

EXHIBIT A

MAINTNEANCE SERVICES and ACCOUNTING

PROPOSED KEY AUTHORIZATION FORM

If access to a townhouse is necessary by someone other than Kingswood Village's Maintenance staff, the Homeowner of the townhouse must give written permission to the Property Manager before the Property will grant access to any townhouse. Written permission must be received at least 48 hours in advance of the date of the requested access. An email request, which is acknowledged by the Property Manager, is acceptable.

Kingswood Village staff will provide the service outlined above without charge to Homeowners between the hours of 8:00 AM to 4:00 PM under the following conditions:

- The Homeowner must be in good standing in KVPOA and have a current copy of form 4041 on file with the KVPOA.
- A copy of the most current key to a Homeowner's townhouse must be on file in the Property Manager's office prior to a Homeowner requesting this service.
- If service is provided outside the above-stated hours it is subject to staff availability, and a service call minimum fee as outlined by the KVPOA RULES AND REGULATIONS.
- This service is provided to Homeowners who wish to grant access by vendors, contractors and delivery personnel. KVPOA is not a rental service and will not provide access to renters or rental companies under any circumstances.
- Keys for access to a townhouse will only be given to the vendor, contractor or delivery person named on this Key Authorization Form. Kingswood Village's staff will not stay and monitor the company or individual named on this Form. If a Homeowner requests Kingswood Village's staff to monitor the company or individual, monitoring will be subject to staff availability and will be subject to service fee rates as outlined in these KVPOA RULES AND REGULATIONS.
- By submitting a Key Authorization Form Homeowners are releasing Kingswood Village staff and Kingswood Village Property Owners Association of any liability concerning the vendor, contractor or delivery personnel or matters concerning access to their townhouse.
- Return of the key to a townhouse is the sole responsibility of the company or individual named on this Key Authorization Form.
- If the townhouse lock is a combination code and key lock, a copy of the key must be on file with the Property Manager. If the lock is electronically activated remotely by a unique device or code, it is the Homeowner's responsibility to coordinate access to their townhouse with the vendor, contractor or delivery personnel. The Kingswood Village Maintenance staff will not be involved with access to the townhouse.

In an emergency situation, electronic notification by the Homeowner to the Property Manager shall result in provisional approval of the homeowner to allow access to their townhouse. Submittal of a Key Authorization Form after the fact will be required.

Please complete and return the form below.

KEY AUTHORIZATION FORM

- Townhouse Number: _____
Homeowner: _____
Date(s) of Request: _____

- Name of Vendor, Contractor, or Delivery Company:

- Name of Homeowner Granting Permission:

- Key Recipient's Name: _____

- Signature: _____ Driver License No. _____

Homeowner. PLEASE INSTRUCT THE VENDOR, CONTRACTOR OR DELIVERY COMPANY TO CONTACT THE MAINTENANCE OFFICE AHEAD OF ARRIVAL AT (530) 546-5003 OR email tahoe.kingswood@gmail.com

Note: *This is a single authorization and will expire after the date(s) requested.*