Title: Keys

Purpose: A policy to explain why Holiday Beech Villas needs keys 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 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 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 to the new lock.

III. Rules Regarding Keys 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 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 to the office manager within one (1) week of request.
4. If a key has not been received in one (1) weeks time, Holiday Beech Villas will hire a locksmith to change the lock on the door, at the owners expense, and will then send a key to the homeowner.
5. In case of any kind of emergency, Holiday Beech Villas will retain the services of a locksmith to open the unit door, at the owner's expense.

IV. Keys to the Clubhouse

1. A free key is provided to each homeowner in their Welcome Packet.
2. Additional replacement keys may be obtained from the office for a $5.00 fee.
3. If a unit is sold, a clubhouse key is to be given to the new owner or returned to the office.