



## **Changing Unit Key Locks**

When changing your door key locks you need to contact management for vendor information. **You CANNOT call any locksmith for this request.**

1. Please contact the General Manager for assistance. You will be invoiced directly from the vendor for this service.
2. The Association must receive 2 (two) copies of the NEW key. Please bring these 2 (two) keys to the Concierge.

## **Additional Unit Keys Procedure**

Additional keys for units and common areas.

Please contact the General Manager should you need additional keys for your unit or common areas.

You will be invoiced directly for this service.

Should you have any questions, please contact the General Manager at [AquaGeneralManager@Outlook.com](mailto:AquaGeneralManager@Outlook.com)