

**1666 COFFMAN CONDOMINIUM ASSOCIATION
MEDECO SECURITY LOCKS AND KEYS**

**BOARD REGULATION No. 5
May 26, 2011
Revision D**

1. Two (2) keys per unit are lent to homeowners at no cost. A third or subsequent key is loaned at no cost if there are more than two (2) permanent, full-time residents in a unit.
 - a. Only homeowners can sign for keys.
 - b. The homeowner who signs for a key is responsible for that key.
 - c. Do not attach identification to any key that would indicate its association with 1666 Coffman Condominium.
2. Keys are lent at no cost to employees and service people who need them and who are customarily provided with keys. A list of these people is on file in the office.
3. Extra keys may be issued to homeowners on temporary loan at the discretion of the Board in the following manner:
 - a. A written request must be submitted to the Board by the homeowner explaining the need for the key and the length of time it will be needed.
 - b. Board approval is required before the Office will issue any Medeco keys.
 - c. A \$50 deposit is required for each extra key so lent. It will be refunded when the key is returned intact.
 - d. The homeowner making the request must sign for the extra key.

Extra keys must be obtained only from the Association office by following the above procedure. No reputable locksmith will duplicate these keys without a coded order.

4. A damaged key may be replaced by request at the office during office hours. There is no charge to replace a damaged key.
 - a. There must be enough left of the original key to determine that it was a 1666 Coffman key.
 - b. The homeowner must sign for the replacement key.
5. When a key has been lost, the following procedure should be followed:
 - a. Immediately, notify the Association office by phone or in writing that a key has been lost and the circumstances relating to the loss.
 - b. As soon as possible, submit a written report of the loss to the Board. Include enough information about the circumstances of the loss so that an appropriate course of action can be taken to promote security. (The Building and Grounds Committee is authorized by the Board to make a recommendation to the President of specific action to be taken. For security reasons, deliberations are confidential, and decisions are not publicized.)
 - c. A penalty of \$50 is assessed against the homeowner for any lost Medeco key. As soon as the Office becomes aware that a key has been lost, the homeowner will be billed \$50.
 - d. A penalty of \$5 is assessed against the homeowner for any lost "R" key. This key opens the craft room, exercise room, mail room and the woodshop. As soon as the Office becomes aware that a key has been lost, the homeowner will be billed \$5.

- e. If the loan of a key to replace the one lost is desired, a written request to this effect should accompany payment of the penalty. If, however, the homeowner chooses not to replace the key, a written request to this effect should accompany payment of the penalty. (The replacement key will have a different number and data on the lost key will remain in the key file.
 - f. The Board must approve the request before a new key is loaned.
6. When a unit is sold, the seller must transfer two keys to the new owner at the time of closing on the sale. The Office will ask the new unit owner to sign indicating possession of the Medeco keys. In addition, prior to the closing, sellers must return to the Office third Medeco keys that had been assigned to them with Board approval. (If the seller has chosen to have only one key, the Office will issue a second key to the new unit owner on request at no charge.)
7. The office will periodically conduct an audit of all keys out on loan. Penalties for losses, which emerge from the audit, are as stipulated in 5C above.