

WESTLAKE ISLAND POA- RFID TRANSPONDERS

INTRODUCTION

The Westlake Island Property Owners Association is implementing a program to provide easier access for residents using the Resident Gate. Radio Frequency Identification tags (RFID) transponders will be affixed to each resident's vehicle. The transponder is actually a small adhesive tag that will not damage your vehicle. This new system will replace the current decals on your windshield. We believe that this new technology will not only bring increased service and convenience to our residents but improve the security on the island as well.

The RFID system will enable your vehicle to approach the "Resident" side of the Guard House and have the barrier arm and gate open automatically. Only one vehicle can process through the entry barrier at a time. **PLEASE DO NOT ATTEMPT TO FOLLOW ANOTHER CAR THROUGH THE BARRIER ARM. IT WILL CLOSE ON YOUR VEHICLE AND YOU WILL BE RESPONSIBLE FOR ALL DAMAGES TO THE BARRIER ARM AND YOUR VEHICLE.**

Once your transponder(s) are installed, any resident in a vehicle without an RFID transponder will have to access the island through the visitor side of the Guard House.

Please read the attached instructions, application, and transponder agreement. We are also attaching a list of frequently asked questions to assist in understanding this process.

Once completed and returned to the Emmons Company you will be contacted to arrange a time to have someone affix the transponder to your vehicle(s). We are planning on a 90 day or less implementation period to have all the transponders installed before being fully transitioned to this new system.

Thank you

Your Board of Directors

INSTRUCTIONS

- 1) Complete, sign and date the Transponder Application. Each Property owner (current or new) will be provided with two transponders, without charge, until July 31, 2020. After July 31, all transponder tags will cost \$25 each. If as a Property owner you need more than two transponders, please complete this application for additional transponders. There is a \$25 fee for each additional transponder provided to a Property owner over the two provided by the Association. Tenants will be required to pay \$25 for each transponder.
- 2) Please enclose a copy of the current vehicle registration for each vehicle with the Transponder Application.
- 3) Tenants must provide a copy of the first page of the rental agreement showing the rental commencement and termination dates, along with the signature page of the rental agreement. The homeowner's signature on the lease agreement is mandatory.
- 4) Please include any required documentation and additional information, i.e. explanation of exceptions.
- 5) Please include payment for any additional transponders for additional vehicles registered to a residence on the Island. Please attach an additional transponder application for each additional vehicle. Each additional transponder is \$25 per transponder. Make a check payable to Westlake Island Property Owners Association in the package you submit. Incomplete applications will not be processed
- 6) Please review and sign and date the Transponder Agreement and include in the documents to be returned. No transponders will be issued without a signed agreement and a completed application for each transponder.
- 7) Scan and E-Mail your completed application and necessary documentation to tamiz@emmonsco.net or mail in accordance with point 8 below.
- 8) If you do not want to scan and email or are including a check for additional transponder tags then please mail your completed application along with necessary documents to Emmons Company, 1 Boardwalk, Unit 102, Thousand Oaks, California 91360. Alternatively, you can drop off an envelope with your paperwork at the Guard House. Be sure to label the envelope as "Transponder Application and Agreement".

TRANSPONDER APPLICATION

HOMEOWNERS or TENANTS

Name: _____ Date: _____

Address: _____

Homeowner _____ or Tenant _____

____ A copy of the current vehicle registration(s) for each vehicle

____ Please enclose \$25 for each additional RFID. (The first two RFIDs will be free per homeowner).

____ Tenants must provide a copy of the first page of the rental agreement showing the rental commencement and termination dates, along with the signature page of the rental agreement. The homeowner's signature is mandatory.

Applicant requests a transponder to be installed on the following vehicle(s) in accordance with the previously signed Transponder Agreement.

VEHICLE 1

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

Check Here if contact information is the same for all vehicles:

VEHICLE 2

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

VEHICLE 3

Year: _____ Make: _____ Model: _____

Color: _____ License No.: _____

VIN (Vehicle Identification Number): _____

Residence Phone Number: _____

Primary Mobile Number: _____

Secondary Mobile Number: _____

Primary E-mail Address: _____

Secondary E-Mail Address: _____

Property Owner or Tenant Signature:

(For Gate Officer only)

Transponder No.

Installation Date: _____

By _____

[Signed by authorized installer]