

Policy and Procedure

Mailbox keys

Background:

The association owns the mailboxes that service the community and are responsible for the maintenance and keying of the individual mail boxes.

Objective:

To provide direction for owners to have their mailboxes rekeyed as needed.

Policy:

The Association has new lock cylinders and keys on hand for purchase.

Procedure:

1. An owner may have the mailbox rekeyed as they see fit by purchasing a new lock from the association for the cost of \$45.00.
2. The owner must produce verifiable documentation of ownership of the unit.
3. Once ownership has been verified, the association will sell the owner a new lock and install said lock as soon as possible, not to exceed three business days. (This action may be coordinated with USPS)
4. New cylinders come with two keys. One key will be given to the unit owner at time of purchase. The second key will remain in the Association's lock box along with the unit key on file.
5. The owner may copy the new key at any hardware store as they see fit.
6. In the event the owner has lost a key and only needs a duplicate, the COA (at its convenience, not to exceed three business days) may have the file key duplicated and given to the unit owner. A service fee of \$25.00 will be charged to the unit owner.

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

2018-08-21 Adopted at Board Meeting