

To All Matanzas Shores Parcels

Matanzas Shores is upgrading its property access technology to replace an older system for which support is dwindling, and to enable better call box management and create streamlined MSOA resident entry from the North entrances to the properties.

The technology will include a Radio Frequency Identification (RFI) system for automated entry lanes and a new Call Box system for the San Juan Drive gate. The equipment is already installed at the San Juan Drive and Surfview Drive North Gates. It has been tested with a small group of owners and will now be rolled out, association by association to all owners.

This new system does NOT replace guards at either of the guarded gates. Guards will continue to handle authorized guests, short term rentals, and vendors as they do today. They will also handle owners temporarily having rental vehicles. NOTE: the system does not eliminate the need to enter the 3150 code at the temporary gate. The temporary gate will remain in place on San Juan Drive for an undetermined period of time.

We need a few things from you to be able to do prepare for the roll-out. Please fill out the form attached and return either by email, *or drop in the mail slot* at the Beach Club office no later than the return date for your association. This will help us make sure we have current information for all vehicles and will enable us to set up **residents** living on the West side of A1A properly in the Call Box system.

Your tags can be picked up in the MSOA Beach Club office on the dates indicated for your association, between the hours of 10:00 AM and 3:00 PM. RFI tags will not be mailed; residents **need** to pick them up when on the property. If the dates and times for your association do not work for you, we will hold the tags in the office until you are able to pick them up. If you require a pick-up time outside of the hours posted, please call the office at 386-445-7433 or send an email to Matanzasshores@Bellsouth.net and we will try to make other arrangements. We realize all residents may not be here on those days, but expect that many will be.

Please Understand the Following Use of Terms in this Message

MSOA Resident – Owner (as listed on the warranty deed) **or** long-term tenant of any MSOA Property. It cannot be both for as long as there is a legal long-term tenant in the residence. (This does not negate an owner's access to view their property, owners renting their property may enter through the guarded gates with valid identification. Note: Owners "rights" to use amenities are transferred to tenants during the terms of a valid lease).

Long-Term Tenant – authorized tenant on any MSOA property having a lease term of at least six months. Current lease must be on file in the MSOA office.

Owned or Leased Vehicle – vehicles owned or leased by an owner whose name is on the automobile registration.

Short Term Tenant – persons leasing a unit for less than 6 months.

Conversion to RFI tags - Cards and Transponders will not be used after *April 30,2020*. There will be overlap with the new and old system until the conversion roll-out to all RFI tags is completed.

At **conversion** to the new system, two (2) free RFI tags will be available for issue to each *current* resident for owned or leased vehicles registered in the corresponding vehicle owners' name. After conversion any additional RFI tags needed may be purchased for \$25.00. NOTE: Each RFI tag must be identified to a specific VIN number and a copy of the registration must be presented to the office. RFI tags are not transferable. If an owner purchases a new car there will be a \$25.00 fee to replace the RFI tag. Registration and VIN information must be provided.

Access

Access to all Matanzas Shores properties will be controlled by the privileges assigned to each RFI tag.

Access will be terminated on sale of a unit, expiration of a lease agreement or, sale, theft or destruction of the vehicle to which an RFI tag was assigned. (Replacement will be provided as described above). No RFI tags will be provided for rental vehicles. Owners will need to use the guarded entrances while they have a rental vehicle. Note: after-hours access for owners with rental vehicles living on any West side property will be through the call box systems at the San Juan Drive entrance. Either call your own number to let yourself in, or dial the guard across the street (#001) providing your name and address (or number on the blue guest card), for access.

Access to the San Carlos guarded gate will remain the same from 6:00 AM to 10:00 PM (i.e. guard will be present). There will not be an RFI reader at that gate at this time due to limitations on space for adding an owner entry lane. After 10:00 PM, residents and guests (via Call Box) will need to use the San Juan gate where the call box is located. (The current card system will NOT be used after 4/30/2020)

The San Juan Drive entrance can be used by all MSOA residents for streamlined entry through the RFI reader. (Surf Club residents as well) Guests of West side property owners can use the call box or the San Carlos guarded gate to gain access. (please make sure your valid guests know the temporary code to continue through that gate as well)

Short Term Tenant Access

Any persons leasing a unit for less than 6 months should use the guarded entrances at all times. A blue pass will be issued authorizing access to any part of the property through the guarded entrances. For access to the West side of the property between 10:00 PM and 6:00 AM, use the San Juan Drive gate. Dial #001 on the Call Box and provide the guard (at the Surfview gate) with your name and the number on your blue pass and they will raise the gate and let you in.