ISLAND INN CONDOMINIUM ASSOCIATION, INC.

UNIT DOOR-LOCK POLICY AND PROCEDURES

PURPOSE OF POLICY

As a Condo-Hotel, the Island Inn Condominium is classified as a transient lodging establishment which requires more stringent measures for operating and securing the property as per Florida Statues 718 & 509 and Florida Administrative Code 61C. Furthermore, due to the Island Inn's RFH-50 zoning in the City of Treasure Island, Hotels and High-Density Resorts City-Ordinances apply.

The Unit-Door-Lock policy and Access-Control procedures have been developed to improve and maintain the safety and security of guests, owners, and staff at the Island Inn. It is a legal requirement that the ISLAND INN CONDOMINIUM ASSOCIATION(**Association**) Board take all reasonable measures to provide a safe and secure environment for guests, visitors and staff at the Island Inn. Safety at the Island Inn is also a responsibility shared by all owners of the community.

To reasonably meet its obligations, the Association established a Unit-Door-Lock policy and minimum Access-Control procedures to establish and maintain standards for unit access control and incident reporting.

The Island Inn is currently using a Hospitality-grade key-card door-lock access system called Assa-Abloy VingCard Classic RFID computerized card access control system. This system has been in use since 2013, and it is designed with the capability for central system administration and reporting. The system was provided by Assa Abloy, an USA based Access Control Technology company specializing in access control solutions for Hospitality and other commercial properties.

The key-cards issued with the VingCard system, communicates with stand-alone, offline locks with the capability of being programmed locally at the lock-level using a hand-held programmer. The electronic locks record access history in the lock's memory which requires the download/upload of information and periodic battery replacement. This information is centrally accessed to generate Lock-Access reports.

POLICY STATEMENT

This policy sets minimum standards and implements procedures that must be maintained in order to comply with statutory requirements, protect the Island Inn's property, and maximize guest and staff safety.

Providing proper access control will reduce the liability risk to the Association including Unit owners, ensure that guests enjoy a safe environment, and ensure that proper measures and reporting are in effect should an incident ever occur.

<u>Unit Door Lock system requirements</u>

As a minimum, all rentable units at the Island Inn must use the same property-wide, Hospitality grade, key-card access system that is in use at the Island Inn. The system must be locally managed by the

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Association or its designated agent. This system includes an access control database that is centrally administered, access control hardware that is installed in all rentable unit doors, and utilize programmable key-cards that can be issued to guests, owners, staff and external service providers.

Minimum Information captured

When key-card is provided for door-lock access, the following information must be captured:

- Name(Additionally include the Company name for staff or external service provider)
- Key-Card Expiry date
    - Access provided for duration of booking for guests
    - Same-Day expiry for staff or external service providers
    - Seven-Day access for Unit Owners per card issued

Reporting

It is essential that the system provides the following Reporting functionality as a minimum:

- All locks must be included on the property's reporting system
- Centralized reporting management
- Full access-log reporting per door-lock
- As a minimum, reports must show:
    - Unit Number
    - Name of User that the Key-Card was issued to(Date and Time Key-card issued must be captured and available on the system)
    - Date and Time Stamp for each door lock event
    - Door open from outside
    - Door open from inside
    - Door closed
    - False attempts showing card id of card attempting entry
    - Dead-bolt override

Access provision

All Key-cards must be issued with limited validity periods. For guest bookings, the cards must expire at check-out time and may not be usable after this time. No key-pin access will be allowed as PINs can be shared among people and allow access to unknown users of a PIN. Key-cards issued, becomes the responsibility of the individual receiving the key-card(s), until each key-card validity period expires. Key-cards are assigned to individuals and if passed along to other individuals, responsibility for the key-card remains with the person who the key-card was issued to.

- *Owners*
    Key-cards issued to owners will also be processed on the system as with all other cards. The number of key-cards issued to an owner will be limited to two key-cards at any given time, with a validity:

- o of up to 7 days(renewable for 7 day periods) if no bona-fide booking is registered for the owner in the Guest Register.
- o corresponding to the booking dates if a bona-fide booking is registered for the owner in the Guest Register.
- *Guests*

  When guests register at the Front Desk, they will be provided up to 2 key-cards(3 key-cards for Penthouse units) with a key-card validity corresponding to their booking dates.
- *Association/Onsite Staff*

  The key-card system operator is required to manage all key-cards and access control devices used by Association and Onsite employees. This includes the possession, issuance, and storage of all key-cards and access control devices. When issuing a key-card, the name and business-unit of the employee must be captured in the key-card system and a same-day expiry date must be activated for the key-card. For housekeeping staff, long-term cards must be maintained with their personal details captured on the card.

  No key-cards shall be taken off-site. All key-cards shall be secured in the Front-Desk office prior to leaving at the end of each workday.
- *External Contractors/Service Providers*

  If external contractors or service providers require the issuance of key-card access to a unit, the contractor must request the key-card access at the Front Desk. When approved the Key-Card system operator is required to manage all key-cards and access control devices issued to external contractors or service providers. This includes the possession, issuance, and storage of all key-cards. When issuing a key-card, the name and company of the employee must be captured in the key-card system. Key-cards to external contractors or service providers must be issued with a same-day expiry date.

  Under no circumstances are key-cards in the possession of external contractors or service providers permitted to be removed from the Island Inn property- key-cards must be returned as soon as the work is completed, or whenever the contractor leaves property.
- *Emergency Access*

  During an emergency, Master key-cards may be issued to Law Enforcement, First Responders, Association Staff and Property Management. Due to the access provided by Master key-cards, additional care must be taken in safeguarding them. Master key-cards are not used unless necessary and must be kept in secured storage. If used, a Master key-card must be kept on person at all times and never to be left unattended and subject to retrieval by others.

  Failure to report a lost or stolen Master key-card will result in disciplinary action up to and including possible termination of employment.

Lost/Stolen Cards

Reporting lost/stolen cards is the responsibility of the card holder. Initially, Key-Cards will be issued by the Front Desk without charge to Owners/Guests/Contractors/Employees.

An Owner/Contractor/Employee may not permit any other person to use the card assigned to the card holder. Access activity is recorded each time a Key-Card is used to access a door-lock. The card holder will be implicated if the Key-Card is used by an unauthorized individual to gain entry to a unit.

Charges for Key Loss

If a card is lost or stolen, a $5 fee will be assessed for replacement of each lost or stolen card. Replacement cards will only be issued by the Front Desk after verifying the card-holder identity and authorization to receive a Key-Card. The Front Desk will charge for replacement cards.

System Operator

The Agent designated by the Association will maintain a central database with the records for all cards issued and maintain a list of cards issued to all ISLAND INN CONDOMINIUM staff and external contractors. This list will be made available to the Association.

The Agent designated by the Association will oversee the service program for access systems and maintain access control files for the building. The Agent will issue all key-cards and perform all maintenance and repair work required for the mechanical and electronic access of the systems.

Lock Service Charges

Defective, inoperable, and broken locks will be repaired or replaced by the Agent designated by the Association with chargeback to the Association or Unit Owner, unless covered under the manufacturer warranty. When locks are repaired, or replaced, the Agent will program the locks for operation.

After-Hours Response

The Agent designated by the Association will provide after hours response to allow unit access when key-cards are lost or not working. The priority will be to allow guest access to the respective unit after verifying the authorization to access the unit and then to repair the lock to operable status.

Access Control Policy Violations

The Association regards any violation of or non-compliance to this policy as a serious threat to security including security-risks caused by failure to limit access for departing or returning guests and contractors.

Any owner not complying with the UNIT DOOR-LOCK POLICY, will be in violation and can result in fines being imposed as prescribed by Florida Statutes.

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Policy Approved by board on: **31 March 2022**

Signed: *Bruce Rubino*
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Name: **Bruce Rubino**

Position: **President of the Board**