The VILLAGE at MOUNT HOPE BAY CONDOMINIUM ASSOCIATION

CONDOMINIUM UNIT KEYS POLICY

The Village at Mount Hope Bay Condominium Association, through its Board of Directors, has established the responsibility of each unit owner to have a key to the unit placed with Property Management in a secure location so that there is access to the unit in case of emergency. At the request of the Board of Directors of the Village at Mount Hope Bay Condominium Association, a condominium with an on-site office and management staff that can effectively monitor and control key access, Property Management will maintain an individual unit key inventory in a secure key cabinet. Access to these keys maintained on behalf of the Condominium Association is restricted to Property Management personnel, and does not, and will not, maintain a master key to individual units.

Property Management will facilitate the distribution of individual unit keys provided by a unit owner/resident on those occasions when the unit owner may need to provide access to their unit for deliveries, repairs, family or visitors, or for emergency response. In order for management to accept and distribute such unit keys, the unit owner/resident must fill out and sign a "KEY RELEASE AUTHORIZATION" form that is kept at the management office. Keys are not to be accepted under any other circumstances. All keys received from unit owners by Property Management personnel will be stored in a locked key cabinet, and individual unit keys shall be tagged and coded.

KEY RELEASE AUTHORIZATION

In consideration of services rendered by Property Management, the undersigned hereby releases and holds harmless Property Management as Agent and the Board of Directors of the Village at Mount Hope Bay Condominium Association from any and all demands of the undersigned, his or her heirs, executor, administrator and assigns from any and all claims of any nature whatsoever, other than claims arising out of willful misconduct or gross negligence, that he or she may have concerning or arising out of the provision of the individual unit key to unit #_____to Property Management on behalf of the undersigned.

I fully understand that Property Management personnel will not remain in my unit during deliveries or while work is being performed. I further agree to reimburse the VMHBCA for any damage done to the common area of the property as a result of this service.

_____

Owner/Resident's Name

_____

Signature

_____

Date