

COMMUNITY ALTERNATIVES CO-OPERATIVE

KEY POLICY

Keys must be signed out from the Key Master. The Key Master will maintain the registry of keys signed out and returned, and from time to time replenish keys as needed.

Every member will receive two copies of the Entry key and 2 copies of the pod key, after signing the key registry to indicate which keys they have received.

Keys must be returned to the Key Master - Keys must not be passed on to an incoming member, except with community approval.

Failure to return all assigned keys upon moving out will result in \$40 being charged against shares or deposit.

Short term renters will sign out an entry key and pod key from the Key Master, paying a deposit of \$40 which will be forfeit if the keys are not returned.

Master keys will be allocated on request after being agreed upon by the Business meeting.

Members will not copy keys for personal use or to provide for guests, family or friends.

Lost keys will be replaced at a cost of \$10 per key.

Procedures that support this policy:

Members should provide keys to their own Sublettees, and are responsible for their return.

Guests using the guest rooms will use the guest keys, available in the mail room.

Key Master maintains register of keys allocated, key deposits and returns and charges for lost keys.

Approved on September 24, 2019 at Business Meeting