

ALTEZZA AT NEWPORT COAST HOMEOWNERS ASSOCIATION

KEY & TRANSMITTER POLICY AND DISTRIBUTION PROCEDURE

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Welcome to your new home in Altezza at Newport Coast Homeowners Association!

In order to access the pedestrian gate and community spa, a key is required. One (1) key will be issued to each household at no charge.

Each additional entry/spa key will be provided to the homeowner at no charge of \$25.00 per key. If a key should be broke, the pieces may be returned to management for a replacement at manufacturer's cost. Lost or stolen keys will remain at \$25.00 per key.

Each additional garage door transmitter will be provided to the homeowner at a cost of \$30.00 per transmitter.

You may pick up your key from your community association manager at Keystone Pacific Property Management, Monday through Friday between 9:00 a.m. and 5:00 p.m. at 16845 Von Karman, Suite 200 in Irvine, CA, 92606. If you wish to purchase additional keys or transmitters, cash will not be accepted.

Please contact your management representative, prior to visiting our office, to ensure a key will be available for you.