

KANATA

Co-operative Homes Inc.

Key Control Policy

Approved by Board of
Directors on

May 9, 2012

KANATA CO-OPERATIVE HOMES INC.

KEY CONTROL POLICY

Whereas, Kanata Co-operative Homes Inc. (hereafter called the "Co-op") wishes to delete and replace any Key Control Policy or procedures previously adopted to control the distribution and use of all Co-op keys and other such access devices;

Therefore, the following Key Control Policy is enacted as a Policy of Kanata Co-operative Homes Inc.:

1. General

- 1.1 The Manager shall maintain an up-to-date inventory of the Co-op's keys and keyless entry remotes (FOB).
- 1.2 The Manager shall ensure that all keys and FOBs are distributed and/or allocated in accordance with this Policy.
- 1.3 The Manager shall ensure that all keys and FOBS are signed for when distributed and/or allocated and shall maintain a key sign-out register.
- 1.4 Any person found to have any key or FOB, which has not been designated to him or her by virtue of this policy or by the Board of Directors, is in violation of this Key Control Policy.
- 1.5 Members **must** return all Co-op keys and FOBs in their possession to the Manager upon move-out.
- 1.6 Co-op units will be re-keyed upon vacancy. If mailbox keys are not returned upon vacancy, the mailbox will be re-keyed and a charge will be invoiced to the member.

2. Member Keys & FOBs

- 2.1 Each Co-op **MEMBER** will be issued the following keys at move-in:
 - one (2) unit keys
 - one (1) FOB (swipe card) **Member for apartment building only**
 - one (1) mail box key **for apartment building only**
- 2.2 Each child of the household 16 years and older will receive:
 - One (1) **FOB for apartment building only**
- 2.3 The keys and FOBs noted in 2.1 above are the responsibility of the member(s) to whom they are issued. It is the responsibility of each member to replace lost or damaged keys FOBs at their own expense.

The Co-op may make arrangements to replace lost or damaged keys and FOBs. The costs for such replacement will be charged back to the member.
- 2.4 A copy of the unit and mailbox keys will be kept in a locked key box in the Co-op office. The keys kept in the office are to be used in emergencies or provided to contractors for unit repairs and members will not have access to them.
- 2.5 Co-op staff or Manager will **not** provide keys to members or family members who are locked out of their unit. Members are encouraged to leave a spare key with a friend, neighbour or relative in the event they are locked out.
- 2.6 As stated in Bylaw No. 3, Occupancy Agreement, Use and Behaviour, "*Members*

cannot change their locks unless they obey the terms of the Maintenance and Improvements By-law. If there isn't one, members must get the board's permission".

- 2.7 If a Member loses a Building FOB they **must** report it to the office within 48 hours.
- 2.8 The Member that receives the Building FOB acknowledges that the FOB has been assigned specifically to their name and they take full responsibility for the use of that FOB.

3. Co-op Office

- 3.1 Keys to the Co-op office are to be issued to the:
- Manager
 - Maintenance Worker

4. Multi Purpose Common Room

- 4.1 Keys to the Multi Purpose Room and board/committee room will be issued to the:
- Manager
 - Maintenance Worker
- 4.2 The Multi Purpose Common Room will be open for all Members to use during regular office hours. If access to the Common Room is required after hours or on weekends, a copy of the key will be available to sign out from the Management office. Members who wish to use the Common Room after hours or on weekends must first arrange to sign out the key from the Management Office and return it as soon as use is complete.

5. Boiler Room

- 5.1 Keys to the Maintenance Room will be issued to the:
- Manager
 - Maintenance Worker
 - One (1) Board Member

6. Maintenance Shed/Broom Closet

- 6.1 Keys to the Maintenance Shed and Broom Closet will be issued to the:
- Manager
 - Maintenance Worker
 - One (1) Board Member

7. Cost for Replacement of Keys and Locks

- 6.2 Members who lose, damage or do not replace keys at move out will be charged the following:
- Building FOB \$20.00
 - Mailbox lock \$20.00
 - Unit Key/Lock \$70.00

Passed by the Board of Directors of Kanata Co-operative Homes Inc. at a meeting properly held on May 9, 2012.

Jeanne Smith
Secretary
c/s