

STRATTON HOUSE CONDOMINIUM UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NO. 02-06 - KEY CONTROL

WHEREAS, Article 3, Section 3.1 of the Bylaws of Stratton House Condominium provides that the Board of Directors has “all the powers and duties necessary for administration of the affairs of the Unit Owners Association and may do all such acts and things as are not by the Condominium Act or condominium instruments required to be exercised and done by the Association;”

WHEREAS, Article 3, Section 3.1 (c) of the Bylaws empowers the Board to provide for the operation, care, upkeep and maintenance of all the property and services of the Condominium; and

GIVEN THAT Article 5, Section 5.9 of the Bylaws creates a right of access to each unit, to the Board of Directors and the Managing Agent, or any persons authorized by the Board of Directors or the Management Agent, or any group of the foregoing, for the purpose of enabling the exercise and discharge of their respective powers and responsibilities; and, in case of an emergency, such right of entry shall be immediate, whether the Unit Owner is present at the time or not. Each unit owner shall provide a working copy of all unit keys to the Unit Owners Association.

NOW THEREOF, the Board of resolves that the following procedures for access to units to be adopted:

I. STORAGE OF KEYS

I.A. One full set of keys will be stored:

I.A.1. Keys will be stored in a secure location selected by the Board, but not publicized for purposes of security. Only members of the Board and the designated Management Agents shall be aware of the location of the key storage unit, and shall have access to and use of these keys.

I.A.1.a Keys for routine access will be stored in such a manner that individually identifies and logs who is accessing the keys at any given time

I.A.1.b Whenever an individual leaves the Board of Directors, or their status as an agent of UOA, their access to the keys must be immediately removed.

I.A.1.c Keys shall not be labeled by unit number.

I.A.1.d If the Association loses its copies of keys to a unit, the Association will pay for the replacement/re-keying of all related locks.

I.A.2. An appropriate method for emergency personnel to access keys will be provided.

II. ACCESS TO UNITS

- A. The Association will admit service personnel when the work to be performed is related to the common elements of Stratton House, and as such, is related to the safety and welfare of residents other than those of the immediate unit. Such access can only be provided after appropriate prior notice, except in the case of an emergency.
- B. The Association may at any time provide access in the event of an emergency that may not allow time for prior notice but notice of entry will be given at such time as allowed. An example of the latter may be a fire or plumbing repair emergency. The Board has full discretion to determine what constitutes an emergency for these purposes.
- C. If emergency access to a Unit is necessary when no one is at home and the resident has not provided the Association with working keys, the Unit Owner(s) shall bear all costs related to entry of the unit and damage caused to the unit, other units, and/or the common elements by the emergency and shall assume any additional liabilities that arise from the emergency. The Board has full discretion to determine what constitutes an emergency for these purposes.

III. COMMON ELEMENTS

- A. The Association will retain a copy of the key to any locked common element and may provide a copy of each of these keys to the following:
 - 1. the United States Postal Service;
 - 2. UPS, FedEx, DHL, or other package couriers;
 - 3. the managing company;
 - 4. the janitorial service contractor;
 - 5. the local fire department;
 - 6. the local police department;
 - 7. contractors; or
 - 8. such other person(s) as the Board may designate.
- B. The Association reserves the right to change locks periodically and re-issue common element keys.

IV. ABUSE OF PROCEDURE

- A. Abuse of these procedures by any agent of the Association will make that person subject to possible dismissal and other disciplinary action by the Association, including financial remuneration.
- B. Abuse of these procedures by a member of the Board will make that person subject to immediate dismissal from the Board and other disciplinary action by the Association, including financial remuneration.

V. FAILURE TO COMPLY

Failure to provide with the Association with one (1) copy of all keys necessary for access to a unit and the required authorization form within thirty (30) days sending out of an initial notice regarding this resolution, or within fifteen (15) days of taking ownership of a unit, or changing the keys of the unit, may subject the owner of the unit to a fine of \$50, in addition to any costs associated with required access in the interim.

We hereby certify that a vote was taken and this resolution was duly passed at the meeting of the Board of Directors on the 22 day of November 2005.

President

Vice President

Secretary

Treasurer

Member-At-Large