

Coakley Bay Association Key Policy

Effective as of: July 1, 2010

- (a) It is important for the safety of residents and the structural integrity of the facility in emergencies that the Manager be provided with keys to provide for entry into a unit when the owner is not readily available. It will occasionally become necessary, perhaps on short notice, to enter a particular unit to do such things as: gain access to utilities, check hurricane preparedness, for maintenance or repair of the interior or exterior of a building. **Therefore, the owner of each unit shall provide the Manager with two sets of entry keys.**
- (b) If the Owner does not have a key at the Office as required, and entry is deemed necessary by the General Manager for any reason, the Owner's existing lock will be removed and replaced at the Owner's expense, along with a \$100 fee to the Association. Similarly, if written request is made to the Owner for a key by certified mail -- reciting this provision of the Rules-- at the address of record with the Office and is not provided within 30 days thereafter, the Owner's existing lock will be removed and replaced at the Owner's expense, along with a \$100 fee to the Association.
- (c) The office will provide a key to personnel other than owners when the owner of a unit has provided a written request to the office. This request must include who, when and why another person is to be given a key with an indemnification of liability to Coakley Bay Association. All keys will be signed out on a daily basis and returned to the Coakley Bay office no later than 4:45pm. Failure to return keys to the office will result in that individual and/or unit owner losing the key privilege. All written requests will be kept in the unit files for a minimum of one (1) year.



Coakley Bay Association

5000 Estate Coakley Bay
Christiansted, VI 00820-4598
Phone: 340.773.9600 • Fax: 340.773.1772
Email: office@coakleybay.org

DATE _____

THIS IS TO SERVE AS MY AUTHORIZATION TO RELEASE KEYS TO MY UNIT

_____ AT COAKLEY BAY CONDOMINIUM

TO _____

FOR THE PURPOSE OF:

MY SIGNATURE SERVES TO RELEASE COAKLEY BAY ASSOCIATION OF ANY AND ALL LIABILITIES WITH REGARD TO ANY DAMAGE OR THEFT.

OWNER SIGNATURE

OWNER NAME

DATE