

## Place One Condominium

# Policy Statement

**Date:** August 1, 2023  
**Policy Statement:** 23-30 (Replaces 16-30)  
**Subject:** Common Area Access

### I. Introduction

This Policy Statement outlines procedures governing resident, visitor and non-resident Owner access to Place One common areas. To promote a safe and secure environment, Place One uses a combination of custom programmed, electronic devices along with other methods to authorize access. Authorized devices are registered to a specific Resident or Owner and may not be shared. Under circumstances outlined in this policy, additional devices can be purchased. A Schedule of Fees is available from the Front Desk. All devices assigned to a unit are deactivated upon the sale of the unit or end of tenancy. Sellers and Tenants must return all devices to the Front Desk upon departure.

### II. Resident Common Area Access

Each resident who is fully registered with the management office, having fulfilled all initial move-in requirements is eligible for one access device. This includes children of school age. The initial request for an access device is included in the *Move-In Packet* filled out and submitted before moving in. Subsequent requests use the *Common Area Access Device Request* form found at <https://placeonecondo.net/forms> or by request to the Front Desk.

Access device options include the following:

- A. Primary FOB or Card.** For no cost, each resident may choose either a FOB that can fit on a key ring or a 3" x 2" plastic card that can fit in a wallet or on a key ring.
- B. Garage Remote.** Residents with garage parking may purchase a remote garage opener to open the garage door without opening the car window.
- C. Additional FOB or Card.** One additional device can be purchased by a unit for general use.

**Lost or stolen devices must be reported to the Front Desk immediately to ensure deactivation.**

### III. Visitor Common Area Access

Visitors include friends, family, business associates, caregivers, dog walkers, housekeepers, contractors, food and delivery personnel among others. The Front Desk staff are authorized to ask for visitor identification as they deem appropriate. Access options include the following:

- A. Resident at Home.** Visitors use the entrance on the right marked “Guest Entrance” and announce themselves using the entry request system. Visitors will need the Unit number in advance to use the system. Through this system, residents receive a phone call via their registered unit phone number and can allow visitor access by pressing the number 9. While the phone number can be a landline, internet, or cell technology, it must be registered with the Front Desk to properly function. Only one registered number per unit is accepted by the system. This option is preferred for visitor access when a resident is at home.
- B. Resident not at Home.** Residents can have their visitors authorized for entry to Place One and optionally to their individual unit by submitting a Visitor Admittance form in advance to the Front Desk. The Visitor Admittance form can be used for one-time access or for access over a defined period of time. This option is preferred for visitor access when the resident is not at home. The *Visitor Admittance* form can be found at <https://placeonecondo.net/forms> or from the Front Desk as a hard copy or sent by email. Visitors use the entrance on the right marked “Guest Entrance” and enter “304” into the entry system to announce themselves and be buzzed in. Visitors then check in with the Front Desk to validate there is a Visitor Admittance form on file.
- C. Temporary Visitor Access Card.** A temporary visitor access card can be purchased for a designated period of time not to exceed six months. Visitors use the entrance on the left marked “Residents.” As the least preferred visitor option, permissions are strictly limited to the level of access needed. Eligible visitors include but are not limited to the following when there is a demonstrable need: dog walkers, caregivers, contractors, owner agents (real estate and others) and guests staying for multiple nights. Cards are issued to Residents who are ultimately responsible for managing their use including potential liability for unauthorized use. The card is requested using the *Common Area Access Device Request* found at <https://placeonecondo.net/forms> or the Front Desk as a hard copy or sent by email. Temporary Cards must be returned to the Front Desk upon expiration.

### IV. Non-Resident Owner Common Area Access

Generally, non-resident owners have leased their common area access rights (including the use of most amenities) to their tenants. In addition to gaining access to their units under **Sections III A, Resident at Home** and **B, Resident not at Home** of this policy. Other access options include:

- A. Front Desk Non-Resident Owner Authorized Entry.** With proper identification matching Place One’s information at the Front Desk; non-resident Owners may enter relevant areas at any time. Use the Guest

Entrance on the right and enter “304” in the entry system to announce yourself. Check in with the Front Desk and advise that you are a non-resident owner.

- B. Temporary Non-Resident Owner Access Card.** One temporary card with relevant access (generally Loading Dock) can be provided to a non-resident Owner when the unit is vacant and/or undergoing renovation. The card is requested using the *Common Area Access Device Request* form found at <https://placeonecondo.net/forms> or at the Front Desk as a hard copy or sent by email. Use the Resident Entrance on the left. The Card must be returned to the Front Desk upon expiration.
- C. Limited Non-Resident Owner Access Card.** One limited access card may be purchased by a non-resident owner when their lease specifies owner retention of a storage bin and/or parking space. The card is requested using the *Common Area Access Device Request* form found at <https://placeonecondo.net/forms> or at the Front Desk as a hard copy or sent by email. Use the Resident Entrance on the left. The Card must be returned to the Front Desk upon sale of the unit and/or a lease change to allow tenant usage of both the assigned storage bin and the parking space.

## V. Access Device Management

Electronic access is an important component of Place One’s safety and security efforts. Critical elements include permissions and device replacement protocols.

- A. Permissions.** Access devices are programmed to grant entry to eligible users at essential entry points. Exclusions generally relate to:
  - 1. Fitness Center.** Access is conditioned on a current waiver being on file consistent the *Fitness Center* Policy Statement.
  - 2. Mezzanine Storage.** Access is only to the assigned room.
  - 3. Mezzanine Fitness Center Bathrooms.** Access is programmed based on male/female use. For visitors during pool season, temporary access cards programmed for building entry and the appropriate bathroom are available at the Life Guard table to pick up and return.
  - 4. Garage Remotes.** Access is granted only to residents who are eligible to park in the garage.
  - 5. Visitors.** Access is limited consistent with Section III of the Policy.
  - 6. Remedial Actions.** Access to amenities can be limited consistent with Place One’s governance documents including the *Complaints and Policy Violations* Policy Statement.
- B. Replacement.** Access devices that are lost or fail must be reported immediately. Residents who need a new device must fill out the *Common*

Area Access Device Request form found at <https://placeonecondo.net/forms> or at the Front Desk as a hard copy or sent by email.

1. **Defective Devices.** Cards and FOBs are replaced at no cost. Defective remote garage openers are replaced at no cost within the first 90 days after which replacement charged according to the current Schedule of Fees. Remote garage opener batteries may be replaced at rounded up cost.
2. **Lost or Stolen Devices.** Cards, garage openers and FOBs are replaced at a cost.

#### **VI. Forms**

Management may introduce various forms to facilitate the implementation of this policy.



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# Fobs, Access Cards, Garage Door Openers Schedule of Fees August 1, 2023

See Policy Statement #23-30 *Common Area Access* for details

## 1. Initial distribution

One fob or access card/registered resident	No charge
Extra fob per unit per Policy Statement	\$25
Garage door opener	\$50

## 2. Damaged devices (device must be turned in)

Access cards	No charge
Fobs	No charge
Garage door openers	No charge in first 90 days; then see below

## 3. Lost or Stolen devices

Access cards	\$25
Fobs	\$25
Garage door openers	\$50

## 4. Device maintenance

Garage door opener battery replacement	\$2
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**Payment by check payable to Place One Condominium**