

CHARDONNAY HILLS HOMEOWNERS ASSOCIATION

KEY RELEASE PROJECT
MARCH 2013



Dear Homeowners / Residents of Chardonay Hills Community:

The Board of Directors has authorized for the recreational facilities to be re-keyed for 2013. This means that the key currently in your possession will no longer work to open the recreational facilities located at 32195 Chemin Clinet and 41067 Promenade Chardonay Hills, effective April 15, 2013. The new key is being provided to homeowners at no extra charge. If lost or stolen, a replacement key is \$50.00.

IMPORTANT! Your new key will be released in advance of the facilities being re-keyed. Only one (1) key will be issued per unit/residence. You must also be a "member-in-good-standing" in order to receive your new key. Monthly assessments must be current and all outstanding fines paid in full.

You may select from the following: management to contact you when your key is ready to be picked up, or receiving your key via certified mail for a small postage fee. Please be advised keys will not be issued to walk-ins. In order to obtain your new key, you **must** follow these instructions.

Enclosed you will find four **required** forms and a return envelope.

Release, Hold Harmless and Indemnification Agreement – (two page/front and back) this form is to be filled out by all residents. If the property is leased, it is to be filled out by the "Tenant(s)" and must be signed and initialed at the bottom of each page. If you are the Owner of Record residing at the property please ensure this form along with the Common Area Key Release form and the Key Release Check-List are completed.

Owner's Assignment of Membership Privileges to Tenant – (single page) for leased properties; this form is to be filled out and signed by the Owner of Record. Must accompany the Release, Hold Harmless and Indemnification Agreement filled out and signed by the Tenant(s), and a copy of the Lease Agreement.

Common Area Key Release Form – this form must be completed by the Owner of Record, specifying instructions for the key release.

Key Release Check-List – Please read carefully and take note of all instructions to obtain your new key.

You may return your forms to Avalon Management by mail, email (Temecula@avalonweb.com), fax (951-699-0522) or drop it off at the Temecula office; 43529 Ridge Park Drive, Temecula, Ca 92590.

Keys are normally issued to the Owner of Record, and it is the Owner's responsibility to give the key to their Tenant(s), unless we receive written/signed instructions otherwise. (See Common Area Key Release Form). Remember, when leasing your property, you are giving up and assigning your rights for use of the facilities to your Tenant(s).

In order to receive a new key, all paperwork must be completed and signed. Incomplete or unsigned forms will be returned, and no key will be issued. For certified mailings you must include a \$6.50 payment; checks made payable to **Avalon Management Group, Inc.**

If you have any questions regarding the key release process or forms, please do not hesitate to Member Services at temecula@avalonweb.com or (951) 699-2918. Thank you!

CHARDONNAY HILLS HOMEOWNERS ASSOCIATION

KEY RELEASE 2013
CHECK-LIST

Owner of Record (living at residence);
Returning these forms –
Release, Hold Harmless and Indemnification Agreement
Common Area Key Release Form
Key Release Check-List

Tenant(s):
Returning these forms –
Owner's Assignment of Membership Privileges to Tenant (filled out by Owner)
Release, Hold Harmless and Indemnification Agreement (filled out by Tenant)
Common Area Key Release Form (filled out by the Owner)
Copy of Lease Agreement
Key Release Check-List

Please Call me when my key is ready to be picked up;
Phone Number _____
or _____

Please send my key by Certified Mail;
For certified mailings you must include a \$6.50 payment; checks made payable to Avalon
Management Group, Inc.

Property Address: _____

Owner's Name: _____

Tenant's Name: _____

Office Use:

Key Number _____ Date Issued _____

Pick Up _____ Certified Mail _____ Check Received _____

**CHARDONNAY HILLS HOMEOWNERS ASSOCIATION
COMMON AREA KEY RELEASE FORM**

Please Note: Should the common area key be lost or stolen, the replacement charge is \$50.00. If you are requesting a replacement key please include a check payable to Chardonnay Hills HOA for \$50.00 with this form or have a check readily available when you pick-up the key.

Please check one:

1) _____ I am an absentee and/or off-site property owner at Chardonnay Hills HOA. I can not come in person to pick up a new common area key. **Please send my new pool key directly to me by certified mail, to the mailing address below. I will see to it that my tenant(s) receive the key under my agreement with him/her. For certified mailings you must include a \$6.50 payment; checks made payable to Avalon Management Group, Inc. (Key will not be mailed out, if a check is not enclosed)**

Chardonnay Hills HOA site address:

Please mail my key to:

2) _____ I am a property owner at Chardonnay Hills HOA, but I can not come in person to pick up my new common area key. **I authorize Avalon Management Group to release the new common area key for my property ONLY to the person listed below.** I understand I am fully responsible for the whereabouts of the key and the cost of replacement. (Please Note: Authorized Person listed below will need to show proof of I.D.)

Chardonnay Hills HOA site address:

Please release my key to:

3) _____ I am a property owner at Chardonnay Hills HOA. I can not come in person to pick-up a new common area key. **Please send my new pool key directly to me by certified mail to the mailing address below. For certified mailings you must include a \$6.50 payment; checks made payable to Avalon Management Group, Inc. (Key will not be mailed out, if a check is not enclosed)**

Chardonnay Hills HOA site address:

Please mail my key to:

4) _____ I am a property owner at Chardonnay Hills HOA. **I will pick-up the common area key at 43529 Ridge Park Drive, Temecula, CA 92590.** I understand I will be contacted when the key is available for pick up.

Signed: _____

Dated: _____

**CHARDONNAY HILLS HOMEOWNERS ASSOCIATION
RELEASE, HOLD HARMLESS AND INDEMNIFICATION AGREEMENT**

Homeowner or Tenant (with Assigned Privileges)

Exhibit "1"

Names:

(Last) (First) (Last) (First)

(Last) (First) (Last) (First)

(Address)

(Mailing Address)

Chardonay Hills Homeowners Association
(Development)

(Home Phone) (Work Phone) (Work Phone)

Key Issued _____ Yes _____ Key # _____ No

Please list the names of all children who are in residence and their birth dates (or any other persons in residence);

- 1. _____
- 2. _____
- 3. _____
- 4. _____
- 5. _____
- 6. _____

I ACKNOWLEDGE AND AGREE, on behalf of myself, and my family, that the use of areas operated by Chardonay Hills Homeowners Association, including but not limited to all native areas/slopes, landscaped and recreational areas; tennis courts, swimming pools and spa, cabana buildings including restrooms and shower, tot lot, parks, lookout and trails, and native and landscaped areas, involve a potential risk of serious injury to a person undertaking these activities or using these athletic and recreational facilities. I FULLY UNDERSTAND that athletic or recreational activity, by its very nature, can be hazardous and that it can lead to injury to me or damage my personal belongings.

(Initial)

**Chardonney Hills Homeowners Association
Release, Hold Harmless and Indemnification Agreement
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I UNDERSTAND that by signing this form I, my family and my guests AGREE TO ASSUME THE INHERENT RISKS of potential injury to which I am voluntarily exposing myself, my family and my guests by participating in activities on the facilities of Chardonney Hills Homeowners Association, and that I HAVE RECEIVED, READ AND AGREE to abide by the Rules and Regulations for the Chardonney Hills Homeowners Association.

On behalf of myself, my family and my guests, I AGREE TO INDEMNIFY AND HOLD HARMLESS CHARDONNEY HILLS HOMEOWNERS ASSOCIATION, its officers and directors, agents (excluding independent contractors), and/or employees, from claims arising from the intentional wrongful acts, gross negligence or negligence of myself, my family, and/or my guests, as a result of such activities.

I HAVE READ AND AGREE TO THE FOREGOING:

(Signature) (Date)

(Drivers License Number)

(Signature) (Date)

(Drivers License Number)

(Initial)

CHARDONNAY HILLS HOMEOWNERS ASSOCIATION

REGISTRATION FORM
OWNER'S ASSIGNMENT OF MEMBERSHIP PRIVILEGES TO TENANT

Association Member Name: _____

Address: _____

Mailing Address: _____

Tract: _____ Lot: _____

Phone Number: _____

Tenant Name: _____ DI.#: _____

Tenant Name: _____ DI.#: _____

Tenant's Phone Number: _____

I (we) hereby transfer our rights to use the CHARDONNAY HILLS HOMEOWNERS ASSOCIATION Recreational Facilities. I (we) understand that it is my (our) responsibility to notify the Association in writing when this tenancy has been terminated and that the assignee is no longer residing in the property. I (we) hereby acknowledge full responsibility for the actions of my (our) tenants when using the CHARDONNAY HILLS HOMEOWNERS ASSOCIATION Recreational Facilities and recognize that I (we) will be held directly responsible for violations of the Association's Governing Documents by my (our) tenants, their family members, guests, and invitees. I (we) shall provide my (our) tenant with all the Association's Governing Documents including Rules and Regulations, and the Rules and Regulations as they specifically apply to the use of the Facilities. I (we) understand that a non-refundable fee of \$50.00 will be required to replace any lost or stolen keys, and that only one key will be issued per unit.

SIGNATURE OF OWNER: _____ DATE: _____

PRINT NAME: _____

SIGNATURE OF OWNER: _____ DATE: _____

PRINT NAME: _____

***Please provide copy of Lease Agreement for Tenants.**