

Dear Briar Bay Homeowner:

Effective in early October, a new vehicle entry system is being implemented for the residents of Briar Bay. It will utilize barcode labels which will be placed on the rear left window of each resident vehicle and will be read by a Laser scanner.

The barcodes and corresponding software will serve to replace an outdated access platform, provide comprehensive reporting capabilities and increase community security by giving management the ability to activate and deactivate access devices as needed.

Once the transition to barcodes is complete, the remotes will be obsolete and will no longer work. Unfortunately we cannot accept returns of remotes or exchanges of remotes for barcodes. Homeowners and/or tenants are **REQUIRED** to purchase a barcode for **EACH** vehicle registered to their unit. Vehicles not registered to the unit will not be able to purchase a barcode.

Cost: During the initial registration period, the cost per barcode is \$10. After the registration period, the cost per barcode is \$50. We strongly recommend you register your vehicles during the times specified! (If you purchased a remote on or after March 1st, you will receive one barcode free of charge.) We will **ONLY** accept cash or money order at the time of registration. Personal checks will be declined.

Management will apply the barcodes to resident vehicles. A schedule is provided with the attached form for each sub-association, designating the nights on which residents will be able to register their vehicles at the clubhouse.

Included with this letter is a Resident Vehicle Information Form that must be completed in full **PRIOR** to registering the vehicle at the clubhouse (one form per vehicle.)

Please come to the clubhouse between the hours of 3:00 pm and 8:00 pm on one of the days specified on the Resident Vehicle Information Form. The following items must be provided during registration:

- Completed Resident Vehicle Information Form (attached)
- Vehicle Registration
- Driver's License ID
- Clubhouse "PassPoint" access card(s) (if applicable)
- A current and executed lease (for renters)**

This is a significant administrative transition and we greatly appreciate your cooperation with the scheduling and requirements. If you have any urgent questions or special requests, please **DO NOT** call the office. Instead, email us at mail@briarbay.org.

Thank you for your participation and we look forward to seeing you during the registration.

Sincerely,

BRIAR BAY COMMUNITY ASSOCIATION, INC.

Kings Management Services, Inc.
For the Association

Be advised that any tenants who have not obtained association approval by completing the Briar Bay Leasing Application will not be given a barcode label and permission to access the community will be subsequently **prohibited. (To comply with the leasing requirements, visit www.briarbay.org to obtain a leasing application with instructions.)*