

WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION
POLICY RESOLUTION NO. 8
KEYCONTROL

relating to access to Buildings and Units by the Association

GIVEN THAT Article 3, Section 3.1 of the Bylaws provides in applicable part that, "The Board of Directors shall have all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Condominium Act or the Condominium instruments required to be exercised and done by the Association"; 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 Managing Agent, or any group of the foregoing, for the purpose of enabling the exercise and discharge of their respective powers and responsibilities; and,

GIVEN THAT Article 5, Section 5.9 of the Bylaws also requires each unit owner to provide a working copy of all unit keys to the Association;

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

I. EMERGENCY KEYS

A. All Owners were issued keys to their Unit at settlement. Pursuant to the above provisions of the Bylaws, the Association has retained copies of those keys. No other locks can be used on the doors.

B. The keys retained by the Association will be used only in cases of emergency. "Emergency" includes the fact or threat of fire, flood, or any other condition that might adversely affect the Common Elements or other units. The Association will not admit visitors, tradesmen or other such persons. It is solely the responsibility of the resident to arrange with these persons for their entry into the unit.

C. To protect the Association from liability and to protect the interests of each Resident, the following control measures shall be put into effect:

1. Keys shall be coded and kept in a locked container. The code will not indicate the unit served by the key.
2. The key index, which relates a given key to a given Unit, will be kept in a separate locked container.
3. If a key is lost by the Association, the lock will be changed and new keys issued at the expense of the Association.
4. In all except urgent cases, the Association shall give prior notice of the need for access to the Unit and, to the extent practicable, make arrangements with the occupant to gain access.
5. In case of urgent situation, the Association shall make a reasonable attempt to contact the resident prior to entering the unit, if feasible under the circumstances.
6. In either case, if the Association enters a Unit from which the resident is absent, the Association will leave written notice of the date, time and purpose of entry, signed by an authorized Association representative.

D. 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 shall bear all costs related to entry of the Unit and damage caused to the Unit, another Unit and/or the Common Elements by the emergency and shall assume any additional liabilities that arise from the emergency.

II. COMMON ELEMENTS

A. The Association will retain a copy of the key to any locked Common Elements and may provide a copy of each of these keys to the following:

1. the United States Postal Service;
2. the managing company;
3. the janitorial service contractor;
4. the local fire department;
5. the local police department;
6. contractors; or
7. such other persons(s) as the Board may designate.

B. The Association reserves the right to change locks periodically and re-issue Common Elements keys.

III. ABUSE OF PROCEDURE

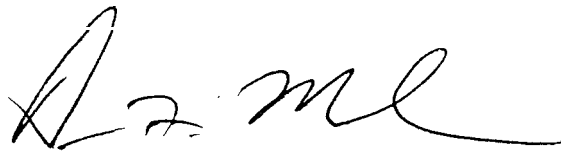
Abuse of these procedures by any Association employee will make that person subject to possible dismissal and other disciplinary action by the Association.

**WINDSOR PLAZA CONDOMINIUM UNIT OWNERS ASSOCIATION
RESOLUTIONS ACTION RECORD**

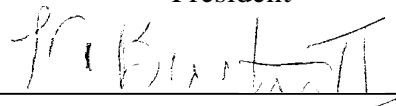
This Resolution, Policy Resolution No. 8, was adopted at a (regular) ~~(special)~~ meeting of the Board held on DECEMBER 13, 1994, with the directors voting as indicated below:

<u>BURTON</u>	<u>✓</u>	Yes	<u> </u>	No
<u>DIGGES</u>	<u>✓</u>	Yes	<u> </u>	No
<u>MOREHOUSE</u>	<u> </u>	Yes	<u> </u>	No

ATTEST:


President

2-21-95
Date


Secretary

2-21-95
Date

Effective date of resolution: 12-13-94

Expiration date: _____

Book of Resolutions

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