

Aldea Mar Condominium Association, Inc.

Security FOB Rules & Procedures

Adopted October 26, 2020 – Revised March 23, 2026

These Rules establish the Association's policies and procedures for issuing, managing, securing, and auditing electronic access FOBs used to enter the Swimming Pool, Clubhouse, and Beach Gazebo gate. A "FOB" refers to the magnetic proximity device used with Aldea Mar's electronic access control system.

The purpose of these Rules is to ensure secure access to Association amenities while issuing the minimum number of FOBs necessary to provide reasonable access for Unit Owners and their authorized occupants and guests. Only individuals designated by the Board of Directors are authorized to issue, program, activate, deactivate, or otherwise manage any component of the FOB system.

1. FOB Issuance and Management

1.1 Initial Issuance

- Each Unit Owner will be issued **two (2) FOBs** at no charge.
- The number of FOBs issued to Association contractors will be determined on a casebycase basis.
- FOBs are **not transferable** except as permitted under "Tenants, Family Members, and Guests."

1.2 Activation Requirements

- FOBs will be activated only after the Owner (or Owner's authorized agent) signs and returns the **Aldea Mar FOB Agreement** to the Management Company.
- If the signed Agreement is not received, **FOBs for that Unit will remain deactivated**, and access to the pool, clubhouse, and gazebo will not be granted.

1.3 Records

The Board (or its designee) will maintain a record of:

- Names, addresses, phone numbers, and email addresses of all Owners and Association contractors issued FOBs
- Corresponding FOB identification numbers
- Status of each FOB (active, inactive, lost, replaced, etc.)

1.4 Additional FOBs

- Unit Owners may purchase up to **three (3) additional FOBs** at a cost of **\$50 each**.
- Payment must be made by check or money order payable to **Aldea Mar Condominium Association, Inc.** (No cash accepted.)

1.5 Lost or Stolen FOBs

- Lost or stolen FOBs may be replaced for **\$50 each**.
- Owners must report lost or stolen FOBs **immediately** to the Management Company so the FOB can be deactivated.

1.6 Confidentiality

The Board will take reasonable steps to maintain the confidentiality of all FOB data.

1.7 Emergency Suspension

The Board may suspend the use of any FOB **without prior notice** if necessary for security purposes.

2. Process for Obtaining New or Additional FOBs

1. Owner contacts Sunstate Management at **teammember6@sunstatemanagement.com** to request the Aldea Mar FOB Agreement.
2. Owner completes and signs the Agreement and submits it with payment (if required) to Sunstate.
3. Sunstate Management will collect the applicable fee for the FOB(s) and provide a copy of the executed FOB Agreement to the Chair of the Community Amenities and Project (CAP) Committee, along with confirmation of payment. If no fee is required, Sunstate Management will notify the CAP Committee Chair accordingly.
4. Each FOB will be assigned to the Owner, recorded, and programmed by the CAP Committee with the appropriate access permissions and restrictions.
5. The CAP Committee will coordinate the distribution of the FOB(s) to the Owner.

3. Responsibilities of Unit Owners

Unit Owners are responsible for:

- Safekeeping of all FOBs issued to their Unit.
- Immediately reporting lost or stolen FOBs to the Management Company.
- Ensuring that **trespassers or unauthorized persons** do not enter Association facilities using their FOB.
- Managing FOBs issued to tenants, including retrieval at the end of a lease.
- Returning defective or damaged FOBs to the Management Company for replacement.
- Ensuring gates and doors are re-secured after entry and never propped open.

4. Sale of a Unit

Upon transfer of ownership:

- All FOBs assigned to the Unit will be **deactivated**.
- FOBs will be **reactivated in the new Owner's name** once the new Owner confirms receipt of the FOBs and submits a signed Aldea Mar FOB Agreement.
- The Board or Management Company will inform the new Owner of these Rules.

5. Responsibilities of Association Contractors

Contractors issued FOBs must:

- Recognize that all FOBs remain the **property of Aldea Mar Condominium Association, Inc.**
- Use FOBs **only** for authorized work-related purposes.
- Safeguard and securely store the FOBs.
- Report lost, stolen, or misplaced FOBs immediately so they can be deactivated.
- Return all FOBs upon completion or termination of contracted services.

6. FOB Audit

- The Board will periodically review the activity history of all FOBs.
- If a FOB shows no activity or raises security concerns, the Board may contact the Owner to determine whether the FOB should remain active.
- After review, the Board may deactivate the FOB if warranted.

Aldea Mar FOB Agreement

Unit Owner: _____ Unit Number: _____

Phone: _____ Email: _____

FOB Issue Agreement

In return for the loan of FOB(s), I agree to:

1. Not give or loan the FOB to others except tenants, family members, or guests authorized to use the Unit.
2. Not copy, alter, duplicate, or reproduce the FOB.
3. Use the FOB only for authorized purposes.
4. Safeguard and securely store the FOB(s).
5. Immediately report any lost or stolen FOBs.
6. Produce or surrender the FOB(s) upon Board request.

All FOBs remain the **sole property of Aldea Mar Condominium Association, Inc.**, whether purchased or not.

Signature: _____ Date: _____

FOB Return

Returned by: _____ Unit #: _____ Date: _____

Reason FOB Not Returned:

- ☐ Lost
- ☐ Stolen
- ☐ Broken
- ☐ Other (please explain): _____

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