

Canadian Hispanic Housing Co-Operative Ltd.  
Las Americas Villas

**OPERATING MANUAL • POLICY & PROCEDURE**

**HOUSING POLICY**

**SUBJECT:**

**KEYS TO UNITS**

APPROVED BY:

BOARD OF DIRECTORS

DATE OF APPROVAL:

DATE OF AMENDMENT OR REPLACEMENT:

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*Preamble:* The Board of Directors has determined that for the protection of the equity of the Co-operative and emergency response to situations within units, a master key will be created and implemented at the time a unit turns over.

1. Members will agree to have all entry locks keyed to the Co-operative's master key system.
2. Master keys shall not be released to any Member.
3. It is the responsibility of the Manager and/or the Board of Directors to provide Members with acceptable notice in accordance with the By-laws prior to entering any unit (exception: in the case of an emergency situation).
4. It is the Member's responsibility to arrange access to their home and or address situations where keys are lost. It is not the Manager or the Board of Directors responsibility to provide such access.
5. Members and their children shall not use the master key as an emergency entrance only and/or as a method of entry at any time.