



LOCKBOX REGISTRATION POLICY

V1.0 03-26-19

Registration:

Lockboxes are available for purchase in the Management Office for \$10 each. Lockboxes do not carry any warranty and are non-refundable.

All lockboxes must be registered with Management and a registration tag will be issued.

Each lockbox should be adorned with a distinguishing mark for easy identification.

Lockboxes are kept in the lockbox station inside the Security Office. Attaching them anywhere in the common areas of the building is not permitted except for the provided external station bar for Real Estate Agents located in the guest parking area.

Access:

For access, request the lockbox at the Security Office. Security will retrieve the lockbox upon request. Once the lockbox is given to you, it should be opened in front of the Security Officer at the desk.

Anyone possessing the lockbox code may have access to the contents, therefore you are assuming responsibility for any person in possession of such code. This code may be changed at any time, provided.

For liability reasons, Keola Lai employees are not permitted to accept or hold unit keys. If you wish to provide keys to a guest or contractor while you are away, you must purchase a lockbox and provide them with the combination directly.

Enforcement:

Any lockboxes which are not maintained and operated in accordance with these procedures (including, but not limited to improper registration), will be removed from the lockbox station. In the event that a lockbox is removed from the lockbox station, Management will attempt to contact the owner.

Removed lockboxes in possession of Management may be claimed during regular office hours. They will be considered abandoned after 30 days and securely disposed of.

Termination:

The Association reserves the right at any time to modify or discontinue, temporarily or permanently, the lockbox service (or any part thereof) with or without notice.

Indemnity:

By making use of the lockbox station, you agree to indemnify, defend and hold harmless, Keola La'i, and their respective officers, directors, employees, agents, licensors, representatives, and third party providers, to and from and against all losses, expenses, damages and costs, including reasonable attorney's fees, resulting from any problems related by the use of the lockbox station.