



WATERGATE COMMUNITY ASSOCIATION

Notice

To: All Concerned
From: Watergate Office
Date: August 7, 2007
RE: **Fire Alarm Testing – keys in unit file**

The Association will **not** be using keys in the unit files for the Alarm testing project. People must be home, have someone else home or pay a nominal locksmith charge.

This procedure has been in place for each of the previous two years of alarm testing and has been approved by the Board. You are only being asked to make your unit available **once** every four years.

If you are not able to make anyone available to open your unit, the locksmith fee to be charged will be the total charge for the day, divided by the number of units that required the service, to a maximum of the Board approved \$45. The average is \$25-\$30.

This procedure reduced the invoiced cost of the testing by \$10,000 the second year as compared to the first year.

This procedure saves the Association approximately \$980/wk to have a temp manage keys.

This procedure saves the Association management time in disputing claims regarding non-working keys, keys that weren't handed in on time, keys that were lost or misfiled, etc.

Staff and management time taken to manage keys or to dispute locksmith charges takes away from Common Area maintenance, which is paid for by HOA dues.

Not paying staff or a temp to manage keys slows the rate of annual dues increases.

Managing keys represents a liability for the association should keys become lost.