

SUBJECT: EMERGENCY ACCESS PROGRAM  
AMENDED: AUGUST 2015

ARR NUMBER 4.3

PURPOSE: To define the procedures for an emergency access to a unit by the Association.

POLICY: Exhibit A, Article VI, Section 12 of the Condominium By-laws define the conditions that the Association or its duly authorized agents have the right to enter any unit during reasonable working hours for the maintenance, repair or replacement of any of the common elements. The right to enter is also applicable during times that an emergency repair is required to prevent damage to the common elements or to another condo home. Also it is the responsibility of the co-owner to provide access to his/her condo home during all periods of absence.

To facilitate the program, co-owners may opt for one of two alternatives in which access will be used.

(1) OPTION ONE: Co-owners may provide the names, addresses, and telephone numbers [home, work, cell] of two individuals with keys who can provide access to the unit preferably within a short distance [15 minutes or less].

ARR 4.3a [Emergency Information Form], is to be completed in full and forwarded to the management company. Updates and/or changes to this form is the responsibility of the co-owner.

(2) OPTION TWO: If Option One is not selected, the co-owner recognizes that the Association may gain access in any reasonable manner under the circumstances, and that the Association shall not be liable to the co-owner for any necessary damage to the unit caused in gaining such access.

When entering any unit, reasonable efforts will be made to have at least two (2) persons enter together in order to maintain the security of all parties.

NOTE: All co-owners are reminded that should an internal security system be desired, the approval and information concerning the system must be addressed under ARR 3.5.