

**BOARD OF DIRECTORS FOR THE DARBY ESTATES CONDOMINIUM ASSOCIATION
RESOLUTION 2013-02: LOCKOUT/KEY REPLACEMENT FEE POLICY-REVISED**

WHEREAS, Article 3, Section 3.1 of the Bylaws; Article 10, Section 10.4 of the Darby Estates Condominium Declaration and RCW 64.34.304(j) of the Washington Condominium Act authorize the Board to adopt and amend rules and regulations and to impose reasonable user fees against owners/tenants so long as there is no conflict with the Condominium Instruments; and

WHEREAS, the Board of Directors has approved the replacement of the computerized key card locksets with new standard key-operated locksets on all residential units, clubhouse, and workout rooms and

WHEREAS, the Board of Directors recognizes the necessity of establishing fees and procedures to enforce fee collection for the association, to protect community harmony by providing guidelines and a procedure to address conditions that disrupt that harmony; and

WHEREAS, the Board of Directors recognizes the necessity of reviewing those fees and procedures to ensure they continue to meet the Association's needs

BE IT RESOLVED THAT the lockout and key replacement procedures and fee enforcement will be revised as follows:

1. Keys to individual units will be the property and responsibility of the unit owners. Any replacement, duplication, or rekeying will be at the expense of the unit owner.
2. DECOA and its employees or the Management Company and its employees will not have any individual residential unit keys and will no longer be available for any lock out service or key replacement service.
3. If locked out it will be the responsibility of the unit owner to seek assistance from a qualified locksmith. All resulting charges will be the responsibility of the unit owner.
4. Any other lock problem (aside from lock out or misuse) will be the responsibility of DECOA and addressed through the Management Company as directed by the Board of Directors.
5. The keys to the Darby Estates Clubhouse and both work out rooms are "restricted" and cannot be duplicated by individual owners. Only specific persons as designated by the Board of Directors will be able to order duplicate Clubhouse keys.
6. Unit owners may purchase replacement or duplicate Clubhouse keys from DECOA through the Management Company for \$10.00 per key. Each unit is limited to a maximum of three (3) keys.

This resolution and process will supersede Resolution 2012-01 and all current lockout/key replacement procedures and collection policies.

ATTESTED that this resolution 2013-02 was approved by the Board of Directors on April 15, 2013.

DARBY ESTATES CONDOMINIUM ASSOCIATION
A WASHINGTON NONPROFIT CORPORATION,

By: _____
Taylor Herman, President

By: _____
Rita Rukashaza, Secretary