

CASA DI AMICI ASSOCIATION (CDA)

**STATEMENT OF ASSOCIATION POLICY NUMBER THREE**

**EFFECTIVE DATE:** September 26, 2011

**REVISION NO. 1 EFFECTIVE DATE:** July 5, 2011

**SUBJECT:** UNIT KEYS

**PROBLEM:** Non compliance of providing Unit Keys for maintenance or emergency repairs to Units.

**STATEMENT:** All Unit owners are expected to be familiar with the Rules and Regulations, Policies, and other governing documents of the Association. Compliance with the Unit Key Rule is expected. The Board of Directors will seek correction of infractions. If a letter or verbal request is not effective fines are authorized by the governing documents and by applicable law.

**UNIT KEY RULE:** CDA Rules & Regulations, Article 6. Effective Date: July 5, 2011

**POLICY:** All Unit owners must provide Sunstate Association Management Group keys to their front pedestrian door as well as the garage pedestrian door for regular maintenance and/or emergency purposes as required by Florida Law, Section 718.111(5) which states:

“RIGHT OF ACCESS TO UNITS.--The association has the irrevocable right of access to each unit during reasonable hours, when necessary, for the maintenance, repair, or replacement of any common elements or of any portion of a unit to be maintained by the association pursuant to the declaration or as necessary to prevent damage to the common elements or to a unit or units.”

Under the authority of Article 14.2 of the Declaration and Article II.E of the Articles of Incorporation, the Association Board of Directors may adopt a rule which requires unit owners to provide keys for access to the units, provided that the Association keeps those keys secure from theft or misuse. If a unit owner will not provide access by a key or by opening the door the Association may gain entry by the services of a locksmith or other means as needed. The Association may seek to recover any such expense by a Small Claims Court action for damages against the unit owner, and the owners may be warned of that when access is requested. *(NOTE: This is a CDA legal opinion of May 25, 2011).*

The Unit key rule provides for fines of \$100.00 per day with a total aggregate of \$1,000.00 for non-compliance of this rule.

The Unit keys entrusted to Sunstate Association Management Group shall be secured in the following manner. All Unit keys will first be identified using an identification code so as not to reveal any specific community and/or Unit. The set of codes will be kept separate and apart from the keys in a safe at Sunstate Association Management Group's offices in Sarasota, FL. The Unit keys will be secured in a wall mounted locked steel cabinet at Sunstate Association Management Group's office in Venice, FL.

Authority for release of key(s) to emergency personnel and/or contractors will rest with the President, VP, Treasurer/Secretary or any other member of the CDA Board of Directors respectively when so requested by Sunstate Association Management Group. Units being accessed for maintenance will have personal supervision within the Unit while maintenance or emergency repairs is being provided by Sunstate Association Management Group, a CDA Board member or other responsible parties authorized by the CDA Board of Directors.

All contractors and/or sub-contractors will be required to verify proof of insurance and bonding of all employees or personnel who will be performing maintenance within any specific Unit.

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