

**Clubhouse Key Accountability
Administrative Resolution 22**

The duly elected Board of Directors of The Woods at Polaris Condominium Association establishes the following policy to establish controls for lock and key access to the Clubhouse:

Accountability

1. Keys will be strictly controlled. To ensure accountability a Key Tracking Log will be maintained. For each lock the tracking log will show the following:
 - Location.
 - The number of keys.
 - The key holder and date of issuance.
 - The names of all persons given a lock combination. Where possible, combinations should be changed at least every six months.
2. Keys not issued will be stored in a locked container (i.e., key depository) located in a secure area.
3. A copy of the Key Tracking Log shall be stored in the key depository.
4. All persons receiving a key must sign a key receipt.
5. The Association President will be the primary key custodian. In the absence of the President, the Association Treasurer will serve as the key custodian.
6. The key custodian will maintain the tracking log.
7. The chairperson of the Clubhouse Committee or designee will issue and receive the clubhouse key to and from individuals that have reserved the clubhouse.

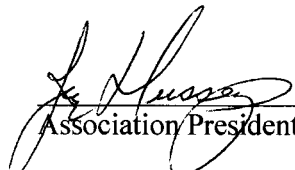
Lost Keys

1. When a person loses a key, he or she may be assessed financial liability for the lost key.
2. When the loss of a key is the proximate cause of replacing a locking device(s) the assigned key holder may be held financially liable for the replacement cost of the locking device (s).

THE WOOD AT POLARIS CONDOMINIUM
ASSOCIATION, INC.

This resolution, Administrative Resolution 22, was adopted at a meeting of the Board held on January 13, 2009 with the directors voting as indicated below:

| Director | Yes | No | Abstain | Absent |
|-----------------|------------|-----------|----------------|---------------|
| Joe Hussey | <u>✓</u> | — | — | — |
| Tom Pritchard | <u>✓</u> | — | — | — |
| Tara Logan | <u>✓</u> | — | — | — |
| Pat Davis | <u>✓</u> | — | — | — |
| Don Cavote | <u>✓</u> | — | — | — |
| Dick Bollinger | <u>✓</u> | — | — | — |



Association President



Association Secretary