



(Vendor/Contractor)

1. Keys/codes will be kept secure when not in use.
2. Keys/Codes will only be checked out to qualified bonded companies/individuals that have a contractual agreement with HO.
3. Lost key replacement/lock rekey costs will be borne by the party responsible.
4. Onsite Management will be notified immediately when any key has been checked out and again when checked back in.
5. Management will accompany residents and non-qualifying companies when access to common areas such as mechanical rooms, roof, office, etc., is needed.
6. Keys will be returned each day to HO management after use. Keys will not be checked out overnight.
7. Key Check Out Form must be completed and signed by the individual to whom the keys have been given.
8. Forms shall be kept by management and turned over to on site management within a week's time of completion.
9. All prospective buyers or tenants must be accompanied by the owner, the owner's representative, or real estate agent.
10. Vendors summoned by request of the HOA must be accompanied by HO management when units are accessed at the request of HO management or BOD, with the exception of the contracted exterminator.
11. All residents shall be notified in advance when access to their unit is needed. In the event of an emergency, management will make every attempt to contact the resident/owner prior to entry.
12. Management and on site manager shall coordinate and communicate as needed to implement this policy.