

Village Grande at English Mill Homeowners Association

PROCEDURE 127 – Access to Secure Areas

Process/Procedure Owner: Board of Trustees

1.1 Purpose

This procedure describes the control process for access to secure areas.

1.2 Scope

This procedure applies to all members of the VGEM Homeowners Association and the Management Company under Contract to the HOA.

1.3 Roles and Duties

Site Manager – Maintains the Key Inventory (Exhibit 1). Also, the Site Manager controls the Key Box and issues keys out of this box to members of the HOA or service providers on an as needed basis. The Site Manager also receives requests for keys and forwards such requests to the Board of Trustees for approval.

Board of Trustees – Reviews all requests for assignment of keys and periodically reviews the key inventory.

Procedure

Members of the HOA and service providers may request temporary use of a key, when there is a valid need. Such request should be made to the Site Manager. Keys should be immediately returned to the Site Manager when need is fulfilled. A record shall be maintained showing the release and return date and time of all keys issued for temporary use.

If a member of the HOA has regular need for access to a secured area, they may request assignment of a key to them; such request should be made to the Site Manager and requires approval from the Board of Trustees. Assignment of all keys shall be documented on the Key Inventory (Exhibit 1) which shall be maintained by the Site Manager. The Board of Trustees shall review the Key inventory periodically (normally every August), but not less than annually to assure it is still appropriate and the Key Inventory shall be dated and signed by the Board President upon completion of each Board review.

When access to a secured area is no longer required on a regular basis, the key should be returned to the Site Manager and the Key Inventory updated accordingly.

The HOA office, HOA file cabinets, Site Manager's desk and credenza contain highly confidential information and access to these areas should be strictly limited to the Board of Trustees, Site Manager and the Management Company. In no event should these keys be given to any other individuals.

Definitions and Acronyms

HOA – Village Grande at English Mill Homeowners Association Inc.

Site Manager- The person responsible for the day to day administration of the HOA.

Trustees - The members of the VGEM HOA Board of Trustees

VGEM - Village Grande at English Mill

1.4 Attachments

Form 126 – Key Inventory

1.5 References

None

1.6 Inquiries

Questions regarding this procedure should be directed to the Board of Trustees.