

Mountain Lodge Unit Owners Association (MLUOA) Policy for Unit Door Locks (G-115-0)

SUBJECT: Policy for Unit Door Locks

PURPOSE: To implement new procedures using an electronic locking system to enhance Owners and their property with better security procedures for door locks and their operation.

AUTHORITY: The MLUOA Declaration (Section IV, B.), MLUOA Bylaws (Article 3, Section 3.1), and the Uniform Common Interest Ownership Act of West Virginia.

EFFECTIVE DATE: May 14, 2024.

RESOLUTION: The MLUOA hereby adopts the following Policy:

- 1) Under section IV paragraph B of the MLUOA Declaration, Unit Doors are considered Limited Common Elements.
 - a) MLOUA will retain all original physical keys to all Unit Doors (entry).
 - b) MLUOA will also retain a physical key to any locked interior doors that block access to utilities for safety inspections and emergency access only.
 - c) Unit Owners must seek MLUOA approval before making any modifications to the Unit Door to include the locking mechanism.
- 2) MLUOA will pay for and maintain the management subscription of the electronic locks as part of the MLUOA dues.
- 3) Unit Owners are responsible for any other cost associated with the lock on their Unit Door. Costs associated with the unit door lock may include, but are not limited to intentional or accidental damage to the lock.
- 4) MLOUA will provide Unit Owners with one (1) key to their unit door. Proof of official identification and closing documents will be required. Replacement keys or re-keying is subject to fees. Owners will be invited to manage their lock through the Remote Lock website.
- 5) MLUOA Managing Agent or Managing Agent's representative will not set codes for Unit owners or their guests.
- 6) MLUOA Managing Agent or Managing Agent's representative will prioritize the use of electronic access and will only issue physical keys in the event that electronic access is not feasible.
- 7) Electronic Access and Key Distribution for rented units.
 - a) MLUOA Managing Agent or Managing Agent's representative are not responsible for distributing keys or providing access to any Third-Party Service Provider (TPSP) or Property Management System (PMS) Agents. Unit owners may grant this access via a temporary one-time code or as part of the owners' defined codes.
 - b) MLUOA Managing Agent or Managing Agent's representative will only issue electronic access or keys to Guests who are properly entered into the MLUOA PMS in accordance with the PMS Policy.
 - c) Unique guest codes will be scheduled to be active starting at 5:00 PM EST the day of check in through 11:15 AM EST the day of check out.

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- d) Physical keys will be secured and locked behind the front desk and will require management approval to unlock. Physical unit keys will only issue physical keys in the event that electronic access is not feasible.
- 8) Unit Owner Defined Electronic Access
- a) Unit Owners can set their own lock codes via the Remote Lock website. Owners will be invited to set up their free basic Remote Lock account after completing and returning the new owner packet.
 - b) Owners are not entitled to a Remote Lock account to the lock on their unit. The basic shared device account is provided at the discretion of MLUOA. MLUOA is not responsible for features that may or may not be provided as part of this account.
 - c) Owners who do not have access to a basic shared device Remote Lock account may request help setting a code(s) from the MLUOA staff. This assistance is subject to fees.
- 9) Enforcement Measures.
- a) Any abuse or non-adherence to the Association's policies will be dealt with in accordance with the Uniform Common Interest Ownership Act of West Virginia (UCIOA), which sets forth the ability of the Association to impose reasonable fines for said non-compliance and allows a cease and desist request to be issued to all unit owners, their guests, invitees, or lessees for those actions which are inconsistent with the UCIOA, Condominium Declaration, Bylaws, and the Rules, Policies and Regulations of the Mountain Lodge Association.
 - b) Any unit owner or MLUOA Managing Agent or Managing Agent's representative observing an infraction of any of these rules shall make management aware of the situation. Management, at their discretion, will issue the involved unit owner a written notification of the infraction and will explain the implications for that infraction, based on the history of infractions involved.
 - c) In addition to fines set forth in the MLUOA fee schedule, any subsequent infraction (whether or not the same as the first) of any component above shall result in the offending Unit Owner's being expelled immediately from submitting Key and/or Code requests for a period of not fewer than thirty (30) days – or up to sixty (60) days, at the judgment of the Managing Agent or Managing Agent's representative.

PRESIDENT'S CERTIFICATION: The undersigned, being the President of the MLUOA, certifies that the Executive Board adopted the foregoing Policy at a duly called and held Executive Board meeting on the 22nd day of February, 2024 and, in witness thereof, the undersigned has subscribed his or her name.

