

**ENCORE OF MCLEAN, A CONDOMINIUM  
UNIT OWNERS ASSOCIATION**

**POLICY RESOLUTION NO. 97-7**

**Operation and Control  
of the**

**Encore of McLean  
and the  
Regency of McLean**

**Commonly Shared Gate House**

**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 efficient control of the emergency lock out service to the residents of the Association.

**NOW, THEREFORE, BE IT RESOLVED THAT** the following rules are adopted concerning the operation and control of the commonly shared Gate House:

**I. The purpose of the Gate House is to provide:**

A. Prompt access and free travel on the grounds and buildings to current residents of the complex.

B. Limit access to the grounds and buildings of the shared complex to persons not currently residing on the property.

**II. The method for accomplishment is to:**

**A. Require residents wishing passage onto the property to:**

1. Show a properly placed Property Identification Sticker on their vehicle to have the resident gate opened automatically by the Front Gate Person.
2. Use a door entry card to open the entry gate. (Flashing the card is not sufficient identification for the Front Gate Person to open the gate without additional identification.)
3. Use the visitor gate and show identification demonstrating residence in one of the buildings.

**B. Require trade people wishing passage onto the property to:**

1. Use the visitor gate and show identification and work order demonstrating authorized business in one of the buildings.
2. Use the visitor gate, show identification, and obtain entry permission from staff.

**C. Require guests wishing passage onto the property to:**

1. Use the visitor gate.
2. Identify themselves and the name and unit number of resident being visited.
3. Place a temporary Guest Pass on the dashboard of their vehicle.

**D. Guest Passes shall be issued in the manner prescribed:**

1. Gate House Staff may issue Guest Passes for up to a 24 hour visit.
2. Visitors requesting a pass in excess of 24 hours must apply to the appropriate Building Manager.
3. Gate personnel must examine previously issued passes for valid dates.

The implementation and advertisement of this Resolution and the enforcement thereof rests with the management of each property following passage by both Boards of Directors.

Written notice to all owners of both buildings annually that the policy is in effect and will be enforced.

The Condominiums shall have joint meetings with representation by Board or Committee members at least Bi-annually. The subject of said meetings is to resolve any operations difficulties and/or contractor problems.

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


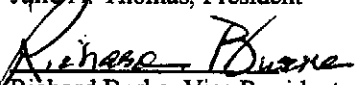
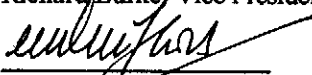
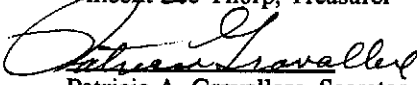
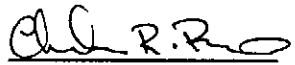
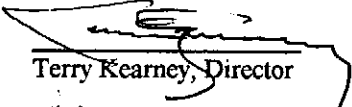
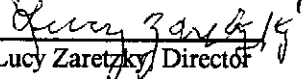
**Resolution Action Record**

Resolution Number: Policy 97-7

Pertaining to: Commonly Shared Gate House

Duly adopted at a meeting of the Board of Directors held on September 29, 1997

Motion by: Lee-Thorp, seconded by: Kearney

	<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. Gravalles, Secretary	<u>X</u>	—	—	—
 Charles Biro, Director	—	—	—	<u>X</u>
 Terry Kearney, Director	<u>X</u>	—	—	—
 Lucy Zaretsky, Director	<u>X</u>	—	—	<u>X</u>

FILE:

Book of Minutes  
Book of Resolutions

Resolution Effective: 3/1/98