



## **Lakewood Trails Owners' Association – FOB Control Policy**

### **General**

The Lakewood Trails Owners' Association Inc. (LWTOA) Board of Directors is responsible for the oversight and maintenance of the LWTOA Common Assets. These include, but are not limited to, the community pool, fitness facility, sports courts, and lake access areas. Use of these LWTOA assets is restricted to residents and their accompanied guests via fob-controlled access.

- LWTOA fobs are issued by the Association and remain the property of LWTOA Inc.
- Each property/household within Lakewood Trails is assigned one high-security key fob.
- Upon the sale of a property, the assigned key fob must be transferred to the new owner(s) through the Status Certificate process (see Policy section below).
- The high-security fob keys are uniquely numbered and cannot be duplicated.

### **Compliance**

When accessing community facilities, residents are expected to carry and use their key-fobs. This distinguishes residents from unauthorized persons. Residents share a collective responsibility to:

- Safeguard the fob at all times.
- Report lost or found fobs immediately.

### **Entry and Exit Responsibility**

To maintain a secure and accountable environment, every resident must use their own fob to both enter and exit all locked common areas. If a resident allows an individual to enter the facility without a key while they are exiting (known as "tailgating"), the resident exiting may be held responsible for any damage or liability caused by that unauthorized individual. Ensuring that every person uses their own assigned fob protects the community assets and ensures all users are verified residents.

### **Policy Guidelines**

**Control:**

- One key-fob is issued per property.
- A registry of fob number assignments is maintained by the LWTOA.
- Fobs are not to be loaned or given to non-residents.

**Lost or Found Fobs:**

- Lost or found fobs must be reported promptly to [lakewoodtrails.owners@gmail.com](mailto:lakewoodtrails.owners@gmail.com).
- Lost fob numbers are deactivated from the registry to prevent unauthorized use.
- To obtain a replacement fob, a non-refundable fee of **\$50.00** is payable to the LWTOA.

**Transfer of Property:** Upon the sale of a property, the fob must be returned to the LWTOA as part of the Status Certificate process. The Status Certificate confirms that:

1. The LWTOA annual fees for the property are paid in full.
2. The community fob has been returned to the Association.

The LWTOA will then reissue the fob to the new property owner along with a copy of this policy.

**Keyed Access Points**

The LWTOA fob provides access to:

- Front and side access gates for the Community Centre, pool, and fitness facility.

*Note: All gates feature double-cylinder locks requiring the key-fob for both entry and exit.*

**Trespassing and Security**

This policy is intended to protect the community and mitigate trespassing. Proper use of the fob is an effective deterrent. To ensure community safety, it is essential that:

- Gates are never propped open.
- Fences are not scaled or climbed.
- Property perimeters are not circumvented.

Possession of a fob precludes the need for such behaviors. Acts that bypass established security measures may be construed as trespass and are reportable to the police under the **Ontario Trespass to Property Act**.

Per the authorization filed with the Ottawa Police Service, officers have the authority to enter LWTOA common property and buildings at any time to enforce the Act.

### **Posted Regulations**

All legitimate access points feature prominent signage stipulating the rules of use. These signs state that:

- The property is a private space for residents.
- Guests must be accompanied by a Lakewood Trails resident at all times.
- Smoking is prohibited.
- Dogs are not permitted within the fenced common assets (pool/courts).