

Policy 2010.2 Master Key Policy

Firelight Meadows Unit Owners Association

May 1, 2010

The Firelight Meadows Unit Owners Association is composed of the 216 condominium and chalet unit owners. The Declarations of the Association and Montana Code Annotated require the Association to protect and preserve the common elements of the Association to the extent possible and reasonable. In carrying out that responsibility, the Association is required to have access to all individually owned condo and chalet units at all times.

In order to have a workable system, all units must be individually keyed so that no other unit owner can access another's unit. Secure exterior locking devices are installed to provide enjoyment of property and protection of lives and possessions.

However, the Property Manager of the Association must be able to enter each unit when time is of the essence to protect and preserve the common elements, whatever the presumed cause.

Based on these requirements, a Master Key System is installed throughout Firelight Meadows Condominium Association. Each unit is individually keyed! The Property Manager of the Association is provided two MASTER KEYS! Master Key #1 is in the possession of the onsite Manager. Master Key #2 is located within the office area of the Property Management Company for use in after hour's emergency situations.

(Note: The Property Manager of the Association may or may not be the Property Manager you have hired to oversee your individual unit. Your individual Property Manager will NOT have a Master Key to all of the other units. Only the bonded and insured Association Property Manager will be provided a Master Key!)

Once the Master Key System is installed, it must only be maintained and or changed by the Locksmith Professional contracted through the Association. It is not permissible for any Unit Owner to change, modify or add exterior locking devices to their individual units in an attempt to prevent the Association from protecting the Common Elements of the Association.

Should you want to modify the locking system for your individual unit, please call the Association Property Management firm to arrange this modification. The individual unit owner will be responsible for all charges incurred.

Should any individual unit owner disregard, ignore or decide to violate the Master Key Policy of the Association, they will be fined \$100 without warning and also be responsible for reimbursing the Association for the full amount necessary to return the System to full operational integrity.