

**Smith Ranch Property Owners Association  
2366 N River Rd, Lampasas TX 76550**

**Key Issue Terms and Conditions  
Amended effective April 22, 2023**

1. Key issue requests should be submitted via email to [smithranchpoa@gmail.com](mailto:smithranchpoa@gmail.com)
2. Requestors will receive issue instructions with total costs via email reply.
3. There will be no keys issued via mail or delivery.
4. One (1) key will be issued at no charge to Smith Ranch property Owner(s) regardless of the number of tracts owned.
5. Owner(s) may be issued up to seven (7) additional keys.
6. Keys will only be issued to listed Owner(s) on the Appraisal District tax records or an agent possessing Power of Attorney.
7. It shall be the Owner(s)'s responsibility, upon the sale of property, to surrender all issued keys to the buyer or to an Officer of the Association. Issued Main Gate keys are the property of the Smith Ranch Property Owners Association.
8. The key number of any lost, damaged, or stolen key must be reported immediately in writing to any Officer of the Association.
9. Owner(s) are responsible for the security and control of assigned keys.
10. Owner(s) may be liable for any negligent, harmful or criminal act associated with or attributed to a key assigned to that Owner(s) that has not been reported lost, damaged, or stolen.
11. Issue Fees: Key #1 no charge, Keys 3 - 6 \$30 each, Keys 7 - 8 \$50 each.

**This policy was adopted unanimously by the SRPOA Board of Directors at the Board Meeting held on Saturday April 23, 2023.**

Please contact the Smith Ranch Property Owners Association with any questions.

Rick Baxter  
President

Jayne Rayburn  
Secretary