

ENCORE OF MCLEAN, A CONDOMINIUM  
UNIT OWNERS ASSOCIATION

POLICY RESOLUTION NO. 97-6

Emergency Lock Out Service  
for  
Unit Owners and Residents

WHEREAS, Article IV, Section 2 of the Bylaws assigns the Board of Directors all the "powers and duties necessary for the administration of the affairs of the Association" and further states that the Board "may do all such acts and things as are not, by law, or by these By-Laws, directed to be exercised and done by the Co-Owners;" and

WHEREAS, Article VI Section 6 of the Bylaws also empowers the Board of Directors to make and amend the Rules and Regulations governing the units and common elements or any of them; and

WHEREAS, it is in the interest of the community as a whole to have an established written policy for providing emergency lock out service to the residents of the Association.

NOW, THEREFORE, BE IT RESOLVED THAT the following rules are adopted concerning emergency lock out service:

1. Emergency lock out service shall be provided by Encore Staff at all times.
2. Service requests occurring during periods other than normal employee working hours will be honored whenever possible within one hour.
3. Each resident requesting the service will fill out a *Lock Out - Service Request*, form (Exhibit A) agreeing to pay a fee set by the Board of Directors for each door unlocked.
4. Payment will be made by cash or check made payable to the responding employee at the time of service.

**Encore of McLean  
Lock Out - Service Request**

I request that an employee of the Encore of McLean be called and that they be asked to come to the building to provide me entry into my unit. It is understood that there is a fee of \$50.00 payable either in cash or personal check to the responding employee. It is also understood that this fee is payable at the time of service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Unit Number

**ENCORE OF MCLEAN**  
**A Condominium Unit Owners Association**


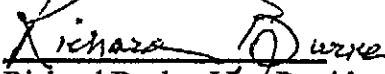
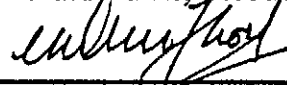
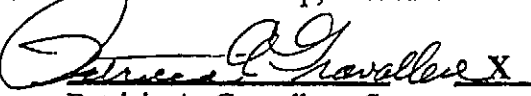


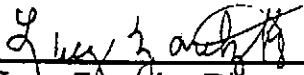
**Resolution Action Record**

Resolution Number: Policy 97-6

Pertaining to: Emergency Lock Out Service for Unit Owners and Residents

Duly adopted at a meeting of the Board of Directors held on August 25, 1997.

Motion by: Lee-Thorp, seconded by: Thomas

	<u>YES</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
 Julie A. Thomas, President	<u>X</u>	---	---	---
 Richard Burke, Vice President	---	<u>X</u>	---	---
 Vincent Lee-Thorp, Treasurer	<u>X</u>	---	---	---
 Patricia A. Gravallese, Secretary	<u>X</u>	---	---	---
 Charles Biro, Director	---	---	---	<u>X</u>
 Terrence Kearney, Director	---	---	---	<u>X</u>
 Lucy Zaretzky, Director	---	---	---	<u>X</u>

FILE:

Book of Minutes  
 Book of Resolutions

Resolution Effective: September 1, 1997.