

**WATERGATE AT LANDMARK CONDOMINIUM
UNIT OWNERS ASSOCIATION**

ADMINISTRATIVE RESOLUTION NO. 163

KEYLESS ENTRY SYSTEM PROCEDURES

March 28, 2017

WHEREAS, pursuant to Section 3.2 of the Amendment and Restatement of Bylaws ("Bylaws"), the Board of Directors ("Board") of Watergate at Landmark Condominium Unit Owners Association ("Association") has all of the powers and duties necessary for the administration of the affairs of the Association and may do all such acts and things as are not by the Condominium Act or by the condominium instruments directed to be exercised and done by the Association;

WHEREAS, pursuant to Section 3.2(6) of the Bylaws, the Board has the authority to adopt and amend any rules and regulations provided such rules and regulations are not in conflict with the Condominium Act or the condominium instruments;

WHEREAS, the Board deems it necessary to establish appropriate procedures for the issuance, cost and administration of the Keyless Entry System,

NOW, THEREFORE, BE IT RESOLVED THAT the following procedures for the Keyless Entry System are adopted.

1. DEFINITION:

- a. A key fob is a small computer controlled device that can be programmed to open magnetic locks by way of an associated fob reader. Fobs issued at Watergate at Landmark are for entrance to buildings and storage rooms (i.e. Common Areas) and not for individual units.
- b. A fob opens a magnetic lock when it is passed before an associated fob reader which sends a signal that releases the lock. Fobs are easier to use than metal keys because they do not need to be inserted into a lock. Moreover, they offer greater security than keys because they can be deactivated at any time.

2. OPERATION:

- a. There are two levels of access authorization: The first level of authorization will permit residents to unlock common area doors in their building such as the front door, the garage level doors, the storage room door, etc., as well as the common area doors in the CC. The second level of authorization will permit residents to limit the number of doors (such as the front and/or garage doors) to accommodate contractors, housekeepers, or other guests as they do not necessarily need access to other common areas such as storage rooms and the CC.
- b. WAL employees are issued only one fob each and programmed to unlock all of the doors for which access is required.

3. COST: The non-refundable price for each fob will be in accordance with the current FY Fee Schedule.
4. OBTAINING A FOB: Owners can obtain fobs at the Resident Services Office during regular office hours. Tenants can also obtain fobs at the Resident Services Office once their landlord or their landlord's designated representative submits written authorization to WAL management. Owners and their authorized tenants can obtain as many fobs as they desire. Replacement FOB(s) may be obtained in accordance with the fee schedule.
5. OWNER AND TENANTS RESPONSIBILITY FOR FOBs: Owners are responsible for the fobs issued to them and their tenants. All fobs have serial numbers that are associated with the unit of issuance. Upon the sale of a unit, the associated fobs may be passed to the buyer at the closing. New owners may bring the FOB(s) to resident services to document reassignment in the database. Unit owners will be responsible for all FOB (s) used by their tenants.
6. POWER FAILURE BACKUP: Two back-up power sources exist for the keyless entry system to remain functional during a power failure. The backups are the building emergency generator and an internal battery.

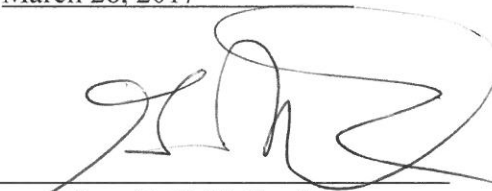
Replacing: AR #163 Keyless Entry System Procedures

Book of Minutes _____, of the Board Meeting of March 28, 2017

ATTESTED:



Vivian Moran, Secretary



Gary H. Dahl, President

3/30/17

Date

3/30/17

Date