

NEWPORT SHORES COMMUNITY ASSOCIATION
Instructions on opening the clubhouse door

- 1. Insert the key**
- 2. Turn key counter clockwise until it stops**
- 3. Push handle down**
- 4. Open door**
- 5. Turn the key $\frac{1}{4}$ back turn to pull keys out**

***Note: Stationary door on right may be opened. Push down on handle as you turn deadbolt counter clockwise until it stops. Then open door. Follow closing procedures for stationary door to secure clubhouse.**

NEWPORT SHORES COMMUNITY ASSOCIATION
Instructions on closing the clubhouse door

- 1. Pull the door towards you and insert the key**
- 2. Lift handle up**
- 3. Turn key clockwise till it stops**
- 4. Let go of the handle**
- 5. Turn the key $\frac{1}{4}$ back turn to pull it out**

***Note: Stationary door on right must also be locked. Hold up handle as you turn key clockwise till it stops. Then check it by pushing on center of doors from the outside. If they open, right side door is not properly locked.**