

Section 2

Security and Access Control

Security Precautions: Pacific Tower is only as secure as its residents make it. No access control system or video surveillance can totally preclude unauthorized entry or criminal activity. Security is greatly enhanced by the residents' use of common sense and awareness of surroundings. Specific recommendations to enhance security found in Section New Resident Information are reiterated below:

Do not open any entrance door for a person you do not know no matter how friendly they seem. **Do not be deceived by any excuse they may give for not having their own access fob or for being unable to contact the resident they claim to be visiting.** Contractors, vendors, and other commercial or businesspersons must gain entrance to the building ONLY through the resident who hired them. Never leave an entrance door propped open for any reason. Lock your vehicle. Do not leave items visible inside your vehicle.

Residents are required to follow additional specific steps to maintain and enhance building security as specified in the Sections referenced below. Please familiarize yourself with the security precautions detailed in these Sections.

- Section 10 Move In/Move Out and Furniture and Appliance Delivery/Removal
- Section 12 Parking and Detached Garage Spaces
- Section 16 Use of Property and Unit Owner Responsibilities

Owners/residents must ensure their lessees, guests and vendors/contractors comply with all building security requirements.

Building Access Control Devices: Access to the interior of the building is controlled as follows:

- The lobby entrance is controlled by an access key fob reader plus a telephone call box entry system.
- The P1 and P2 garage pedestrian doors, the garage elevator lobbies, and garage stairwell doors are controlled by the same access key fob reader as the lobby entrance.
- The P1 and P2 garage vehicle gates are controlled by a handheld remote transmitter.
- The refuse/storage room doors are controlled by high security keys.

Fee Schedule For Purchase /Replacement of Access Control Devices:

1. Initial purchase/replacement of remote transmitters or key fobs: Purchase directly from Robblee's at their retail cost. Contact information: located at 5424 South Tacoma Ave., Tacoma, WA, 98409, phone # 253-627-5448. For Emergencies after hours call the same number of 253-627-5448 and leave a message. Be sure to advise them that you need a remote transmitter/key fob for Pacific Tower Condominium.
2. Initial purchase/replacement of key fobs/transmitters: Purchase directly from Robblee's, at their retail price.
3. Initial purchase/replacement of high security keys: Replacement key costs are set by the Board (currently \$75.00). The key transaction will be handled by the current Association Management company directly after the PTCA Board's approval. Contact information of the association's management company is located on the lobby bulletin Board.
4. Contact the PTCA Board to deactivate or reactivate of any access device: No charge.

5. Replacement batteries for fobs and garage door remotes are the responsibility of the Unit owner/resident. PTCA does not provide batteries or keep a supply on hand.

Access Key Fobs/Remote Transmitters: Once purchased, access key fobs/remote transmitters are the property and responsibility of the Unit Owner. The owner is responsible to provide all access devices to their lessee or special occupant. Access devices must be activated by the PTCA Board to be recognized by the access control system free of charge. After moving out the Board needs to be contacted to deactivate such devices, free of charge.

High Security Keys: Once purchased from the manufacturer Robblee's, security keys are the property and responsibility of the Unit Owner. The owner is responsible to Provide the high security key to their lessee or special occupant. Security keys can only be duplicated by the manufacturer Robblee's through the PTCA Board's approval. You must submit an application first for their approval. See attached form. Lost or stolen keys can be replaced by Robblee's after the PTCA Board approval first. Next, with the PTCA Boards approval the Unit Owner or resident can then make payment of the current replacement fee made per key to the current management company located on the lobby bulletin board.

Procedural steps to replace security keys:

Fill out replacement key form. See attached.

Give the completed form to the current management company.

The current management company will provide you with a key and add the charge to your account.

Lost or Stolen Access Devices: Lost or stolen access devices must be reported immediately to the BOD so the devices can be deactivated to minimize the security risk.

Vehicle Entry/Exit Procedures for P1 and P2 Garages:

- Use the handheld remote to operate the garage vehicle gate. Immediately after Entry/exit through the garage vehicle gate stop your vehicle and press your remote to close the gate. Visually ensure the gate closes completely behind you.

Pedestrian Building Entry/Exit Procedures:

- When entering/leaving the building via the pedestrian doors (including the P1 and P2 elevator lobby doors), use the door handles to push/pull the door completely closed to engage the magnetic lock. This is especially important on windy days when weather conditions may prevent the door from closing and engaging the magnetic lock.
- The P1 North elevator lobby emergency exit to Pacific Avenue is closed permanently. An emergency exit only. This door is to be used only for emergency building evacuation.
- Do not use the garage vehicle gate for pedestrian entry/exit.

Enforcement:

- Misuse of the access control system, whether deliberate or inadvertent, or failure to promptly report lost or stolen devices may result in deactivation, fines or other costs resulting from such misuse or failure to report.
- Compromise of building security at any time will result in an immediate (no warning) fine of \$200.

REQUEST REPLACEMENT OF SECURITY REFUSE KEY

Pacific Tower Condominium

Date: _____

I request a replacement of my security refuse key for the following reason(s) _____

In consideration of providing such security key for its use, I hereby agree to release Pacific Tower Condominium Association (PTCA) from any claims for damages arising either directly or indirectly from the use or occupancy by myself, my guest(s) and invitees going forward from the indicated date. I hereby agree to indemnify and hold the Association harmless from any claims, demands, suits, actions, damages, or injuries of any nature which may be made. The current replacement cost per key will be set by the Board.

Requestor's Name (print) _____

Unit # _____ Phone # _____

Requestor's Signature: _____

Approved by: _____

Cost per key: _____ Number of Keys authorized: _____

Disapproved by: _____ Reason: _____

Turn this requested form in, to the management company. Contact Board information located on the lobby bulletin board. Suggestion, keep a copy of this form.

Approved by the PTCA Board