

White Pine Lodge Condominium Association, Inc.
PO Box 1544
Sandpoint, Idaho 83864

December 1st, 2015

Dear White Pine Owner:

In an effort to improve two important aspects of the White Pine Lodge (key control and parking) the Board has approved a new key control process, a new key distribution protocol and new garage parking policy. With help from Schweitzer Mountain Front Desk Services, the below processes are to be followed for obtaining new keys and for parking. If you have any questions you can contact Tom Curtiss, our HOA manager (208-610-0798), or Devin Marks from Schweitzer (208-265-0257).

Owner Key protocol and procedures for White Pine Owners

- A. Prior to December 1st of each year, Schweitzer Property Management (SPM) will create and make available 4 keys for each unit. These keys expire 1 year from the creation date. These keys must be signed for by the owner upon receiving them.
- B. As part of the front desk services provided by SPM, they will replace damaged or demagnetized cards for no charge if you provide the damaged key card. For owners wanting more than 4 keys or for misplaced, stolen, or forgotten keys, replacements can be made for a charge of \$25.00 per key. To issue any of these keys, owners must provide identification. SPM maintains a contact list of all owners for use in verifying ownership of the unit.
- C. SPM also issues keys in absence of an owner who would like to offer access to family, friends, realtors, maintenance, or other vendors. To provide keys in their absence, owners should call in to the desk (208-265-0257) in advance from the phone number provided on the contact list with information on who and for how long someone is allowed access to their unit. The front desk will then issue a guest (not an owner) key for the requested number of days and the key will be available for pick up at the desk.

- D. For guests and vendors arriving unannounced, the front desk will attempt to call the owner at the number provided at the number provided on the contact list for authorization. If the owner cannot be reached the key will not be issued.
- E. Please contact Schweitzer Front Desk Services to obtain your new keys.

Garage Use Changes - Owners and Renters Garages

- In order to insure that adequate parking space is available for all unit owners and renters, the HOA Board with the support of Schweitzer Mt. Resort, has instituted the following parking policy. Renters are requested to park in Level "A" only. Keys issued by SPM will only open Level "A" garage doors. Unit owners will be able to park in either level, but are encouraged to park in Level "B".
- Renters will be issued parking passes with expiration dates to be placed in their vehicles when they check in at the Schweitzer front desk. Owners renting their units privately should request a parking pass for their clients from the front desk and provide it to their clients and advise them to park in Level "A". As outlined in the CC&Rs, owners are entitled to park only one car in the garages. If you are renting your unit and your clients are parking in the garage, you should park your car outside as a courtesy to the other owners.
- The Board believes this move will help relieve some of the overcrowding that occurs during busy weekends and holidays. In addition, this policy will increase security in the building and reduce potential liability from

Feel free to contact me if you require clarification or my assistance.

Warmest regards,

Tom Curtiss, Managing Agent

