

Co-op Keys Policy

Purpose of the policy

- To provide members with rules for issuing key/s
- To provide members with the rules for the replacement of key/s

Policy

1. All members receive two (2) sets of keys upon move-in. For the Family Building and Adult Building apartments, this consists of the main doors, the unit, mail box and parkade FOBS. For the Townhouses, this consists of the front door and the mail box.
2. If it is necessary to receive a replacement key from the co-op, for the main doors, unit, mailbox, or parkade FOB the member will be charged a fee accordingly.
3. Members who do not want their unit on the master key must supply the office with a copy of their key. This will only be used with the member's permission or in cases of emergency or if sufficient notice has been given for inspections/repairs.
4. If a member requires more than two sets of keys, they must inform the office that another set is needed, and to whom they will be given to. This is to ensure all members' safety.
5. If a Townhouse member loses their mailbox keys, it must be reported to the post office. The Co-op is not allowed to replace townhouse mailbox keys.
6. If a Family Building or Adult Building apartment member loses their mailbox keys, it must be reported to the office and the office can change the lock for a fee.
7. All key's including any copies for the unit, must be surrendered to the office if the member vacates the unit. Except if membership has been transferred to a resident of the same unit.

Procedure

1. Contact the office for a key replacement.
2. Contact Canada post for mail box key replacement.
3. Refer to Section 6 – Rule 6.01; Page 16 of the Occupancy Agreement.

Approved by the General Membership: 11/21/2023