

GLEN OAKS CO-OPERATIVE HOMES INC.

KEY CONTROL POLICY

On motion duly made, seconded and carried, the following policy regarding the distribution and control of keys was adopted as a policy by Glen Oaks Co-operative Homes Inc.

Adopted by the Board of Directors: March 16, 1999

Confirmed by the Membership:

General:

1. All keys are to be signed for when distributed and returned.
2. Co-op staff shall maintain a key inventory.
3. The Board of Directors shall annually review the distribution of keys to ensure security of the co-op and its equipment.
4. Any person found to be using a key for an unauthorized purpose is in violation of this Key Control Policy.
5. All keys will be returned to the co-op upon move-out.
6. All Units will be rekeyed upon vacancy.

Chubb Box

1. It is the responsibility of staff to ensure that the keys required in case of an emergency are locked in the Chubb box along with a list of members requiring the fire department's assistance in the event of a fire.

Keys for the On-Call Committee

The following keys may be assigned by the Board of Directors to an approved On-Call Volunteer for their use only while performing on-call duties:

- Elevator
- Lobby Fire Panel
- Swipe Card

Keys for the Garbage Volunteer

The following keys may be assigned by the Board of Directors to an approved Garbage Volunteer:

- Garbage Room
- Outside Recycle Bin
- Recycle & Move-in Room
- Cleaners Room
- Rec Room

Keys for the Board of Directors

Some or all of the following keys may be assigned to a designated Director of the Board:

- Elevator keys
- Rec Room
- Lobby Fire Panel
- Garage Door
- Garage Door Power Box
- Washroom keys
- Main Office Door
- Superintendent's Office
- Community Coordinator's Office
- Garbage Room
- Outside Recycle Bin
- Recycle & Move-in Room
- Cleaners Room

The designated Director of the Board shall remain on site with these keys during all volunteer on-call coverage.

Unit Keys:

1. Two (2) keys for each unit will be given to members upon move-in.

The keys are the responsibility of the members and the members are responsible for replacing any lost or damaged keys at their own expense.

2. One unit key 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 only and members will not have access to them. **When a member is locked out of their unit, it is NOT an emergency. Members are encouraged to leave a spare key with a friend, neighbour or relative.**

3. There will only be two unit master keys, one of which will remain with the superintendent at all times and the other will remain in a locked key box in the co-op office. **Unit master keys will not be used when members are locked out of their units.**
4. Additional unit keys may be purchased.

Mail Box Keys:

1. One (1) mail box key per unit will be given to members upon move-in.
2. Keys to the co-op mail box and the co-op office drop box will be held by the Co-ordinator and the Superintendent.

Co-op Office:

1. Keys to the co-op office may be issued to the Co-ordinator(s), the Superintendent, Cleaner, and a designated Director of the Board.

Recreation Room:

1. The recreation room keys will be issued to all Committee Chairpersons.
2. One (1) key to the recreation room will remain in the locked key box in the co-op office.
3. One (1) key will be held by the Social Committee Chairperson, and shall be issued by the Chairperson to members in accordance with the Recreation Room Rental Policy.

Main Door/Laundry Room:

1. One (1) key per unit will be given to members upon move-in.
2. The laundry room keys will be issued to a designated representative of the Board in order to open and close the laundry room at the designated times.
3. The Superintendent and Cleaner will be issued laundry room keys.
4. One (1) key to the laundry room will remain in the locked key box in the co-op office.
5. If rekeyed, the Main Door, Laundry Room Door, P1 Entrance Door, and P2 Entrance Door shall remain keyed the same.
6. Additional keys may be purchased.

Swipe Card:

1. One (1) swipe card per rented residential parking space will be issued to members.
2. Lost swipe cards will be replaced at cost to the member.
3. One (1) swipe card will be given to the on-call volunteer.