

FIFE ROAD CO-OPERATIVE HOMES INC.

KEY POLICY

Approved by the Board of Directors January 24, 2019
Confirmed by the Members January 31, 2019

FIFE ROAD CO-OPERATIVE HOMES, INC.

KEY POLICY

1. PURPOSE

- (a) To ensure a secure and maintainable key distribution system.
- (b) To provide adequate and appropriate access to Co-op units and facilities.

2. POLICY

- (a) The co-op is on a master key system. All units will have every exterior door and storage rooms (if applicable) keyed alike for individual units. Any required lock changes must be completed through the office in order to maintain the master key system.
- (b) Handle locks are not permitted to be used in the co-op unless approved by the co-op and they will be required to be keyed alike to the unit (mastered)
- (c) At least one key for each lock belonging to the Co-op units must be retained in the co-op's Central Key Cabinet at all times. The Central Key Cabinet is securely maintained within the staff offices.
- (d) The Co-op will maintain a register of all keys removed from the Central Key Cabinet for any reason. The Register will be maintained within the Co-op offices.
- (e) For the purpose of Co-op business those having keys to the Central Key Cabinet may access or provide access to a locked Co-op area as long as it is not in contravention of 2 (vi) and by signing the Key Register noted in 2 (d). The

following people will have access to the individual unit keys for the co-op for purposes relating to co-op business

- The office staff will have access to the unit keys in the co-op as well as the Master key to be used if accessing more than one unit
- Maintenance staff will have access to individual unit keys while conducting work in the units. If maintenance staff are entering multiple units, they may sign out the master key for the duration of the work but must be returned when work is completed
- The emergency contact will have access to individual units only for purposes of providing access to a member or for other emergency reasons. The emergency contact will not have access to the master key for the units

(f) As per Bylaw 2, Article 5.04 – Privacy

- Members shall be entitled to privacy within their units. The Co-op or anyone on its behalf shall not enter any member`s unit without the member`s permission except as set out in subparagraphs (ii) and (iii)
- Persons designated by the Board shall be permitted to enter each unit on twenty-four (24) hours notice for a regular routine maintenance inspection and for any special inspections for maintenance and repair purposes that may be authorized by the Board or as may be required in connection with any insurance policy or appraisal of the Co-op`s property, or for such other reason related to enforcement of the bylaws.
- The Co-op may, on twenty-four (24) hours notice, enter a unit at any reasonable time to show the unit to prospective occupants if the member has given notice of termination of occupancy under paragraph 9.01.

- (g) Unit locks will be changed at the time the unit is vacated.
- (h) Members may not change any of the locks tied to their unit at any time without the permission of the Office Staff. In such instances, the member may be charged any costs incurred for the approved lock change at the discretion of the Office Staff. Lock changes must be compatible with our master system (including keypad locks) Copies of all new keys must be provided to the co-op office for emergency reasons. If a lock change is required after office hours the emergency contact can facilitate with the lock change.
- (i) Adult members, or children with verified permission of the adult members, may temporarily sign out the Co-op`s keys to their own unit when they have lost access to their own keys. The Co-op`s key must be returned to the office within twenty-four (24) hours. Failure to do so may result in the Co-op changing the locks tied to the members` unit at the members` expense.
- (j) All keys, other than those tied to a member`s unit may not be duplicated without the approval of the Office Staff.
- (k) When members duplicate keys tied to their unit, they must give all of the keys tied to their unit to the Co-op office staff upon termination of occupancy and membership.
- (l) Where keys have been distributed to members and they are no longer entitled to those keys, they must be returned to the Co-op office staff within twenty four (24) hours. Failure to do so will result in the Co-op changing the appropriate locks at the member`s expense.

(m) Any keys for common areas that are signed out must be returned once the intended purpose has ended.

- Laundry room keys may be signed out for the duration of residing in the co-op.
- Community centre keys may be signed out for events or rentals they must be returned once the intended use has ended
- Members office keys may be signed out with prior approval to be used for co-op purposes. The members office will be opened during open office hours for members use
- Keys must be returned at move out. Keys not returned that require a lock change will be billed back to the household.

(n) Distribution of keys will be as follows:

- (i) Members Unit, Mailbox, Storage Room (if applicable)
- Two (2) each key per household for the unit and

Members Mailbox

- one (1) Mailbox key provided per household

- (ii) Financial Administrator Office

- Each office staff person
- Emergency contact will only have temporary access in the event of an emergency, this will require contacting staff to be provided with lock box code. Once access has been granted, the code will be changed

- (iii) Property Manager Office

- Each office staff person
- Emergency contact will only have temporary access in the event of an emergency, this will

require contacting staff to be provided with lock box code. Once access has been granted, the code will be changed

- (iv) Staff Offices – Property Manager, Financial Administrator Desk
 - Each office staff person
- (v) Staff Offices – Petty Cash
 - As per Petty Cash Policy
- (vi) Staff Offices – Central Key Cabinet Combination
 - Each office staff person
 - Emergency contact
- (vii) File Room & Filing Cabinets
 - Each office staff person
- (viii) Community Centre Under Stairs Storage
 - Each office staff person
 - Maintenance staff person
 - Emergency contact
- (ix) Community Centre – Furnace Room, Maintenance Storage Room
 - Each office staff person
 - Maintenance staff person
 - Emergency contact
- (x) Garbage Locks (If applicable)
 - Each office staff person
 - Maintenance staff person
 - Emergency contact person
- (xi) All other keys that may exist at time to time
 - Distributed at the discretion of the Board of Directors