



# WATERGATE COMMUNITY ASSOCIATION

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## Fire Alarm Testing Entry Notice

September 1, 2010

RE: Entry Notice for Fire Alarm Testing

Dear Watergate Homeowner / Resident:

The purpose of this notice is to inform you of the need to access your unit on the above date for the purpose of testing the fire alarm devices inside of your home. This is part of a mandated annual fire alarm testing project with access into your unit taking place once every four years.

There are two ways in which you may provide access to your unit:

- 1) Have someone be physically present at the unit to allow entry, or;
- 2) The use of an Association hired locksmith if you are unable to have someone home. The charge for the use of a locksmith shall be split evenly between all of the units that choose this method of access on each given day and will not exceed \$45 as approved by the WCA Board of Directors. Historically, the average charge has been between \$18 & \$34. As per WCA Rules, owners are responsible for all charges incurred by themselves, their guests, or their tenants and will, therefore, be billed accordingly.

Please note that the Association will not be using the keys that are in the unit files for this project. The above methods of access have been approved by the Board and have been very successful in terms of controlling costs.

This access is scheduled to take place between 8:30 a.m. and 3:00 p.m. You may leave as soon as the technician has finished testing your unit. Historically, all unit access has been completed by 12:00 noon. The 3:00 p.m. time allows for any unforeseen difficulties during the course of testing, so please plan accordingly.

**This will be the only notice for off-site landlords and property managers.** A 48hr reminder notice will be sent to the occupant of the unit.

Thank you,

Watergate Community Association