

WOODSMILL SUBDIVISION CLUBHOUSE PHYSICAL SECURITY / ACCESS POLICY

Woodsmill Subdivision is fortunate to have community facilities available for resident use. Coincident with the privilege of using these facilities is the obligation to ensure that they are properly secured at all times. It is for this purpose that a policy to control access to the Clubhouse has been developed.

This policy consists of five sections. *Section I* provides guiding principles on which the remainder of the policy is based. *Section II* lists those authorized to issue or loan keys as well as to whom keys may be issued or loaned. *Section III* governs the use of keys by members of the Woodsmill community. *Section IV* consists of the procedure by which lot owners may obtain keys. *Section V* outlines the procedure for issuing keys to contractors and other external parties that will require entry to provide services essential to maintenance or repair of the facility.

It is important that the provisions of this policy be observed as specified. The policy is subject to periodic review and update as required to ensure that the building is adequately secured without placing undue burden on user access.

Section I: Guiding Principles

- As used in this policy, the term “Access Devices” shall refer to keys, electronic key fobs, access codes, combinations, or any other means of granting access to an authorized individual.
- Access to facilities shall be controlled by a combination of one or more Access Devices.
- Possession of an Access Device does not convey authorization to be in a particular facility or area; anyone entering an area controlled by an Access Device must have a bona fide reason to do so.
- Only authorized individuals, as described below, are to be granted access to Subdivision facilities.
- Duplicating, sharing, loaning, or otherwise making Access Devices available to others or retaining Access Devices beyond the authorized period is strictly prohibited. Anyone found to be in violation of this provision shall be personally responsible for the cost of rekeying the building and/or replacing compromised Access Devices.

Section II: Access Device Use Authorization / Persons Eligible to Receive Access Devices

Only Subdivision Trustees and the Clubhouse Rental Manager are authorized to approve the distribution of Access Devices on either a permanent or temporary basis.

Access Devices may be issued only to the following:

- Subdivision Trustees
- Clubhouse Renters
- Emergency Response Personnel
- Maintenance / Repair Personnel
- Others as authorized by a majority of the Trustees

In all cases, Access Devices issued on a permanent basis must be returned to the then currently serving Trustees upon termination of service contract or expiration of term of service.

Access Devices may be issued on a temporary basis as authorized by the Trustees or Clubhouse Rental Manager. Access Devices issued on a temporary basis must be returned to the Trustees or Clubhouse Rental Manager at end of the event or scheduled time frame for which they were issued.

Section III: Policies Governing Issuance of Access Devices to Woodsmill Lot Owners

Policies governing the use of Access Devices by Woodsmill lot owners are intended to balance ease of building access with adequate security considerations. Borrowing of Access Devices is a privilege available to all lot owners 21 years of age or older with a bona fide need for access. Failure to adhere to this policy or to exercise appropriate precautionary measures relative to care of the facility when in private use may lead to revocation of this privilege at the discretion of the Trustees.

Loss of access devices loaned to Woodsmill lot owners exposes the subdivision to considerable financial and security risk with a potential value of several thousand dollars. Borrowers of Access Devices must exercise great care to ensure that Access Devices issued to them are in their control at all times.

The policy for use of access devices by Woodsmill lot owners is as follows:

- A. Access Devices may be requested from any authorized individual as identified in **Section I**.
- B. Access Devices will only be loaned to lot owners when the proposed use of the facility is consistent with generally accepted uses of the facility.
- C. The requestor or spouse must obtain the Access Devices in person from the Clubhouse Rental Manager. Children will not be permitted to accept Access Devices for their parents.

- D. All Access Devices shall be individually tracked.
- E. The lot owner to whom the Access Devices are issued must verify his or her address and phone number prior to obtaining the access device. The Clubhouse Rental Manager (or delegate) shall note the lot owner's name, address, phone number, Access Device identification number, date of issue and return due date on the Key Control Log.
- F. All lot owners to whom an access device is loaned will be given a copy of this policy and will be required to initial the Key Control Log before receiving the access device(s).
- G. It is understood that loaned Access Devices MUST be returned to the Clubhouse Rental Manager by the specified date and in person. Access Devices must not be mailed or left in the Clubhouse. The Clubhouse Rental Manager (or other authorized individual) will acknowledge the return and note such in the appropriate column on the Key Control Log.
- H. It is understood that duplicating, sharing, loaning, or otherwise making access devices available to others is strictly prohibited.
- I. Lost or stolen access devices must be immediately reported to the Clubhouse Rental Manager.
- J. The holder of an access device to any portion of the facility assumes responsibility for the safekeeping of the access device and its use. When leaving the building, all doors and windows must be secured as they were upon arrival.
- K. Persons to whom Access Devices are issued are responsible for replacing lost or broken Access Devices. Cost for replacement is \$25.00 per access device.
- L. The Subdivision Trustees reserve the right to require the return of any Access Devices at any time, for any reason. It is understood that anyone who tampers with, disarms, circumvents, or otherwise compromises the intent of any access control system or emergency exit alarm in place shall be subject to disciplinary action, up to and including prosecution and/or dismissal from employment.

Section IV: Procedure for Woodsmill Lot Owners to Obtain Access Devices

Lot Owners desiring to borrow Access Devices must utilize the following procedure:

1. Contact the Clubhouse Rental Manager and arrange an appointment to pick up Access Devices.
2. Read the policy governing issuing of Access Devices to Woodsmill Lot Owners (*Section III*).
3. Receive the Access Devices from any authorized person (*Section II*).
4. Sign for the Access Devices on the Lot Owner Access Device Use Agreement.
5. Return the Access Devices by the required date.

Access Devices will only be available for pick-up by appointment.

Section V: Access Devices Issued to Other External Parties

The policy for use of Access Devices by external parties is as follows:

- A. The authorized representative to whom the Access Devices are issued must present picture identification and personally sign for all Access Devices. Photo ID will be copied and kept on file by the Trustees until Access Devices are returned. If, in the sole discretion of the issuing party, the recipient looks substantially different from his/her photo ID, the recipient shall be photographed.
- B. It is understood that duplicating, loaning, or otherwise making access devices available to others is strictly prohibited.
- C. The holder of access devices to any portion of the facility assumes responsibility for the safekeeping of the access devices and their use. When leaving the building, ensure that all doors are secured as they were upon arrival.
- D. Broken Access Devices must be returned to the Trustees before a replacement will be issued. Cost for replacement is \$25.00 per access device.
- E. Lost or stolen Access Devices must be reported as soon as possible. Cost for replacement is \$25.00 per access device.

It is understood that anyone who tampers with, disarms, circumvents, or otherwise compromises the intent of any access control system in place shall be subject to disciplinary action, up to and including prosecution, dismissal from employment, and/or cancellation of service contracts.

Note: Access Devices issued to law enforcement and/or emergency response personnel are exempt from these provisions. The Trustees are authorized to issue such Access Devices at their discretion at any time.

**WOODSMILL SUBDIVISION
ACCESS DEVICE HOLDER AGREEMENT**

Name: _____

Address: _____

Date: _____

Phone: _____

Access: _____ Clubhouse _____ Padlocks _____ Party Closet _____ Electrical Panels

Access Device(s) Issued: _____

By signing below I agree to the following terms:

- I, the undersigned, acknowledge receipt of the Access Device(s) designated above. I also agree not to loan, copy, transfer, give possession of, misuse, modify or alter the access device(s) belonging to the Woodsmill Subdivision. Any damages incurred to property as a result of any of these actions will be the personal responsibility of the signer.
- I will, in the event of a lost device, report the incident immediately to the Clubhouse Rental Manager. A \$25.00 replacement fee will be assessed per access device.
- I have read and understand Section III of the Access Devices Use Policy
- I will return all Access Devices issued to me upon employment or service termination, or completion of Clubhouse rental period.

Access Device Holder's Signature: _____

Clubhouse Rental Manager/Trustee's Signature: _____