

Golf's Edge Condominium Association, Inc.

Key Replacement & Access Control Policy

The following policy governs the replacement, use, and distribution of pool and laundry room keys for Golf's Edge Condominium Association, Inc.

1. Eligibility for Key Replacement

A replacement key may be issued to:

- Unit Owners
- Renters or Authorized Occupants of a Unit

All requests must be made directly through the Association office or management company. Keys will not be issued to individuals who are not authorized residents of the community.

2. Key Replacement Fee & Distribution Limits (*updated*)

A **\$25.00 replacement fee** is required for a lost key.

No more than **two (2) keys** will be issued per unit to any owner, renter, or occupant.

Payment must be submitted by **check or money order only**, payable to:

Golf's Edge Condominium Association, Inc.

Memo Line: Key Replacement

Keys will be issued only once **payment is received**.

3. Key Use & Security Restrictions

Keys may not be copied, shared, loaned, duplicated, or given to any non-resident or third party under any circumstances.

Use of Association amenities is restricted solely to unit owners, authorized renters, and lawful occupants of Golf's Edge.

Improper distribution of keys compromises community security and will not be permitted.

4. Violations & Enforcement

If a keyholder is found to have:

- ✓ Shared or distributed their key
- ✓ Provided access to non-authorized individuals
- ✓ Duplicated or attempted to duplicate a key

The Association reserves the right to:

- Suspend amenity access privileges
- Pursue enforcement action consistent with §718.303, Florida Statutes
- Implement fines through the Enforcement/Fining Committee

The duration of suspension or discipline will be determined by the Board of Directors.

5. Summary of Policy

Item	Rule
Replacement Fee	\$25 per key
Maximum Keys Issued	2 per unit
Payment Type	Check or Money Order
Memo Requirement	"Key Replacement"
Unauthorized Sharing	Strictly Prohibited
Penalties	Suspension + Fine Enforcement