

GSTA Unit Entry Policy – June 28, 2017

1. **INTRODUCTION:** This policy governs entry into individual units at Gulfstream Towers (GST) when the owners are not present. The Board of Directors affirms privacy is paramount within certain limits as indicated below, and within our by-laws and the State of Florida Statutes. Given emergencies and maintenance events take place and owners are not always present, we ask for their cooperation and understanding.

2. **PREMISE:** The following two reasons describe the necessity of the Association to enter units.

A. Access to common area responsibility areas and property (See item #4 below.) - Office personnel will provide a minimum of 24 hours notice to the owner stating the reason for and time of entry. Common area issues include repair, inspection, and planning of plumbing, windows, and safety equipment. In case of immediate need, the by-laws authorize unobstructed access without notice.

B. Access for major emergencies - This entry need is more obvious since it normally transpires after a major hurricane, flood, or other abnormality that effects the building or major systems within it.

3. **RESPONSIBILITY:**

A. Management responsibilities - GSTA Management and Board of Directors are reasonable to all owners to abide by all condominium laws and regulations. GSTA is responsible for all common areas and the proper operation of common property. This responsibility covers all areas of the building except unit interior walls. All "in wall" plumbing and exterior windows and doors are the common responsibility of GSTA. All unit entires are recorded and stored in the office.

B. Owners Responsibilities - Owners should make themselves available or have a representative on hand to oversee the entry into their unit. If more than one unit owner is involved, there may not be flexibility in the time and date of the planned unit entry.

To keep expenses at a minimum, the Community Association Manger (CAM) makes cost saving decisions while balancing the contractor's time and schedule, while ensuring minimal and reasonable inconvenience to owners. Owner's valuables should be secured at all times.

C. Entry Personnel - Those approved for entry into an owner's unit, whether owners are present or not, will limit themselves to the specific area that was stated on the reason for entry. Personnel will leave a GSTA "Yellow" Unit Entry Notice Card that states the:

1. Date.
2. Entry-exit times
3. Reason for entry
4. Name or names of individuals entering.
5. Authorization signature

The form will be signed by a Board Officer, CAM, or in their absence, GSTA maintenance personnel (only after obtaining verbal approval from the CAM or Board member).

4. EMERGENCY ENTRY REFERENCES:

A. BOARD POWERS (Declaration of Condominium para 9.1a):

The "irrevocable" right to access units during responsible hours as necessary for inspection, maintenance, repairs, or replacement of condominium property, or at any time during emergencies to prevent damage to common elements and or neighboring units.

B. EMERGENCY POWERS (Declaration of Condominium para 11.7: This section refers to Association powers in reacting to an emergency or situation.

C. EXERCISE OF EMERGENCY POWERS (By-Laws 4.18): This paragraph lists related Florida State Statutes and major emergency items.

5. SUMMARY: The Board acknowledges privacy and security is paramount to GST unit owners. Since units are not islands autonomous to themselves but are integrated with common elements, GSTA management will strive to resolve common area problems with minimal inconvenience to the owner. But, when it comes to plumbing, windows, and problems that effects two or more owners, their must be a step to resolve the situation. There are times when we have to investigate smells, water, window sizing or failure, etc., that are sometimes inconvenient times to owners during normal office hours. Unit entry is not taken lightly by the Board. We will strive and instruct management to minimize entry, provide 24 hours notice when feasible, and a wrtten notice of entry. The CAM will report complainst of this policy to the Board.

Bruce T. Bergen
GSTA President