

Coopérative d'habitation Beauparlant

Key Policy

- 1) All keys/Fobs issued remain the property of Coopérative d'habitation Beauparlant.
- 2) All keys & Fobs issued to members, Staff, Outside Maintenance are free for the first one ONLY (Exceptions made for the Fire Department).

Key Fob approval from the Board of Director's is required for the following:

- LTG (Long-Term Guest Fee) - \$35.00 per key (*Children of the household over 16 are also considered LTG*)
- Guest (Visiting for 1 week – 2mths) - \$35.00 per key
- Guest (Visiting for more than 2mths) - \$50.00 per key
- *Children of the household between 11 – 15 years old - \$35.00 (Board approval is required)*

Members that are not in good standing with the Co-op might not be eligible for a Key Fob or bike shed key and some restrictions might be put in place regarding access to the building.

- 3) Long-Term Guests and Guests are not eligible for a mailbox or bike shed key. Members may not loan their bike shed key to their guests. Long-Term Guests will only have access of entry at the front door entrance, laundry room and cart room.

Replacement fees as follows:

- a) Key Fobs - \$50.00 per key
- b) Key Fobs / LTG (Long-Term Guest) - \$50.00 per key
- c) Key Fobs / Guest - \$50.00 per key
- d) Mailbox Lock & Key replaced (Combination) - \$35.00
- e) Mailbox Keys - \$5.00 per key
- f) Bike Shed - \$5.00 per key
- g) 1 Unit Lock Replacement - \$35.00 (Exceptions can be made for the 1st safety request)
- h) 2 or more Unit Lock Replacement - \$50.00

Key Fobs are issued individually and are the responsibility of the member. Members are initially responsible for the cost of the Key Fob for their LTG/Guest and the cost of replacing any loss or not returned Key Fobs for their LTG/Guest.

PASSED by the Board of Directors on the _____ day of _____, 2020.

CONFIRMED at a general meeting of the Members on the ____ day of _____, 2020.

President

Secretary