

ARBOUR VILLAGE CO-OPERATIVE HOMES INC.

KEY CONTROL POLICY

Arbour Village 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 Arbour Village Co-operative Homes Inc.:

1. General

- 1.1 Co-op Staff shall maintain and up-to-date inventory of the Co-op's keys.
- 1.2 Co-op Staff shall ensure that all keys are distributed and/or allocated in accordance with this Policy.
- 1.3 The Board of Directors shall review the inventory and distribution and/or allocation of keys from time to time.
- 1.4 Co-op Staff shall ensure that all keys are signed for when distributed and/or allocated and shall maintain a key sign-out register.
- 1.5 Any person found to have any keys, 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.
- 1.6 Members must return all keys in their possession to Co-op Staff upon move-out.
- 1.7 Co-op units will be re-keyed upon vacancy.

2. Member Keys

- 2.1 Each Co-op household will be issued the following keys at move-in:
 - Two (2) unit keys
 - Two (2) building keys (as needed)
 - One (1) mailbox key

- 2.2 The keys noted in 2.1 above are the responsibility of the member(s) to whom they are issued. If keys are lost or damaged the Co-op will make arrangements to replace lost or damaged keys. The costs for such replacement will be charged back to the member.
- 2.3 A copy of the unit keys will be kept in a locked key box in the Co-op office. The keys are kept in the office are to be used in emergencies or provided to contractors for unit repairs.
- 2.4 Master keys and secondary keys for all units will be kept in a locked key box in the Co-op office. Co-op Staff and Maintenance Person will be the only persons to have access to the Master key. Master keys will not be provided to contractors for unit repairs.
- 2.5 Co-op staff will **not** provide keys to members or family members who are locked out of their unit unless they are given written permission from the member to do so.
- 2.6 Members are not permitted to change unit locks as all locks are keyed to the master key.

3. Co-op Office

- 3.1 Keys to the Co-op office are to be issued to:
 - Office Staff
 - One Board Member delegated by Board. Access to office with another Board Member.

4. Common Room

- 4.1 Keys to the Common Room will be issued to the:
 - Office Staff
 - Maintenance Worker
 - Board/ committee members – *as designated by the Board*
- 4.2 The key to the co-op center will be issued to members renting the co-op center by Co-op Staff or person(s) designated by the Board of Directors to supervise co-op center rentals.

5. Maintenance Rooms

- 5.1 Keys to the Maintenance Rooms will be issued to the:
 - Office Staff
 - The Maintenance Worker

Passed by the Board of Directors of Arbour Village Co-operative Homes Inc, at a board meeting on December 18, 2023.

A handwritten signature in black ink, appearing to be "L. H. H.", written over a horizontal line.

President

A handwritten signature in blue ink, appearing to be "Carol Myers", written over a horizontal line.

Corporate Secretary