



**WWPCA Access Key Requirement
Designated Contact Person**

Under the WWPCA Bylaws, Article V, Section 7,

“Each member shall provide the Association means of access to his unit and any limited common elements appurtenant thereto during all periods of absence, and if such member fails to provide a means of access, the Association may gain access in such a manner as may be reasonable under the circumstances and shall not be liable to such member for any necessary damage to his unit or any limited common elements appurtenant thereto caused thereby or for the repair or replacement of any doors or windows damaged in gaining such access, the costs of which damage shall be borne by such member.”

As of June 1, 2020, all co-owners have been required to provide to the Waterway Pines Board Secretary, the name and telephone number of at least one local contact person holding keys to the co-owner’s unit and authorized to allow the Board and emergency providers access to the co-owner’s residential unit in Waterway Pines while the owner is not at home. The preferred contact person is a neighbor in Waterway Pines.

Waterway Pines Address: _____

Co-Owner’s Name (Printed) _____

Co-Owner’s Signature: _____

Designated Contact Person for the Access Key:

Name (please print): _____

Telephone Number: _____