



Amended Lock-Out Policy

Effective July 1, 2006

Please be advised that the service fee for an apartment lock-out is \$25 after the office is closed. Regular business days hours of operation 9am – 3pm.

Please have cash or check available and payable to: Winston Towers 100 Association, Ins.

KEYS WILL NOT BE AVAILABLE AFTER 8PM UNLESS IN CASES OF A MEDICAL EMERGENCY OR A HAZARDOUS THREAT TO THE PROPERTY.

WE RECOMMEND THAT IN ADDITION TO HAVING KEY IN THE OFFICE, AN EXTRA KEY SHOULD BE ENTRUSTED TO A FRIEND OR NEIGHBOR.

KEYS ARE NOT AVAILABLE AT ALL ON THE WEEKENDS OR HOLIDAYS, UNLESS THERE IS A BONA FIDE EMERGENCY SITUATION.

**THANK YOU FOR YOUR COOPERATION,
BOARD OF DIRECTORS.**