



FRONT SECURITY ENTRANCE KEY POLICY

Members will receive a minimum number of front security keys upon move in, depending on the number of bedrooms they are moving into.

Examples: 1-bedroom - 2 Front Entrance Keys
 2-bedrooms - 2 Front Entrance Keys
 3-bedrooms - 3 Front Entrance Keys


If there are more people living in the unit than the keys allotted, extra security door keys will be given, at no deposit charge (to meet the amount of people living in the unit). Additional security door keys, up to a TOTAL of six (6) per unit can be received from the office. A \$50.00 deposit is charged for each key. Members will sign for the keys received.

Existing members may contact the office if they do not have the minimum amount of security door keys allotted at no deposit charge. Any additional security door keys, up to a TOTAL of six (6) per unit, can be received from the office. A \$50.00 deposit is charged for each security door key. Members will sign for the keys received. If security entrance keys are lost and need replacement, the cost will be \$50.00 per key and a new key will be issued once paid.

Upon move-out, all keys must be handed into the office and signed for its return. The deposit paid will be returned for the extra keys received by member. A deposit will be charged for any front security entrance key not returned to the Co-op.

PASSED by the Board of Directors on the 10th day of November, 2016.

CONFIRMED at a General Meeting of the Members on the 5th day of December, 2016.



President



Secretary

c/s