



ROUNDHOUSE
Cooperative Housing Association

Key Fobs, Parking Remotes Policy

Approved: March 24, 2021, AGM; Replaces: January 2008

Key Fobs:

1. All family members residing in the unit that are ten (10) years and older, are eligible to receive a FOB.
2. A Member or Joint Member must fill out the request form specifying the full name and the age for each eligible family member requesting a FOB.
3. The initial cost of the FOB is \$20 each, and is refundable when returned in working condition.
4. The cost of a lost/stolen/broken fob is \$25 each.

Parking Remotes:

1. All Members having a properly registered car with the office and an assigned parking stall are eligible for up to two (2) parking remotes per unit.
2. The cost of the remote is \$60 each, refundable when returned in working condition.
3. The cost of a lost/stolen/broken remote is \$60 each.
4. Only a Member or Joint of a unit can sign and obtain FOBs/Remotes.

General rules:

1. Members must report any lost or stolen FOB/Remote immediately to the office, it will be disabled to prevent misuse by strangers or criminals.
2. Members under no circumstances are to leave Remotes or FOBs in vehicles.
3. There is no penalty charge when reporting lost or stolen FOBs or Remotes. Members will be charged only for the cost of replacement.
4. When given 48 hours notice by the Board, a unit must bring all of their FOBs and Remotes to the office to verify that all Remotes and FOBs are accounted for. All FOBs and Remotes not accounted for will be deemed lost or stolen and therefore disabled.
5. Requests for any additional Remotes/ FOBs must be submitted in writing to the office.
6. After opening a door or the garage all members must attempt to ensure no other person enters the building through the open door unless they know them.

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