



Greenvale Co-operative Homes

61 Francis Creek Boulevard, St. Catharines, Ontario, L2W-1B8 905-684-7773 fax 905-684-4296
greenvalecoop@gmail.com - www.greenvalecoop.weebly.com

March 6th, 2014

Key Policy:

Greenvale recognizes the importance of maintaining the security and privacy of each member's unit and all member records in the office. To that end the following measures are being enacted to provide the required level of security and privacy within our operating structure.

Unit Keys:

Two unit keys are issued to members at their time of move-in and only when a legal occupancy agreement has been signed. The co-op will retain one copy of each unit key which will be securely stored in the office lock box. Keys will not be issued or lent to minors that are occupants of the unit.

Mail Box Keys:

Two mailbox keys will be issued to each unit at their time of move-in and only when a legal occupancy agreement has been signed. The co-op will retain one copy of each mailbox key which will be securely stored in the office lock box. Keys will not be issued or lent to minors that are occupants of the unit.

Master Keys:

Will be issued to the manager, maintenance employee and one board of directors designate. The board designate must be approved by a 2/3's majority vote at a legally constituted board meeting.

Office Keys:

The keys for the office and all internal cabinets will be held by the manager only. These keys are used only by the manager to conduct the business of the co-op.

Maintenance Keys:

Will be held by the maintenance employee and the maintenance liaison as appointed by the board of directors. These keys are to be used to gain access to the community centre building and maintenance rooms within to conduct normal business of the co-op.



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Community Centre Key for Room Rental:

A board designate will hold the community centre key and issue it to members who have rented the community centre for an event. This board designate will be approved by a 2/3ds majority of directors at a legally constituted board meeting. The Common Room Rental policy remains in effect for all rentals.

Equipment Sheds:

A Number of designates will be appointed by the board of directors to hold keys to the equipment sheds. The designates will provide the key to members as needed after hours to retrieve equipment used in lawn and garden maintenance or snow removal. The keys will not be provided to minors that reside at Greenvale. These designates must be approved by a 2/3ds majority of directors at a legally constituted board meeting.

Replacement of keys and locks:

When a unit is turned over to a new member or there is an internal move, the unit locks will be changed at the co-op's cost.

If a member requests unit locks or mailbox locks to be changed for any reason, the cost of the new locks will be charged to the member and will become housing charge arrears if not paid.

Key Receipts:

Any member or employee will sign a key acceptance document (see attached) acknowledging their receipt of whatever keys they possess and agreeing to use those keys only as prescribed by this policy.

This policy is enacted in full and remains in effect as approved by a 2/3ds majority of directors at a legally constituted board meeting on March 10th, 2014.

Joan Cavanagh
Secretary

Mar. 10, 2014
Date



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Key Acceptance Form:

Date of Receipt: _____ Member - Employee (circle one)

Name(s): _____

Keys Received: _____

Signature (s)

By signing above I acknowledge that I have received the keys listed and agree to abide by the entire Key Policy of Greenvale Co-operative Homes.