



KEY POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING PRACTICES AND PROCEDURES WERE ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP TO BE FOLLOWED WHEN DISTRIBUTING AND USING KEYS:

Date adopted by the Board of Directors: July 26, 1993

Date confirmed by the Membership: November 29, 1993

PREAMBLE:

For insurance purposes, it is necessary to designate which co-op member will be responsible for possession and use of keys for specific areas of the co-op.

THEREFORE BE IT RESOLVED THAT:

1. Master keys shall be kept in the possession of the co-op staff (Office Staff and Maintenance Person), one Board Directors, and one Maintenance Committee representative.
2. All persons in possession of master keys must be bonded.
3. Master keys may only be used in the event of an emergency, or at a member's request to gain entrance to his/her assigned unit. An emergency is defined as being a situation that is life-threatening or can cause damage to the unit that cannot wait until the next business day.
4. Each Board Director will hold possession of a key to the Co-op's Outer Office. The use of this key is at the Board of Director's discretion. Board Directors and Office Staff are the only persons permitted to have possession of Outer Office keys.
5. Outside of regular business hours, the Move In/Out Committee will be given access to keys for Gary's Lift Elevators, and the key box in the Move In/Out room..
6. Key holders are legally responsible for any use of their designated key(s), and are prohibited from lending the key(s) to any other person under any circumstances.