

Hello Homeowners,

During the early part of 2023, the failure of the front entry gate computer system led to an upgrade of the hardware and software of the system. The conversion process brought to light a major concern. At present, many vehicle decals and entry cards are not connected with specific license plates or the original license plate listed. Along with a concern for decals, several concerns were found with entry cards.

After the computer system repairs, concerns arose regarding entry into the subdivision that was not authorized by a resident. The Board of Directors for the Homeowners Association discussed the multiple computer system concerns and the entry concerns and determined a need to formulate an accountability and auditing system. Below is an outline of the plan.

Group	Lot numbers	Group	Lot numbers
January	1 - 28	June	137 - 163
February	29 - 55	July	164 - 191
March	56 - 82	August	192 - 218
April	83 - 109	September	219 - 245
May	110 - 136	October	246 - 271

All residents have been placed in groups based on lot numbers. This table provides the grouping and contains the corresponding month. Please make note of your monthly group.

#### HOA responsibilities:

The month prior to each group, homeowners will receive a detailed report of the registered decals and cards for each lot through the preferred method contact (email or postal) that is registered at the office.

#### Steps for residents:

1. After receiving the HOA report, an owner of the lot should verify/correct/complete the following information for each vehicle decal still in use: Decal number and vehicle information (make, model, license plate number); name of primary driver.
2. An owner should also locate and verify the continued need for all cards assigned to the lot.
3. During the month corresponding with the group number, one owner should visit or contact the HOA office providing verification of each decal and card.
  - a. Each decal placed on a vehicle and still in use will have no charge for the next year. Each decal no longer used will be deactivated.
  - b. Beginning January 2026, each entry-only card will require a \$5 reactivation fee or will be deactivated. Reminder, all entry-only cards should be assigned to a resident only.
  - c. Once the verification is complete, the owner will sign a rules and responsibility acknowledgement for the amenities of Silverwood Plantation. This step of the process will have an Electronic Signature option.

The Board members understand the need for flexibility. The office has both daytime and evening hours during the week. In addition, the board members will keep the office open one Saturday each month from 8 am – noon by appointment only. The chosen Saturday will be posted on the monthly newsletter calendar. If none of these times are convenient, additional appointments may be available.

The 3-year implementation plan is divided into 3 sections. The first year (2024), we presented the plan at each board meeting. The second year (2025), we are verifying all data for homeowners with no fees. The 3<sup>rd</sup> year (2026) will be full implementation of the yearly verification.

Please refer to the PowerPoint Presentation for further details.

