

Parkwood Village Homeowners Association, Inc.

Clubhouse Key Policy

Each person with the following title holds a key to the PVHA Clubhouse.

- **Current Board President**
- **Current Board Vice President**
- **Current Board Secretary**
- **Current Neighbor-To-Neighbor Committee Chair**
- **Current Management Company**



All others who wish to access the clubhouse should contact Management or one of the above Board Members.

When each new Board of Directors is elected, the keys from the prior Board will be retrieved and re-issued to the new Board President, Vice President, and Secretary. Should there be a change in the N-T-N Committee Chair and/or Management Company, those keys will also be retrieved and reissued as is deemed necessary.

When a PVHA Resident wishes to reserve the clubhouse, they should first check the Community Calendar on the PVHA website to confirm the date is available. Go to: www.parkwoodvillage.org and click on the Community Calendar link. If “reserved” does not appear in the date, contact Management to schedule your event and make the necessary arrangements.

All those who have access to keys promise not to duplicate them, provide them to other persons not covered in this policy, and will promptly report the loss of the key should that occur.