community Center. Owners are responsible for any actions of their tenants and any guests. All Owners, Tenants, and their guests shall abide by all rules and regulations as stated in the Brentwood Hills Community Center and Common Area Rules. These may be found on the MyBHHOA.com website and include, but are not limited to, any additional signs that are distributed throughout the Community Center and Common Areas. All attendees **MUST** always act in a respectful manner to ALL HOA staff and BH BOD members.
11. HOA Staff have been given authorization to suspend privileges for the day based on the protocol set forth in accordance with their contract with the HOA and/or as directed by the BH BOD. If suspension of access is being considered for longer than a day, Owner or Owner and Tenant will be notified in writing. If you fail to vacate the Community Center when asked to do so, the authorities will then be called, which may result in further suspension of privileges.