



POLICY FOR FOB DISTRIBUTION TO OWNERS, RESIDENTS & NON-RESIDENTS

Keyless Entry Remote Transmitters (also known as 'Keyfobs' or 'FOBs') are needed to access the Landmark building, garages and some of its common elements.

Accessing the Building by Owners & Residents:

FOBs are available for purchase by unit owners from the management office at a price determined, from time to time, by the Board of Directors (currently \$25.00 per FOB).

To ensure the Corporation's security objectives are fully achieved, it is the Board's policy that:

- Each resident shall be provided with one FOB for their personal use, and
- Each residential unit shall be limited to a maximum number of FOBs, determined by the number of individuals actually occupying a unit, *plus one additional* FOB to be retained as a spare.

Example: John and Mary Smith reside in a two-bedroom unit with their children, Mark and Jane and a dog named Max. The Smith family may request up to five (5) FOBs for their personal use, one for each occupant and a spare for the unit. (Sorry Max, only human occupants may acquire a FOB for personal use).

Accessing the Building by Non-Residents:

- A unit owner's spare FOB may be entrusted to a non-resident (e.g., a visiting family member, friend or guest) for 'one-time or short-term use' purposes at their discretion, specifically for access to their own unit.
- A FOB may also be issued to a non-resident for an 'extended use' purpose, upon owner request and management office approval. For cleaners or personal support workers, permissions to access the Landmark will expire annually, but can be renewed at the unit owner's request, preferably in advance of the expiry date. For contractors, the FOB will be functional only for the expected duration of their contracted work, although the interval can be extended, if necessary, as requested by the owner.
- All FOB permissions for a unit will be cancelled when *either* i) the current occupants move out of the unit or ii) the unit is transferred to a new owner. The new owner will be responsible for acquiring new FOBs from the management office.