
Key and Card Allocation Policy

1. General

The Co-op aims when allocating keys and cards are:

- to ensure that all members are provided access to designated areas (units, the garage etc.) in a manner that is convenient, fair and at a low (or no) cost
- to set up processes that maximize the Co-op's ability to maintain a safe and secure environment
- to develop efficient and clear record keeping procedures

The Co-op uses keys for units, mailboxes, the bike room and common areas (laundry room, washrooms etc.). Card access is used for the building's entrances and garage. Members and non-members will be provided access to areas according to his/her level of rights and responsibilities. For example, members will be provided a key to his/her unit and card access to the entrances but only members paying for parking or "bike-up" will be given access to the garage as well.

The level of access is added or deleted through a computer program. If someone loses or has a card stolen, staff can immediately delete access codes, thus rendering the card useless and maintaining security.

Each Co-op household will have a form showing the cards and keys that are allocated to the household. The member(s) will have to sign this form before receiving an initial and/or replacement card and/or key.

All members are obligated to report lost cards immediately. The designated staff person(s) will be responsible for ensuring that each household's information (forms and computer records) are kept up to date. All members are responsible for returning keys and cards at move-out and will be charged the replacement cost for each item not returned.

2. Allocation of Keys and Cards

When a new member moves into the Co-op, or there is a change in the system that requires the distribution of new cards or keys, keys and/or cards will be allocated free of charge as follows:

a) Entrance cards, unit key:

- all Co-op members

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- all dependent children more than 10 years old
 - b) Mail Box**
 - one key per household
 - c) Common Area Key (common washroom, lower lock for the garden, play and party room)**
 - all Co-op members (children less than 16 must be supervised in these areas and should not be given their own keys)
 - a) Roof Terrace Key**
 - all Co-op members only; keys will not be given to long-term guests or member's children.
 - e) Garage Access and Entrance**
 - Members paying for monthly or temp parking or monthly "bike-up" charges.
 - f) Bike Room**
 - Each member paying a monthly "bike-up" charge will receive a para centric (high security) key for this area located in the garage.
 - g) Garage Access Only**
 - Non-residents paying for external parking. Non-residents will be asked to pay a deposit equal to the replacement cost for cards/tags. This deposit will be returned when the key/card is returned to the office.
 - h) Temporary Parking and/or Entrance Use**
 - contractors will be assigned cards with limited hours and days activated, based on the duration and terms of work at the Co-op
 - i) Special Needs Consideration**
 - Members who receive services that assist with daily living (i.e., nursing, attendant care, an occupational therapist etc.) may arrange to have an entrance card provided free of charge to a designated care professional. If a member is no longer receiving service

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from the person and/or agency, the member must notify the office immediately and arrange to have the card or key returned.

j) Short-term Guests

Members can arrange to have a temporary card allocated for a short term guest (less than one month). If the card is not returned by the specified date, access will be deleted and the replacement cost added to the member's account.

k) Others: Long-term Guests, Family and Friends

If a member would like to assign a card to someone other than a dependent child more than 10 or a care professional, the member must pay the additional cost (see item 3). The Co-op will only provide cards to members if the name of the person to be given the card is specified. The Co-op retains the right to delete access to the building for non-members when breaches of security (such as vandalism, loitering, violence and/or theft) occur. Co-op staff will inform the member involved that the card has been deactivated.

l) Additional Charge: Tags

As an alternative to a card, a member can purchase for \$10 a tag that can be placed on a key chain. Since tags are more expensive for the Co-op to purchase, tags cannot be provided free of charge to members wishing to get a tag instead of a card.

3. Cost of replacement and/or additional keys/cards

- a) **Unit or mail box key:** members will be asked to make one copy and return the original key to the Co-op office.
- b) **Bike-Up Key:** \$25 each
- c) **Cards:** \$10 each
- d) **Tag:** \$20 each, alternate to card that can be put on a key chain.
- f) **Roof Terrace Key** \$25 each

Approved by Board of Directors, April 11, 2002.
Approved by General Members, May 23, 2002.

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