

# Policy and Procedure

## Access to Units

### **Background:**

The Association has an irrevocable right to access Units and will require this access from time to time to perform its functions.

### **Objective:**

To provide an amicable declaration to Owners and residents without disrupting the overall efficacy and efficiency of the Association in performing its functions.

### **Policy:**

The policy of the Board is to strictly limit the use of Unit keys held by the Association as well as the Association's access to Units by following the procedure below.

### **Procedure:**

1. Unit Owners should deliver a set of keys to their respective Units to the Association. Unit Owners are otherwise responsible for making access available to the Association.
2. Unit keys delivered to the Association shall be secured in a lock box except when required for a specific function. The lock box shall be in a location which shall also remain locked when not actively attended by an authorized Association agent.
3. Only Officers or other authorized agent designated by the Association shall take possession of a Unit's key from the lock box. This shall only be for a documented purpose, and shall be returned to the lock box no more than 24-hours after entry.
4. Except in the event of an emergency, entry by the Association shall be made on not less than one (1) day's notice, or as defined in the Declaration.
5. Except in the event of an emergency, entry by the Association shall require two (2) authorized agents to be present during the entire time of entry unless an adult resident of the Unit is also present in which case only one (1) authorized agent shall be required.
6. All use of Unit keys and access to Units shall be documented in writing which include the Association's office email (which is preserved for no less than seven (7) years).
7. Unit keys held by the Association shall not be copied, duplicated, photographed, or captured in any way without the express written permission of the Unit Owner.

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This policy is adopted pursuant to:  
Declarations 3.4(b), 11.1(a) and 17.12  
Florida Statute §718.111(5)(a) and §718.303(1)(e)

2018-08-21 Adopted at Board Meeting