

**KEY POLICY  
OF  
LAKEVIEW CONDOMINIUM AT DILLON ASSOCIATION, INC.**

**SECTION 1  
DEFINITIONS, PURPOSES AND AUDIENCE**

**Section 1.1 Definitions**

Key – Shall mean the key/keys that allow entry into individual owners units in the Lakeview complex

Master Key – Shall mean the universal key/keys that provide entry into every unit in the Lakeview complex

Common Area Key – Shall mean key used to allow entry into the common areas on the Lakeview complex: Recreation Room, Laundry Room

Common Area Code – Shall mean code used to allow entry into the common areas on the Lakeview complex: Recreation Room, Laundry Room

Authorized Entry – Shall mean entry into an owners unit after verbal or written permission is given by the unit owner or designee of unit owner

Maintenance Entry – Shall mean entry into an owners unit for the purposes of performing regular maintenance checks or allowing maintenance personnel in to perform maintenance

Emergency Entry – Shall mean entry into an owners unit for the purposes of immediate response to an emergency; personal, mechanical, natural

**Section 1.2 Purposes.** The purpose of this document is to define the process and procedures regarding use of keys at the Lakeview complex. The document will define use regarding owner responsibilities, property/building management responsibilities, and HOA board of director's responsibilities.

**Section 1.3 Audience.** All owners, tenants, guests, contractors, employees, and board members of the Lakeview complex are included in the audience and are required to abide by the policies outlined herein.

**SECTION 2  
OWNER RESPONSIBILITIES**

For the safety, security, and maintenance integrity of the Lakeview complex there is a need to have a single Master Key for all units to be used in times of Authorized Entry, Maintenance Entry, or Emergency Entry.

**Section 2.1 Door Locks.** Unit owners are required to have all entry doors to their units "keyed" to the Master Key at all times.

1. Unit owners are to have a professional locksmith perform the process to "key" there

unit doors to the Master Key immediately after any change in their door lock hardware.

- a. Contact Building Manager for local locksmiths able to perform process
  - b. Cost to perform required process is owners responsibility
  - c. New owners, if changing their door locks, are required to have their units “keyed” to the Master Key immediately after any change to the door lock hardware.
  - d. Cost born by Lakeview authorized parties to replace/repair lock, door, or services rendered for entry into a unit when unit locks are not “keyed” to the Master Key are the responsibility of the unit owner to pay at that time or reimburse the party within 10 days.
2. With continued noncompliance with the Key Policy after an initial notice to a unit owner, the Lakeview HOA Board of Directors or Lakeview Property/Building Manager may authorize a professional to replace door locks on an individual unit for the purpose of coming into compliance with this Key Policy.
  3. Cost for this service will be billed to the unit owner and is the owners responsibility for payment within 10 days.

**Section 2.1 Financial Penalties.** Unit owners will be liable for financial penalties in the form of fines, or assessments if non compliant with this Key Policy

1. The fines and assessments will be consistent with rules violations as outlined in the Lakeview House Rules documentation.

### **SECTION 3** **PROPERTY/BUILDING MANAGER RESPONSIBILITIES**

For the safety, security, and maintenance integrity of the Lakeview complex there is a need to have a single Master Key available for use by the Property/Building Manager(s).

**Section 3.1 Master Key Use.** Property/Building Manager(s) may use the Master Key to enter an owners unit in times of Authorized Entry, Maintenance Entry, or Emergency Entry.

**Section 3.2 Master Key Conduct.** Property/Building Manager(s) will act in a professional manner consistent with the justification for entry when using the Master Key. Owners are advised and are recommended to inform their occupants that unit access may often be without notice for example- seasonally turning on and off the heat timers, periodically inspecting unoccupied units, placing drain cleaning chemicals down designated sinks and toilets, for routine maintenance, notices about cablevision, etc.

1. Property/Building Manager(s) will use the Master Key only when deemed needed.
2. Property/Building Manager(s) will allow only individuals in the unit as deemed necessary per the reason for entry
3. Property/Building Manager(s) will ensure proper securing of the unit after entry is complete
4. Property/Building Manager(s) in the case of inability to enter to unit using the Master Key may use professional judgment as to the method for entering the unit. This may include locksmith, forcible entry, or emergency personnel intervention.
5. Cost to replace/repair lock, door, or services rendered for entry are the responsibility of the unit owner.

6. Property/Building Manager(s) will turn in all Master Keys at completion of their term or contracted employment or at the request of the Board of Directors of the Lakeview HOA.

**SECTION 4**  
**HOA BOARD OF DIRECTORS RESPONSIBILITIES**

For the safety, security, and maintenance integrity of the Lakeview complex there is a need to have a single Master Key available for use by the HOA Board of Directors

**Section 3.1 Master Key Use.** HOA Board of Directors may use the Master Key to enter an owners unit in times of Authorized Entry, Maintenance Entry, or Emergency Entry.

**Section 3.2 Master Key Conduct.** HOA Board of Directors will act in a professional manner consistent with the justification for entry when using the Master Key

1. HOA Board of Directors will use the Master Key only when deemed needed
2. HOA Board of Directors will allow only individuals in the unit as deemed necessary per the reason for entry
3. HOA Board of Directors will ensure proper securing of the unit after entry is complete
4. HOA Board of Directors in the case of inability to enter to unit using the Master Key, may use professional judgment as to the method for entering the unit. This may include locksmith, forcible entry, or emergency personnel intervention.
  - a. Cost to replace/repair lock, door, or services rendered for entry are the responsibility of the unit owner.
5. HOA Board of Directors will turn in all Master Keys at completion of their term or contracted employment or at the request of the Board of Directors of the Lakeview HOA.

**CERTIFICATE**

The undersigned Secretary of the Association does hereby certify that the above and foregoing Key Policy were duly adopted by the Board of Directors of this Association as the Key Policy on the \_\_\_\_day of \_\_\_\_\_, 2012, and that they constitute the Key Policy of the Association.

Lakeview Condominium at Dillon Association

By: \_\_\_\_\_

\_\_\_\_\_, Secretary