

# MEADOWGREEN CO-OP

## KEY CONTROL SYSTEM

### Purpose:

- To ensure that all keys are accounted for
- To ensure security of members and common areas
- To avoid confusion in the keying system

### Elements of the System:

The elements in the system will be:

- The key storage box
- The unit and common area keys
- Common room and public bathroom keys
- Utility key
- The maintenance shed keys
- The master key
- The second bathroom key
- The key allocation log book

### Key storage box:

Storage box is the safe and orderly storage of the keys.

The master key should be kept in storage separate from the unit keys and common area keys. The key allocation log book should be kept with the property manager.

The key storage box to be mounted to the co-op's office wall. The box has 2 different locks. Both keys are with the Property Manager. 2 Board members have a different key each.

### The unit and common area keys:

These keys will provide access to areas and units for management personnel as well as providing access to members who have locked themselves out and as backup copies for members who need to have a key recut.

### Common room and public bathroom keys:

The common room and public washroom keys are kept with the Property Manager and maintenance along with a member assigned by the Board to give to members who rent the facility.

### Utility key:

Is kept with the Property Manager and maintenance personnel.

### The maintenance shed keys:

Is kept with the Property Manager and maintenance personnel.

The master key:

Can provide access to units in emergencies or to get access when members had given permission for maintenance, Property Manager (Inspections/showing the unit) or for fire inspection. The Property Manager and the Maintenance personnel have access to the master key located in the key box.

The second bathroom key:

The second bathroom is for employees only. The property Manager has the key.

The key allocation log book:

Is kept in the office with the Property Manager.

The log is updated any time changes to the key holders occur.

Every individual has to sign and date the receipt or return of any key.

Lost keys / unreturned keys after move out charge:

Members will be charged \$50.00 to replace lost Community center main key; \$35.00 to replace their main entrance keys and \$35.00 to replace their mailbox keys.

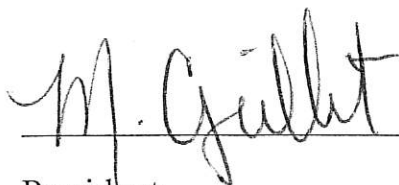
Members will be charged \$50.00 to change their locks upon their request.

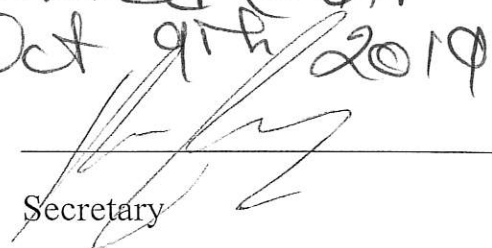
Members will be charged accordingly if they fail to return any key after they move out.

Confirmed at a General Meeting of Members on the 8th day of Nov 2017.

Approved by the Board on September 11<sup>th</sup> 2017.

Updated on the 21<sup>st</sup> day of August 2019

  
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President

Confirmed @ FMM  
Oct 9<sup>th</sup> 2019  
  
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Secretary