

Keys and Locks

Purpose of the Policy

To protect member and co-op property through the control of unit and building access and the issuing of keys.

Definitions

Co-op code: access code to any door to a shared limited access space or key storage facility.

Co-op key: any key to a door to a shared limited access space.

Key or code transaction: any instance where a key is given to or retrieved from a member, or a code is given to a member.

Key transaction form: the forms used by the key coordinator to track individual member key or code transactions.

Standard lock: a lock provided by the co-op.

Shared limited access space: Rooms on the premises that are not part of members' units.

Other Designated Key Holders: a person not normally entitled to hold co-op keys or codes, but authorized as per the provisions of the Key Procedures

Policy

1. There are *Keys and Locks Procedures* to implement this policy.
2. There is no master key for units. Members may abide by the *Non-Emergency Access Procedure* when the Co-op requires access to their unit.
3. The co-op will provide each unit with two sets of keys to the unit.
4. The co-op will provide each unit with one key to the co-op's laundry room on request.
5. A member must notify the board when they change locks on their unit.
6. A member must receive written permission from the Board to install additional security locks or devices (i.e. alarm systems). The member will be responsible for any damage or replacement costs that result from these additional security measures. Members who have altered their units previous to the policy approval date must write a letter to the Board outlining the changes already made to the unit.

7. Unit door locks will be changed when a unit becomes vacant.
8. A member must immediately report the loss, or theft, of any co-op key and may be charged for additional keys, locks and locksmith service.
9. From time to time members may acquire keys or codes to other co-op resources, including: Chlan Centre, Chlan Centre Office, Archive Room, Maintenance Room, Landscape Shed, Laundry Coin Boxes, Emergency Crate, etc. These keys must be signed out and signed in according to the *Keys and Locks Procedures*.
10. The Board of Directors is responsible for managing keys, locks and codes to safeguard the security of the co-op's limited access shared spaces.

All previous policies with respect to “Keys and Locks” are repealed and replaced with this policy.

**This policy was approved by the Board of Directors on May 9, 2019.
This policy was approved by general membership on June 6, 2019.**

Procedures

1. The Board shall appoint a director and one non-Board member to the role of Key Coordinators. This shall be done at the time of appointing Officers and the term of the appointment is until the following election of directors.
2. The key coordinators, in tandem with the Board, will issue, retrieve, copy, destroy and store keys and codes according to the Key Policy and this procedures document.
3. The key coordinator shall alter, remove, install copy or modify co-op keys or codes, or arrange such changes only with the approval of the Board, except in the event of an emergency where both coordinators must approve the alteration.
4. The key coordinators will maintain records of who holds co-op keys and codes. These records will comprise a sheet for each member holding one or more co-op keys or codes, plus a list such as a spreadsheet listing, by key or code name, names of those holding co-op keys or codes or the location of all co-op keys.
5. The member key record sheets and the key distribution spreadsheet will be updated in a timely manner to record all key or code movements or transactions.
6. Members are required to sign off on all key or code transactions involving them. This includes loaning of keys and sharing codes.
7. No member or resident will in any way alter any co-op key, or copy any co-op key, or share or alter any co-op code, or copy any co-op key without the permission of the board or Key Coordinator
8. New members will be given all unit and laundry room keys by a member of the Membership Committee. Exiting members will hand over all unit and laundry room keys to a member of the Membership Committee.
9. Key Possession – The following roles are authorized to possess the following co-op keys and co-op codes:
 - **Board President:** Emergency Key Storage
 - **Officers:** Chlan Centre, Chlan Centre Office, Minutes File Cabinet, Archive Room, Master Padlock Key, Maintenance Room Outer Door Code, Emergency Key Storage Box Code
 - **Board Members:** Chlan Centre and Chlan Centre Office.
 - Note: Committee liaisons are responsible for giving their committees access to the Chlan Centre for meetings
 - **Treasurer:** Laundry Room Coin Box Key
 - **Finance Committee Chair:** Chlan Centre and Chlan Centre Office
 - **Newsletter Committee Chair:** Chlan Centre and Chlan Centre Office

- **Social Committee Chair:** Chlan Centre, Chlan Centre Office, Chlan Centre Bathroom Handtowel Dispenser, Chlan Centre Kitchen Cupboard Code, Chlan Centre Bathroom Closet Code
- **Maintenance Committee Chair:** Chlan Centre, Chlan Centre Office, Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Maintenance Tool Cabinet, Master Padlock Key, ~~Emergency Crate~~.
- **Maintenance Committee Liaison:** Chlan Centre, Chlan Centre Office, Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Maintenance Tool Cabinet, Master Padlock Key, ~~Emergency Crate~~.
- **Kinross Office Coordinator or Management Company:** Chlan Centre, Chlan Centre Office, Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Maintenance Tool Cabinet, Master Padlock Key, Emergency Crate, Maintenance Room Key Lockbox Code, Emergency Key Storage Box Code, Spare Key Storage Box Code, Firebox Keys, Emergency Key Storage
- **Key Coordinator:** Emergency Key Storage, Spare Key Storage
- **Primary Contracted Maintenance Technician:** Chlan Centre, Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Master Padlock Key, Maintenance Room Key Lockbox Code
- **Membership Committee Chair:** Chlan Centre, Chlan Centre Office, Chlan Office Member Records Centre file cabinet
- **Landscape Committee Chair:** Chlan Centre, Chlan Centre Office, Landscape Shed, Landscape Tool Cabinet
- **Landscape Committee Liaison:** Landscape Shed and Landscape Tool Cabinet
- **Emergency Preparedness Chair:** Chlan Centre, Emergency Crate
- **Emergency Preparedness Liaison:** Emergency Crate
- **BC Hydro:** Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Master Padlock Key
- **Shaw Cable:** Master Padlock Key
- **Telus:** Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Master Padlock Key

10. “Other Designated Keyholders”

Occasionally it becomes apparent that members not entitled to hold keys or codes as set out by the Key Possession list, deserve to hold certain keys or codes.

- The Maintenance, Landscaping, Social, and Membership committees may, by approved motion and approval by the Board, designate committee members as “other designated keyholder(s).”
- The approved motion shall specify the key or keys, or code, the “other designated keyholder(s)” will hold.
- There is a maximum of two “other designated keyholders” per committee.
- A “other designated keyholder” must be a member of the co-op.
- Committee co-chairs and hall rental facilitators are provided with keys using this procedure.
- Provision of a key or code possession must be approved by the board prior to

transfer of any key or code.

- The Board shall then notify the Key Coordinator to make the transfer.
- All provisions of key or code holding that apply to standard key or code holders apply to “other designated keyholders” holding keys or codes.

11. Identification of co-op locks which require keys that cannot be copied without co-op permission.

The Co-op will designate a person to have signing authority with the locksmith to change locks with keys that cannot be copied or authorize additional copies of such keys to be made (Currently Larry Ruble).

- Chlan Centre Office – Door

12. Non-Emergency Access Procedure

This procedure does not override or replace Section 25.03 of the Occupancy Agreement. Members are encouraged to participate in the Key Lock Box Procedure.

- The Co-op, or Co-op’s agents, shall give members 48 hour’s notice when access is required to their unit for a particular issue.
- The member shall negotiate a time that is convenient to grant access to their unit.
- If access is not granted at the negotiated time the Co-op, or Co-op’s agents, shall specify a time that access is to be given to the unit.
- If access is not granted a second time, the Co-op or Co-op’s agents shall continue to specify a time that access is to be given. The member shall be charged for any expenses incurred for subsequent access attempts after the second missed attempt.
- Members may drop off their key in the Chlan Centre mail-box in an envelope, although it is better to exchange keys in person. Do not put your address on the envelope – rather put your key and address inside the envelope.

13. Emergency Key Storage Procedure

The Key Coordinators will establish a secure key storage facility for storing a collection of keys designated as comprising an Emergency Set.

Access to the Spare Key Storage facility will be limited to the Key Coordinators.

These keys will comprise: Chlan Centre, Chlan Centre Office, Maintenance Room, Maintenance Back Room, Maintenance Electrical Room, Maintenance Tool Cabinet, Master Padlock Key, Emergency Crate, Firebox keys, Laundry Room Key, Landscaping Shed, Landscaping Shed Tool Cabinet, Archive Room Keys, Maintenance Room key lockbox code.

14. Spare Key Storage Procedure

The Key Coordinators will establish a secure key storage facility for storing spare co-op keys.

Access to the Spare Key Storage facility will be limited to the Key Coordinators.

15. Members may be held responsible, by decision of the Board, for any costs arising from failing to adhere to the terms of the Key and Locks policies and procedures.

16. List of co-op keys and codes

- Chlan Centre Outer Door
- Chlan Centre Office
- Filing Cabinet 0
- Filing Cabinet 4
- Filing Cabinet 5
- Filing Cabinet 6
- Chlan Mailbox
- Chlan Centre Bathroom Handtowel Dispenser
- Chlan Centre Kitchen cupboard code
- Chlan Centre Bathroom closet code
- Firebox Keys
- Maintenance Outer Room Door
- Maintenance Outer Room Door key lockbox code
- Maintenance Inner Room Door
- Maintenance Inner Room Tool Cabinet
- Maintenance Electrical Room
- Maintenance Room Key Lockbox
- Landscaping Shed Door
- Landscaping Shed Tool Cabinet
- Laundry Room
- Laundry Room Coin Boxes
- Archive Room Door deadbolt
- Archive Room Door Knob
- Archive Room cabinet C1
- Archive Room cabinet C2
- Archive Room cabinet C3
- Laundry Room Electrical Room (same as Maintenance Electrical Room key)
- Emergency Preparedness Container
- Laundry Room Landing Closet under Stairway
- Master Padlock (Exterior Electrical Vaults and outdoor benches)

Procedures Approved by Board of Directors: June 13, 2019.