

Eastridge 4 Condominium Association

*c/o Snow's Management, Inc.
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~NOTICE~

TO: Homeowners/Residents of Eastridge 4
FROM: Snow's Management, Inc.
SUBJECT: Key Distribution Policy-Revised

4-26-2021

Dear Resident(s),

April 23, 2021

Dear Resident(s),

A new key system has been implemented, effective immediately, in order to maintain the safety of all Eastridge 4 Condominium residents. Key distribution for building security doors is now limited and documented for every building, and key count is bound to the unit and not the unit owner.

Purchasing keys is as follows:

- o 1st key is \$15
- o 2nd key is \$15
- o 3rd key is \$50.00
- o 4th key is \$150.00
- o Additional keys are \$250.00 each

It is important that all keys are transferred with the ownership of the unit, both for the safety of fellow building residents and out of respect for the new owners. It is especially important that landlords collect building keys from their tenants once their lease has ended and tenants have moved out. Lost or stolen keys may make it necessary to re-key a building, which will result in a cost to each unit in the building.

In the event a building must be re-keyed, each unit will be provided a set of two (2) new keys. If an owner has more than two (2) of the outdated keys, additional keys beyond the first two may be purchased for \$15 each for every additional outdated key returned.

Damaged keys may be returned for a replacement at any time for \$15.00.

Thank you for your cooperation ~ Snow's Management & the Eastridge 4 Board

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