

Foster Tower

FOB & GARAGE GATE CLICKER POLICY

The Board of Directors has hired Alert Alarm Hawaii to replace the malfunctioning door access control system (fob readers). The new system will enhance the building's security. Fobs readers will be installed on most common doors, such as the front/back lobby doors, parking garage entrance door and gate, 4th floor building entrance, the gym and sauna doors and pool gate.

Fob keys will be distributed to the apartment owners and residents in the following manner:

- Free fobs will be distributed to apartment owners in the following quantities: 2 free fobs for studio apartments, 3 free fobs for one-bedroom apartments, 4 free fobs for 2 bedroom apartments;
- Additional fob keys may be purchased for **\$50/fob** from the Site Manager and additional garage gate clickers may be purchased for **\$100/garage clicker**. This is a purchase price, not a security deposit, and shall not be refunded;
- Owners who can show proof of payment for the security deposits may exchange their additional old fobs (additional means the fobs beyond the first two fobs) for new fobs, applying the security deposit toward their purchase price;
- Garage Gate Clickers will be distributed to owners of parking stalls. Each parking stall's owner will receive one garage clicker at no charge. These clickers will be dual-mode clickers: they will work on the garage gate operator, as well as the other building fob readers.
- After the new fob readers are installed, the old fob keys will be phased out within days;
- Fobs will be distributed to the Owner of Record or its representative upon written authorization from the Owner (see attached form). **Owners are responsible for notifying their rental agents and tenants.**
- Fobs will be issued by certified mail and can be retrieved from the Site Manager (see attached form) in person, with picture identification. There will be no exceptions.
- Old fobs must be kept for continued use until the entire building has been electronically secured by the new system.



Please be sure to complete the enclosed form and return it to our office via fax: (808) 926-4096, via email: manager@fostertower.net or in the enclosed envelope as soon as possible.

Please be aware that notices are mailed to Owners of Record only. Owners are responsible for notifying representatives, rental agents and/or tenants accordingly.

Should you have any questions, please contact Annamaria Miru, Site Manager, at 923-6883. Thank you for your assistance in this matter.

Sincerely,

FOR THE BOARD OF DIRECTORS
FOSTER TOWER

David Shockley
Management Executive

New FOB Return Authorization Form

Please complete this form and return it to our office at your earliest convenience, via fax (808) 926-4096, or via email: manager@fostertower.net. If you have any questions, please call Site Manager Annamaria Miru at (808) 923-6883.

Please check only one of the following:

- Please mail my keys via **CERTIFIED MAIL** to the following address:

Name: _____

Address: _____

- I will **PICK UP MY NEW FOB KEYS IN PERSON** during the distribution date and time posted, at Foster Tower's Office.

- I will call/email Annamaria Miru at (808) 923-6883 / manager@fostertower.net to schedule an **APPOINTMENT**.

- Please allow my **REPRESENTATIVE**: _____ to pick up my keys:
(please print name of person)

during the distribution date/time posted at Foster Tower's Office. My representative will have photo identification available when picking up my keys.

by contacting Annamaria Miru, Site Manager at (808) 923-6883 or email: manager@fostertower.net to schedule an appointment to pick up my keys, after photo identification is produced.

Name of Owner: _____
(please print name of person)

Unit Number: _____

Owner's Signature: _____

Telephone Number: _____

Date: _____

Foster Tower

FOB Building Key Receipt

Apartment Number:

Fob Key Number: _____ Distributed at no charge

Fob Key Number: _____ Distributed at no charge

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

I hereby acknowledge receipt of 1 / 2 / 3 / 4 / 5 / 6 [circle one] fob keys for my apartment.

Name of Owner: _____ Date: _____
(please print name of person)

Owner's Signature: _____

Foster Tower

FOB Building Key Receipt

Apartment Number:

Fob Key Number: _____ Distributed at no charge

Fob Key Number: _____ Distributed at no charge

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

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Fob Key Number: _____ Purchased for \$50 / \$100 (Cash / Check Number: _____)

I hereby acknowledge receipt of 1 / 2 / 3 / 4 / 5 / 6 [circle one] fob keys for my apartment.

Name of Owner: _____ Date: _____
(please print name of person)

Owner's Signature: _____