

7.10.2023

PEBBLE BEACH VILLAS

PROCEDURE #5

KEYS MANAGEMENT AND ACCESS

Requirement: All Unit-Owners at Pebble Beach Villas must submit a duplicate of their unit's keys to our Elliott Merrill (EM) management person. The keys are to be stored in a locked cabinet located in the storage closet on the east side of the clubhouse.

Purpose: The PBV homeowners' association is required to maintain an inventory of keys to access all units. The keys are required for PBV access in emergencies and other unexpected situations.

Authority: By Statute the Association is granted by statute the irrevocable right of access to each individual condominium unit to address emergencies, maintenance, repair or replacement of a common element, to prevent damage to the common element, to another unit, or to any portion of the unit for which the association is responsible.

Procedure:

1. Unit-Owners must provide keys to their unit to the PBV Property Manager and replace them when locks are changed. Owners must also, if applicable, provide combinations for locks.
2. Create a maintenance list of all PBV keys.
3. Label all keys and retain two or more sets of all keys.
4. Store keys in designated lock box in Clubhouse utility room.
5. Create and maintain a logbook for sign-out and return of all keys when owners or venders are required to borrow keys..
6. Establish a control list of authorized holders/users of PBV keys.
7. A designated board member will be assigned each January to review/confirm PBV keys status and report back to the Board of Directors on the first Board meeting of February each year regarding any deficiencies or required remediation.
8. Owners not in compliance must provide new required keys when notified of the deficiency. Failures to provide keys may result in "forced" entry and damage to entry at owner's expense.