

Approved

PARKFAIRFAX CONDOMINIUM UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NUMBER EIGHT

ACCESS TO UNITS

**RELATING TO KEY CONTROL AND
ACCESS TO UNITS BY THE ASSOCIATION**

WHEREAS, Article III, Section Two, of the Parkfairfax Condominium Unit Owners Association Bylaws assigns the Board of Directors with “. . . all of the powers and duties necessary for the administration of the affairs of the Unit Owners Association,” and further states that the Board of Directors “. . . may do all such acts and things as are not by the Condominium Act, the Declaration or by these Bylaws required to be exercised and done by the Unit Owners Association”; **AND**

WHEREAS, Article V, Section Nine and Article IX, Section One E of the Parkfairfax Condominium Unit Owners Association Bylaws provide for certain obligations of unit owners to permit access of authorized persons or groups of the Association to units; **AND**

WHEREAS, it is necessary to establish a procedure by which such provisions may be effected and to establish guidelines under which the Association will operate to protect the interests of the condominium and the individual unit owners and occupants;

NOW THEREFORE, BE IT RESOLVED THAT the following guidelines and procedures be adopted:

A. KEYS

1. All owners are issued keys to their unit, assigned storage area (if there is no access to an attic) and assigned laundry room key(s) at settlement. Pursuant to the provisions of the Bylaws, the Association has retained copies of those keys.
2. If additional locks are added or if the locks are changed by an owner or tenant, the owner or tenant shall provide the Association with working keys to those locks.
3. In order to protect the Association from liability and to protect each owner's security, the following security measures are in effect:
 - A. Keys are coded and placed in a locked container. The code does not indicate the address served by the key.
 - B. The key index, which relates a given key to a given address, is kept in a separate locked container and coded system in the computer.

- C. If a key is lost by the Association, the lock will be changed and new keys issued at the expense of the Association.
- D. In order to enhance security, the Association reserves the right to periodically change locks and reissue keys.
- E. In all except emergency cases, the Association shall give prior notice of the need for access to a unit, and to the extent practicable make arrangements with the owner or tenant to gain access.
- F. In case of an emergency wherein property, life or limb is in jeopardy, the Association staff shall make a reasonable attempt to contact the owner or tenant prior to entering the unit.

Association personnel should endeavor to assist emergency professionals (rescue squad, police, fire personnel, etc.) in every way where an emergency situation exists (crime in progress, sudden or debilitating illness or demise of a unit occupant making the granting of access impossible, etc.) when called upon to do so by said emergency professionals.

When a suspected sudden debilitating illness or demise of a unit occupant is reported, Association Personnel should notify the appropriate emergency professional(s) and proceed to assist them in every way requested.

- 4. In the event that an owner or tenant fails to provide the Association with working keys, emergency access to a unit is necessary and the owner or tenant is absent, the owner or tenant shall bear all costs related to entry to the unit and damage caused to that unit, another unit and/or the common elements by the emergency and sustain whatever additional liabilities may be related to the occurrence. "Emergency" as used in this context shall mean and refer to any event wherein life, or property are in jeopardy in the opinion of the person or persons authorized by the Board of Directors to make such judgements.

B. NOTICE

- 1. The Association will attempt to provide reasonable written notice of its need for access to a unit.
- 2. In cases where time or circumstances do not permit written notice, the Association will attempt to contact the owner or tenant by telephone.
- 3. In either case, if the Association enters a unit from which owners or tenants are absent, the Association will leave written notice of the date, time, and purpose of

entry, signed by an authorized Association representative.

EXHIBIT A
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**PERSONNEL AUTHORIZED TO ENTER
A UNIT DURING AN EMERGENCY**

ON-DUTY HOURS

General Manager

*Larry Ellis

Maintenance Director

*Mike Field

Assistant Maintenance Director

*Danny Gibbs

Assistant General Manager

*Liz Skingel

Carpenter

*Lat Jones

Plumber

*Daniel Raiford

Unit Services Technician

*Mike Burch

OFF-DUTY HOURS

General Manager

*Larry Ellis

Assistant General Manager

*Liz Skingel

Maintenance Director

*Mike Field

Assistant Maintenance Director

*Danny Gibbs

Emergency Duty Personnel

(when on-duty detail)