



**RESOLUTION 01-26-19**  
**Unoccupied Unit Inspection Policy**

REVISED JUNE 2018, RESOLUTION 01-18-54  
REVISED FEBRUARY 2026, RESOLUTION 01-26-19

**WHEREAS**, unoccupied Units present a number of concerns to United Mutual and its shareholders, including without limitation, potential damage to the Mutual's Common Areas, and those concerns increase the longer the Unit is unoccupied; and

**WHEREAS**, the fiduciary responsibility of the Board is to protect the Mutual's assets and it is to the benefit of the Mutual and its shareholders to inspect the condition of Units which have been unoccupied for a period of six (6) months or more, or which are reasonably believed to pose potential maintenance concerns; and

**WHEREAS**, based on the advice of the Mutual's legal counsel and consistent with the Mutual's governing documents, the Mutual has the right to access a Shareholders Unit at any time in the event of an emergency and the right to access a Shareholders Unit at a reasonable hour in non-emergency situations for the purpose of inspection;

**NOW THEREFORE, BE IT RESOLVED**, February 10, 2026, that the Board of Directors hereby adopts the Unoccupied Unit Inspection Policy; and

**RESOLVED FURTHER**, if a Unit remains unoccupied for longer than six (6) months and every subsequent six (6) month period, a notification (via email or mail) will be sent to the Unit Shareholder informing them of an upcoming Unit inspection per the Unoccupied Unit Inspection Policy. This notification will provide an overview of the inspection process and will include a copy of the current policy; and

**RESOLVED FURTHER**, that except in case of an emergency inspection, in which case the Mutual or a representative thereof may enter without prior notice to the Unit Shareholder, the Mutual must provide a second and final written notice (via email or mail) to the Shareholder of record of each Unit that is unoccupied or presumed to be unoccupied a minimum of fifteen (15) days' prior to any inspection scheduled to be carried out in a Unit in accordance with this Policy; and

**RESOLVED FURTHER**, that the Shareholder is encouraged to be present, but it is not mandatory; and

**RESOLVED FURTHER**, the Mutual will conduct non-emergency inspections in accordance with said notice of inspection and charge to the Shareholder any and all administrative costs/fees as set by the Mutual for each such inspection,

including the cost of gaining entrance into the Unit, as may be applicable; and

**RESOLVED FURTHER**, if the Shareholder of record of an unoccupied Unit object in writing to the inspection of such Unit or specifically denies entry, the matter may be referred to the Board for member disciplinary action; and

**RESOLVED FURTHER**, within forty-eight (48) hours prior to the inspection, if the Shareholder does not provide a key (or digital access) and there is no key on file with the Resident Services Key File Program, the staff (or authorized agent) at their sole discretion can enlist the services of a locksmith. The member is responsible for the cost of these services; and

**RESOLVE FURTHER**, to offset administrative costs associated with processing and performing unoccupied unit inspections, the Board of Directors of this Corporation hereby adopt the unoccupied unit inspection fees in the amount of \$276 per inspection. The member is responsible for all costs associated with inspection; and

**RESOLVE FURTHER**, that additional costs may be charged to the member for any required services deemed necessary to complete the inspection such as the services of a locksmith when there is no key on file, and to make any emergency repairs; and

**RESOLVED FURTHER**, the inspector must identify and note conditions within each inspected Unit in a written report, which shall be provided to the Shareholder by emailing or mailing the report to the Shareholder's contact information as provided in the Mutual's records, and facilitate the maintenance or remediation of adverse conditions identified to protect against damage to Mutual property, Common Area damage, or nuisance to neighboring Units and shareholders. The Shareholder will have thirty (30) days to cure the adverse conditions. If not remediated within that thirty (30) day period, the Mutual – at their sole discretion – may perform said remediations as a chargeable service; and

**RESOLVED FURTHER**, necessary emergency maintenance or repairs (meaning those that are required to prevent imminent damage or injury to persons or property) identified in the inspection will be carried out by the Mutual (or authorized agent) as a chargeable service in accordance with the Mutual's governing documents; and

**RESOLVED FURTHER**, that necessary emergency maintenance and repairs that are the responsibility of the Mutual will be carried out at the Mutual's expense; and

**RESOLVED FURTHER**, that Resolution 01-18-54 adopted June 12, 2018, is hereby superseded and cancelled; and

**RESOLVED FURTHER**; that the officers and agents of this Corporation are hereby authorized on behalf of the Corporation to carry out the purpose of this resolution.