

Moreland Courts Condominium Association, Inc.

KEYLESS ENTRY SYSTEM GUIDELINES

1) **DISTRIBUTING FOBS TO RESIDENTS**

- (a) All Units at MCCA will be issued two (2) keyless entry fobs upon the installation of the system, and
- (b) Additional fobs will be made available, at no charge, for all additional residents currently living in the Unit.
- (c) Otherwise, any additional fobs that are requested will be billed to the Unit Owner at a cost of \$15.00 per fob (which includes the costs for the fob and for reprogramming the locks).
- (d) All requests for additional fobs must be made in writing by the Unit Owner using the attached request form.

2) **LOST OR STOLEN FOBS**

- (a) It is important that residents notify Management immediately if a fob is lost or stolen.
- (b) A new fob will be issued and the old fob removed from the system.
- (c) Prompt reporting of lost or stolen fobs is important to maintaining security at MCCA. The Management Office will only remove authorization for their fob to release MCCA door locks if residents report the fob lost or stolen. Should the fob be found at a later date, it can always be reactivated or reused.

3) **DOOR ACCESS**

- (a) Resident fobs allow access to the resident's individual buildings front and back doors.
- (b) Resident fobs also will allow access to ten (10) Gallery area doors indicated on the MCCA property map included with this guideline.
- (c) Residents who are assigned an East Garage space will additionally be able to access the East Garage with their fob.
- (d) Access to any other doors may be requested in writing to the Management Office using the attached request form.

4) **SHORT-TERM FOBS FOR GUESTS AND CONTRACTORS**

- (a) Fobs for short-term guests can be requested in writing from the Management Office using the attached request form.
- (b) Fobs for contractor working in a resident's Unit may also be requested using the attached request form. Contractor fobs will require a \$20.00 refundable deposit per fob from either the Unit Owner or the Contractor.
- (c) Short-term issued fobs will be active for only the times and dates indicated on the request form. For example, fobs issued to contractors will only function during weekdays between the hours of 8:00 AM and 5:00 PM, which corresponds with working hours allowed by the MCCA Rules Handbook.

5) **FOBS FOR HOUSEKEEPERS, NURSES, ETC...**

- (a) Fobs for regular resident staff (like household, nurses, etc.) may be requested in writing from the Management Office using the attached request form.
- (b) These fobs may also be programmed in several ways to allow access during set times, dates, or days of the week.
- (c) Each request for this type of fob will be handled on a case by case basis, as most situations are different.