

# *the briarglen*

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**To: Owners & Residences**  
**From: Board of Directors**  
**Date: September 3, 2017**  
**Regarding: Keys, Key Fobs & Security Codes**

All Unit owners/residents are subject to these guidelines.

## **Unit Keys**

All owners/residents are required by HOA to provide a key to their unit for emergency use, or any pre-arranged authorized access arranged by you at your request or that of Management.

- Safekeeping of Unit Keys. All unit keys are coded and kept in a secured locked box under the supervision of Management.
- Emergency Unit Access. If possible, you will be notified in advance by phone and or email should Management need emergency access to your unit. Upon leaving your unit Management shall leave a written notice describing the reason for entry, the time, and person(s) entering.

If you have not provided Management with a unit key, and emergency entry to your unit is required, then you will bear all responsibility and liability for any costs incurred during emergency entry to your unit, another owner unit, or building common premises.

- Authorizing Key Access for a Third Party. Contact Management in person, by phone, or email to make a request to allow a third party access to your unit and complete the written authorization form. If you have not notified Management in advance then admission for a third party will be denied. The third party requesting a key must provide a driver's license to Management and sign in upon receipt of the key and sign out when the key is returned.

Vendor access to the building will be allowed daily between 8:30 am to 4:30 pm. If an owner/resident allows building access to a vendor then we ask that you have them sign in and sign out on the sheet in the lobby.

- Replacing Lost Unit Key. If a unit key is lost while in the possession of an authorized third party, then the unit owner shall be responsible for the cost to rekey the lock and replace the key immediately. In the event Management loses the key then Management will be responsible for the replacement and rekeying cost.

## **Key Fobs**

All unit owners/residences have been issued key fobs for entry to the building, common areas, and garage which have been coded with your assigned unique security code.

- Replacement/New Key Fob. Contact Management for a new key fob and they will provide you with a key fob activated with your unique security code. The cost for a new key fob is \$25.00 payable to The Briarglen Homeowners Association.

**\*\*Please note that a resident leasing from a unit owner must have a current lease on file for which the owner has designated the resident to receive a key fob.**

- Use Key Fob to Enter Garage. When entering the garage use your garage key fob, entry key fob or security code rather than auto device entry in your vehicle. The use of auto devices opens both the gates (enter/exit) simultaneously and this could create a security issue.
- Separate Security Code for Third Party. Contact Management if you need a separate security code for entry for a housekeeper, caretaker, etc. Management requests that you do not publish or give out your security code for entry to visitors. Please have visitors use keypads at front doors for you to code them in the building.

*If you have any questions, please contact Moarefi Management Solutions (MMS) at 832-799-2235 or [info@thebriarglen.com](mailto:info@thebriarglen.com) .*