

POLICY REGARDING ENTRY INTO CONDOMINIUM UNITS

BY THE ASSOCIATION

At its next scheduled meeting on November 10, 2025, the Board of Directors will vote to formalize a policy to require all unit owners to provide the Association with a key to their unit, or the combination to a key pad, if a key is not used for entry. Section 111(d)(5) of the Florida Statutes and Section 11.1 of the Declaration of Restrictive Covenants for Cappello II, both grant to the Association, irrevocable access to condominium units for maintenance, repair, to perform extermination services, and in emergency situations. The establishment of this formal policy will facilitate the administration of this procedure.

The Board has had a long-standing policy which required owners to deliver keys to the management company. But not all owners have complied with this requirement. Recently, during the course of an inspection of the fire sprinkler systems in each unit, entry into many units was not possible by the inspector and a Board member, because residents were away, and keys had not been provided. Also recently, an upstairs unit was struck by lightning, and it was crucial for the fire department to gain entry to insure no fire was caused in the attic or living space, no electrical damage resulted, and there was no other safety issues in the residential area. The residents were in the unit at the time and entry was gained easily. But imagine if the residents were away, and a key had not been provided. The dangerous situation posed a threat not only to the unit that was struck, but to the other units and occupants in the building.

If the policy is approved, it will require each condominium owner to provide a workable key to their unit, or to provide the combination to the key pad, if a key is not used for entry. The keys will be maintained in the Community by a designated Board member and alternate.

Notification of entry by the Association must be given to the unit owner within 48 hours.

When the resolution has been approved in its final form, an email will be sent to all residents with instructions for providing a workable key or pad combination to the Board. Additionally, if residents have an alarm system notification of same must also be given. This will facilitate entry, because the Board will coordinate with the unit owner to have the alarm temporarily disarmed at the time of routine inspections or if an emergency situation exists.