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		AWPP019
Adopted: 11/10/15	Version: 1.0	

The policies set forth herein are directives adopted by the Allure Waikiki AOUO Board of Directors to be carried out accordingly by the Allure Front Desk Ambassadors and the Management Office. If you have any suggestions on how to improve a policy or procedure, please put them in writing and they will be reviewed by the Board. Unless and until the Board votes to revise them, you must comply with current policies and procedures, otherwise notifications and/or fines may be issued to your Unit. The purpose of this policy is to establish a uniform set of guidelines and procedures which will be used by the Management Office and Front Desk Ambassadors to decrease the likelihood of issues and to promote the safety and security of all Employees and Residents since our resources are limited. The rules and regulations set forth in this policy supersede and replace all rules and regulations set forth previously.

Allure Access:

Management does not have copies of ANY Unit keys and members of the Allure Waikiki staff are not allowed to enter any Unit at any time except in emergency situations (e.g., blood, flood, or fire) with permission from Management. The Association manages only the Common elements of the building and not the residential Units.

Locked Out of Your Unit:

In the event that you get locked out of your Unit, you may ask the Front Desk for the description you gave of your lock box, or your lock box ID number, to help you identify and locate your lock box.

Should you not have a lock box, you will need to contact a locksmith to gain access to your Unit. The Association can not make any Vendor recommendations for liability reasons. You may use the telephone book to locate a locksmith if you would like. You may use the phone at the Front Desk to call if necessary.