

Lot #: _____

PIN #: _____

Dear Property Owner:

In an effort to provide better security and ensure guests are authorized by a property owner to come onto Trails End property, the Board of Directors adopted a resolution at the October 20th, 2007 Board Meeting requiring property owners to use a PIN number to register their guests.

To register a guest or contractor, Trails End property owners will be required to give their PIN number to security. Your PIN number assigned to your lot is located at the top of this letter. This PIN number will be unique to each lot. The use of a PIN number is to ensure the property owner is aware of all guests/contractors gaining access to Trails End under their lot. This will alleviate anyone simply calling security and using a property owner's name to give non-property owners access to Trails End.

Property Owners may register up to five (5) "anytime" guests with security. These five guests will be allowed access to your lot at anytime without the property owner calling security. However, all guests will be asked for identification upon arrival. Also, some property owners have registered, for example, "The Jones Family" as anytime guests. In order to be registered as an "anytime" guest, an individual name must be designated. Contractors are not permitted to be on an "anytime" guest list. You may update your anytime guest list by filling out an update sheet which is available at the office.

Property owners are responsible for their PIN number. If someone other than the property owner uses your PIN number to register a guest/contractor to your lot, the property owner will still be responsible for his/her guests in all capacities.

Please remember to pre-register all guests by calling security prior to their arrival at Trails End. Security's phone number is (570) 296-8549.

In order to change your PIN number, the deeded property owner must do it in writing. A form is located on the back of this letter in order to do so. Please mail the form to the Association Office at Trails End POA 190 Shohola Pkwy S. Shohola, PA 18458.

If you have any questions, please contact the Office at (570) 296-8542 or email us at tepoa@ptd.net. Thank you.

Sincerely,
Trails End POA
Board of Directors

PIN Number Form
Mail to: Trails End POA
190 Shohola Pkwy. So.
Shohola, PA 18458

Date: _____

Lot #: _____

Property Owner Name: _____

Address: _____

Phone: _____

Four Digit Pin Number: _____

Property Owner Signature

Print

To be completed by Office:

Date Received: _____

Date Changed: _____

To be completed by Security:

Date Received: _____

Date Changed: _____