

South Village Owners' Association – Key Control Policy

General

The South Village Owners' Association Inc. (SVOA) Board of Directors is responsible for the oversight and maintenance of the SVOA Common Assets. These include, but are not limited to, the swimming pool, the community centre and fitness facility, the tennis courts, the volleyball court and the Village Lake beach and dock. Use of these SVOA assets is restricted to residents and their accompanied guests by key controlled access.

- SVOA keys are issued by the SVOA and *remain the property of the SVOA Inc.*;
- Each property / household within the South Village is assigned *one key and one lanyard*;
- Upon sale of a property, the key and lanyard assigned to said property must be transferred to the new owner(s) (*see policy overview below*);
- The high security (Abloy) keys are uniquely numbered and non-duplicatable; and
- Keys are stamped with the contact information of the SVOA's Locksmith.

Key Lanyards:

Keys are issued with a high visibility lanyard denoting "SVOA". The key **is not to be removed** from the lanyard.

- Other keys may be added to the lanyard at the resident's discretion; and
- In the event of damage to the lanyard, it may be *exchanged* for a new one at no cost.

The lanyard serves two purposes:

- It is a visible indication that the person accessing the common elements is an SVOA resident; and
- It makes the key easily retrievable and more difficult to misplace or lose.

Compliance

When accessing the facilities, residents are expected to bring/use their key and lanyard to distinguish them from persons who have no legitimate claim to be on the property.

Residents of the SVOA share a collective responsibility to ensure that keys are:

- Safeguarded;
- Reported immediately when lost or found; and
- Kept with the lanyard as provided.

Policy

Control:

- One key and lanyard are issued per property;
- A registry of key assignments is maintained by SVOA's Secretary Treasurer; and
- Keys are not to be loaned, given to, or otherwise appropriated by persons who are not residents of the property to which the key is assigned. *Exception: visiting house guests.*

Lost / Found:

- Lost or found keys are to be reported promptly to svoacommunications@gmail.com;
- Lost key numbers are recorded in the registry; and
- In the event of a lost key, a non-refundable fee of \$150.00 is payable to SVOA to obtain a replacement.

Transfer of Key:

Upon sale of a property, the key and lanyard must be transferred to the new owner(s). Key transfer is facilitated when obtaining a Status Certificate. The Status Certificate attests that:

- The SVOA annual fee for the property is paid up to date; and
- The key has been returned to the SVOA.

The SVOA will reissue the key to the new property owner along with a copy of this policy.

Keyed Access Points

Access points controlled with the SVOA key:

- Front and side access gates* to the SVOA Community Centre/pool/fitness facility;
- Gate* leading to the tennis courts, volleyball court and beach/dock areas;
- Main door to the fitness facility; and
- Exterior washroom doors adjacent to the pool deck.

* *All gates have double cylinder locks requiring the use of the key for ingress and egress.*

Trespassing

The SVOA Key Policy is also intended to mitigate community concerns regarding trespassing. The issuance and proper use of keys/lanyards is an effective means to curb incidences of trespassing. Accordingly, it is essential that:

- Gates are not propped open;
- Fences are not scaled; and
- Common asset property perimeters are not circumvented.

Possession of a key precludes the need for such behaviors. Accordingly, when they are observed, these behaviors may reasonably be construed to be acts of trespass reportable to the police per the *Ontario Trespass To Property Act*.

Per the authorization signed and filed (2019) with the Ottawa Police Service, the police have authority to enter SVOA common asset property and buildings at any time for the purpose of enforcing the Act.

<https://www.ontario.ca/laws/statute/90t21>

All legitimate points of access to the SVOA Common Assets feature signage prominently displayed. The signs enable enforcement of the *Ontario Trespass To Property Act* by stipulating restrictions associated to the use of the property. The SVOA's posted signage clearly states that:

- The property is a private space;
- Guests must be accompanied by an SVOA Resident at all times;
- No Smoking; and
- No Dogs.