

# SOUTHWINDS AT THE MOORINGS

## STATEMENT OF ASSOCIATION POLICY

Effective Date: January 1, 2013

Subject: Master Key and Right of Access

Policy:

Owners must provide the Association with a current access key, together with any security code. This is for emergency management purposes as well as periodic inspection and maintenance. Southwinds has adopted a **single master key approach** in order to facilitate the management of this necessary access.

### Supporting Documents:

- The Florida statutory language clearly states that *"The Association has the irrevocable right of access to each unit during reasonable hours, when necessary for the maintenance, repair, or replacement of any common elements or any portion of a unit to be maintained by the Association pursuant to the declarations or as necessary **to prevent damage to the common elements of to a unit or units.**"* [Sec. 718.106 (5)]
- Our Condominium Declarations state: *"In connection with this Section 19.4, each Owner shall provide the Association with a current workable key(s) and security code(s), as necessary."*
- The Southwinds "Rules and Regulations", published April 29, 2012, and located on the Southwinds Web site, also states that "The owner of each unit must provide the Association with a current workable key and a security code, if any." [J. General]

### Operative Procedure:

The single "Master Key" approach is designed to eliminate the need for the Association to maintain an unwieldy set of duplicate keys for every unit. There is instead a single master key providing access to all units. In order to keep the effectiveness of the Master Key approach, it is necessary that when new locks are created---e.g. Preparatory to a closing, or when the owner decides to change the lock---the new key shall be created by the Association or its Property Manager. This involves engaging the Association's locksmith to synchronize the new lock to the master key. Any cost associated this alignment will be covered by the owner.

## **SOUTHWINDS AT THE MOORINGS**

### **Exceptions:**

- Should an owner choose not to engage the Association for periodic inspections for maintenance purposes, then access to that owner's unit is still required for emergency management purposes only. Such access may be achieved via the Master Key or a copy of the unit-specific key.
- Any owner who will not provide the Association it's required access key (either individual or master) to their unit, must sign our liability waiver protecting the Association from damages to the unit, or other units or common elements caused by some failure or breakdown in the owner' unit.