

	<p>POLICY TYPE: COMMUNITY STANDARDS</p> <p>POLICY TITLE: ACCESS TO UNITS</p>	<p>Date Approved: July 21, 2010</p> <p>Policy No: CS - 7</p>
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As the Peaks Units are private residences, the Peaks Office is not required to provide access to units by residents who have lost keys or locked themselves out.

Notwithstanding the above, the Peaks Building Superintendent **may** provide assistance to a resident with the following conditions:

1. The individual is registered in the office as an Owner or Occupant of the Unit.
2. Picture ID is provided.
3. Agrees to pay a fee of:
 - a. between 8:00 a.m. and 9:00 p.m. - \$75.00
 - b. between 9:00 p.m. and 8:00 a.m. - \$150.00
4. The cost may be paid in cash within 48 hours. Uncollected amounts will be levied against the unit along with any costs associated with the levy.
5. Where the Building Superintendent is unavailable, the Owner or Occupant may use a locksmith at the Owner's expense.
6. The Building Superintendent may refuse to provide access to any individual at any time.