

Title: Keys or Lock Codes

Purpose: A policy to explain why Holiday Beech Villas needs keys or lock codes for each unit

I. Why Keys Are Needed

1. In case of a water emergency, or other damage to a unit, contractors of Holiday Beech Villas must have immediate access to a unit.
2. In case of a medical emergency, a key or lock code must be made available to open doors to each unit.
3. For inspections to be made to each unit (see Policy I-1).

II. Number of Keys Needed

1. Holiday Beech Villas needs only one key or the lock code to each lock for each unit.
2. If homeowner changes locks to a unit, the homeowner is responsible for getting Holiday Beech Villas office a key or the code to the new lock.
3. If homeowner changes the lock code, the homeowner is responsible for providing the updated code to the Holiday Beech Villas office.

III. Rules Regarding Keys and Codes to Units

1. Each homeowner's key will be kept in a locked room in the Clubhouse. The only people that have access to the keys are the Maintenance Contractor and the office manager.
2. If it is determined that Holiday Beech Villas does not have a key or lock code to a homeowners unit, a request will be made by the office manager, in writing, to the homeowner for a key to said unit.
3. The homeowner will be responsible for getting a key or lock to the office manager within one (1) week of request.
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5. In case of any kind of emergency, Holiday Beech Villas will retain the services of a locksmith to open the unit door if a key or lock code has not been provided, at the owner's expense.

IV. Code to the Clubhouse Door

1. The code is provided to each homeowner in their Welcome Packet.