

WATERGATE AT LANDMARK
CONDOMINIUM UNIT OWNERS ASSOCIATION

POLICY RESOLUTION #88
PROPERTY ACCESS

December 15, 2020

WHEREAS, Article III, Section 2 of the Bylaws assigns the Board of Directors with "all of the powers and duties necessary for the administration of the affairs of the Condominium" and further states that the Board "may do all such acts and things as are not directed to be exercised and done by the Unit Owners Association"; and

WHEREAS, the Board of Directors wishes to formally establish and publish a policy for access to the property for owners, residents and guests of the Condominium,

NOW, THEREFORE, BE IT RESOLVED-THAT, the following rules be observed:

ACCESS TO WATERGATE AT LANDMARK.

- I. All vehicles registered to WAL Residents must display a current WAL Resident parking decal. Only residents purchasing a Vehicle Access Control Decal (VACD), which along with the WAL Residential parking decal, allows entry through the Yoakum Parkway entrance (Front Gate, Resident's Lane) or through the Stultz Road entrance (Back Gate).
2. Guests, trades people, delivery persons and other invitees will be admitted by the Patrol Services Officer via the front gate Visitor's Lane after proper identification has been established. Standard procedure for proper identification requires that the Patrol Services Officer check to see if the resident has called in advance or has added the guest's name on the computer registration system. Delivery persons are provided with terms of delivery upon entry.
3. Residents may provide guests with a Frequent Visitor Parking Decal and the option of purchasing a Vehicle Access Control Decal (VACD) for annual renewal and for a fee (per FY Fee Schedule), following completion of an application.
4. Residents who are expecting ten (10) or more guests should provide the Patrol Services Department with a list of their names 24 hours in advance or note their names on the computer registration system in order to expedite their admittance to the property.

5. Residents expecting guests should notify Patrol Services. When the guests arrive, they will be admitted. When residents announce their guests by calling in advance to the Patrol Services Department, the Patrol Services Officer is authorized to allow that guest entrance to the property without calling the resident, unless a specific request for notification upon arrival is made. However, if the Patrol Services Department has not received advance notice of a resident expecting a guest, the Patrol Services Officer will phone the appropriate resident prior to permitting the guest(s) to enter. In the event the resident cannot be reached, the guest(s) will be turned away,

6. Please inform expected guests and trades people visiting Watergate at Landmark of these access procedures.

RESIDENT GATE ACCESS DETAILS - DECALS & LANES

1. WAL resident parking decals and VACD's may be obtained by residents registering their vehicles through the Resident Services Office (located in the Community Center).

2. Vehicles displaying a valid WAL Resident parking decal that do NOT have a functioning VACD may NOT access the property through the automatic Front and Back Gate Resident lanes. Those vehicles may only access the property through the Front Gate Visitor's lane. Patrol Services Officers will report violations of this requirement to the Management Office for action.

3. Access through the automatic gates at the Front and Back Gate Resident lanes will be granted only to those vehicles displaying both a valid WAL Resident parking decal AND a valid VACD. WAL resident parking decals should be attached to either: 1) rear window on driver's side 2) side rear window on driver's side or 3) windshield on driver's side – only for vehicles with tinted rear windows. The self-adhesive VACD should be affixed to the inside of the vehicle's windshield, upper corner, driver's side.

4. Residents arriving in a vehicle other than their own (such as in a taxi, with an Uber/Lyft or similar commercial driver, or even a non-resident friend) may enter the community through the front gate (visitor's lane only) and back gate upon provision of proper identification attesting to residency. Residents with loaner cars may enter through the front gate, visitor's lane to obtain a 24-hour parking pass. For residents who will have their loaner car for longer periods of time, extended parking passes and a temporary VACD may be obtained at the Resident Services office.

ACCESS TO INDIVIDUAL BUILDINGS

1. Residents must use a FOB to access their residential building or call their unit by way of the access control panel for entry.

2. FOBs may be purchased by residents through the Resident Services Office. Resident

FOBS are programmed according to the building in which a resident lives. FOBS will also allow entry to the Fitness Center, Indoor Pool, Card, Ping Pong/Billiard Room and TV Room within the Community Center. Residents have access to all other residential buildings by utilizing the entry panel to call those they are visiting for access or by dialing Patrol Services on 0-9-5 to assist. Additionally, residents upon completion of an authorization form may authorize other residents to have access to their building.

In the event a resident misplaces or leaves his/her FOB in the unit, the resident should telephone his unit through the access control panel and have an occupant of the unit dial 9 on his phone to activate the electric lobby door lock for access. If no one is in the unit, Patrol Services may be called on 0-9-5 to assist. Access will only be granted, however, after a Patrol Services Officer verifies proper identification and residency. An administrative lockout fee may be assessed to the unit upon the 3rd request in a Fiscal Year to access the building in which the resident resides by way of Patrol Services' assistance.

3. Guests may obtain entrance to a condominium building only through the front lobby or service elevator entrance on the ground level entrances by pressing the three-digit code posted on the access control panel for the resident they wish to visit. Once the code is pressed, a resident's phone will ring and the resident will press 9 on the phone connected to the access system to open the lobby door locks in service elevator entrances to allow the guest to enter. Any resident with a frequent visitor may choose to give that person a FOB programmed for use to access their building lobby.

4. FOB panel access to the rooftops on Buildings 1 and 2 and to the Racquet Club will be granted to residents following completion of authorization forms as well.

5. Vehicle access to the various garage levels is restricted to residents who either own or rent a garage space and those authorized by owners to utilize a garage space. Unauthorized vehicles may be immobilized or towed away without notice at the owner's expense and risk.

UNIT ACCESS

1. Access to individual units is by use of a Unit Key or a cipher lock approved by the Association.

2. All resident unit doors must be kept closed. Nothing should be placed at the door which would prevent its closing and latching.

3. Residents are reminded that upon closing their unit door, it will lock automatically.

COMMON AREA ACCESS

Access to the various WAL Community Center spaces as well as locked common areas within a residential building (such as a storage room) and the Racquet Club is by FOB.

EMERGENCY ACCESS TO INDIVIDUAL UNITS- EMERGENCY KEYS

In the event of an emergency such as a water leak, fire or similar emergency including medical, quick access to units may be necessary in order to protect residents and Watergate at Landmark property.

Per the Watergate At Landmark Bylaws, Section 6.9 and the Virginia Condominium Act, all residents must provide a unit key (Emergency Key) to the Patrol Services Office of the Association for emergency purposes and access to individual units as may be reasonably necessary to exercise Association responsibilities.

1. Every resident is expected to cooperate in providing access to his unit in circumstances such as those described above.
2. In order to provide for access in such emergencies, the following system has been established for times in which residents are not in their units or not able to open their unit doors:
 - a. Each resident must provide the Patrol Services Office with a working unit door key or cipher lock code or key which will be kept in a locked cabinet. This key is to be used for emergency purposes and in cases authorized by law.
 - b. In the event an owner/resident has the unit entrance door lock changed or installs an additional lock on the unit entrance door, or the lock on the door of the room housing the individual heating and air conditioning unit, the owner/resident must provide a new key or working cipher code or key with the Patrol Services Office for the emergency key cabinet.
 - c. Failure to leave a working key or cipher lock code or key with the Patrol Services Office for the emergency key cabinet may make the resident liable for any expense; including the repair of broken doors or locks, caused by forcible entry and any damage to other units and to the common property of the condominium that may have been prevented with emergency key access.
3. If the Condominium Association engages a Contractor to perform repair or improvement work for the safety or benefit of the residents and the performance of the work requires access to units, the residents thereof may not make unreasonable demands in providing necessary access. If the Board of Directors finds that an unreasonable demand on the part of the resident in such a situation results in additional costs to the Condominium Association, the additional cost may be assessed against the resident.
4. Each individual unit entrance door in the building is keyed separately; the key for the individual unit entrance door will not open any other door in the building.

II. CONVENIENT ACCESS TO UNITS- "CONVENIENCE KEYS"

Management offers residents the opportunity to store a convenience key with Resident Services. This key will be made available only to a resident or those authorized by a resident (typically pet sitters, contractors, cleaning crews, etc.), through submission of an admit slip. The convenience key is locked in a separate cabinet in the management office. Often, this key is utilized when a resident mistakenly locks himself out or loses his keys. The convenience key is available to residents only during office hours. For added convenience, a resident may desire to leave a FOB to accompany his unit key. Release of convenience keys will follow a request and verification of identification, if necessary.

Admit Slips

In order for Resident Services to release a convenience key to visitors, a resident must complete and submit a written admit slip to the Management Office.

An Admit Slip authorizes the use of your key by those requiring regularly scheduled or one-time access to your unit. The return date of the key is noted on the slip and is on file.

Book of Minutes ____, of the Board Meeting of ____, December 15, 20__

ATTESTED:

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Vilian MonuC Secretary

 12/29/2020
Date

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Eileen Greenberg: resident

 Dec. 22, 2020
Date