

Keys and Locks Policy

Purpose of the policy

To control unit access in order to balance:

- protection of member and co-op property, with
- ensured access to adequately maintain the co-op's property, and
- ensure access in case of an Emergency

Policy

1. The Co-op maintains all locks on entrance doors to common areas and to individual units.
2. Common keys (e.g. garage, Common Room/laundry, stairwells) will be provided to each adult member of a household. Common keys may not be duplicated. Members may only lend a Common Key and /or remote to a guest(s) with written permission of the Board of Directors.
3. Maintenance Coordinator will keep a master key:
 - a. to access units in case of an Emergency
 - b. to access a unit for repair or inspection, with the written consent of the Member
4. If members do not consent to Master Key access, they must sign a liability waiver. This waiver indicates they assume responsibility for damages that result from not being able to access their unit in an Emergency.
5. A member may not change unit door locks without written permission of the Board of Directors. New locks must be keyed to the master key, unless the Member has signed the Liability Waiver. If a unit key is lost it should be reported to the Maintenance Coordinator.
6. A member must receive written permission from the Board of Directors to install additional security locks or devices. The member will be responsible for any damage, replacement costs, or additional costs that result from accessing their unit in an emergency.
7. Unit door locks will be changed when a unit becomes vacant.
8. A member must immediately report the loss of any common area Co-op key and any garage remote to the Maintenance Coordinator (and may be charged for additional sets of keys or the costs to rekey locks and reissue new keys).

Procedures Required to Carry out this Policy

Members will sign a form to indicate:

1. their consent that Maintenance Coordinator hold a Master Key to their unit or,
2. that they do not consent that Maintenance Coordinator hold a master key to their unit, and they accept full responsibility for any damages that result from not being able to access their unit in an emergency
3. new Members will be provided with the form to indicate their consent or sign the liability waiver prior to move-in

The Co-op will have 2 Master Keys:

1. one is held by the Maintenance Coordinator who will provide proof of a clear Criminal Record to the Co-op Office every five (5) years
2. one is kept in a secured location in the Co-op office. The Office Coordinator will be the only one to hold the combination for the lockbox. In the event of requiring emergency access to a unit, a Board Member would phone the Office Coordinator. If available, the Office Coordinator would provide the combination.

Policy approved: November 2021

Replaces policy/policies dated: 1997

Documents and Procedures needed to carry out this policy

*Occupancy Agreement, Section 25: Right to Enter
Consent/Liability Form*