

Smithtown Homeowners' Assn.
Attn: Gatehouse
9999 Tannon Road
Smithtown, FL 39999

September 01, 2016

Robert & Linda Jones
9876 Long Meadow Rd.
Sarasota, FL 34238

Subject: Profile information for Lot 71, 9876 LMR

Dear Robert & Linda Jones,

The primary role of our gatehouse operation is to enforce the security and privacy aspects of our gated community. To do that, we need accurate information regarding occupants, vehicles, and guests. This letter requests that you confirm or correct our records for your residence.

OCCUPANTS

We first and especially ask that you review and correct the list of occupants shown below. This is important for safety reasons; in event of a fire it could be critical for emergency personnel to know whether additional people might be in the building.

In the Status field, please put "Owner", "Occupant", or "Minor" (age 16 or under), as appropriate. In the Notes field, add any short description that might be helpful for emergency personnel (e.g., Infant, Wheelchair, etc.). We ask that in the Notes field you also write the date of birth of the person, which we would share only with emergency services personnel, and only if there were a safety concern. [We understand some may object to sharing birth-date information, and if you prefer to omit it, that's fine; please, however, supply the rest of the requested information.] Finally, if there are occupants not shown here, add them on the blank lines.

<i>First Name</i>	<i>Last Name</i>	<i>Status</i>	<i>Notes</i>
LINDA	JONES	Owner	
ROBERT	JONES	Owner	

VEHICLES

We believe the following vehicle information is correct, but typographical errors are possible. As well, you might have disposed of a vehicle and not informed the gatehouse. Please check all the vehicle information below and write in any corrections. If you no longer have a vehicle, cross it out.

<i>Make</i>	<i>Model</i>	<i>Color</i>	<i>Tag</i>	<i>Barcode</i>	<i>Last-used</i>
Toyota	Camry	Brown	111AAA	22222	29-Apr-2016 10:02
Toyota	Prius	Grey	222BBB	33333	30-Apr-2016 20:19

PERMANENT GUESTS

The ability to have a Permanent Guest List, not requiring you to authorize each visit, is offered as a convenience to residents. However, this is sometimes abused, with some residents having very many Permanent Guests, including people or companies that visit seldom or perhaps no longer visit at all, and including people the resident may have little reason to trust.

It is important to recognize that this allows such a Permanent Guest to enter the community without your knowing, and to enter the community but not go to your residence. If that person did damage to a person or property, you might be charged with liability as the party who'd granted that access.

Reasonable tests as to suitability for a Permanent Guest List are: Does this person or company visit so often that it would be a large inconvenience to have to call in authorization for each visit? Is this a person that I strongly trust would pose no risk to me or other residents?