



PEEL STANDARD CONDOMINIUM CORPORATION No. 894

Policy of PSCC 894 - Lock Box use in PSCC 894

1. None can install a lock box for the purpose of the sale or rent unit on the premises of PSCC 894 without permission of the Management for PSCC 894.
2. All box locks must be installed exclusively in the garage of the PSCC 894 on the visitor parking (P1) in the handicapped spot. There is an area specifically equipped for this purpose.
3. Lock boxes installed in any other location on the premises of PSCC 894 will be cut off and removed from the premises.
4. Any lock box installed in the designated place must be approved by the Management. The proper labeling to be attached to the lock box. The label can be received from the Concierge if Management is not available. The lock box has to be registered in the PSCC 894 database.
- 5. Before a lock box can be installed in the designated area the agent/owner has to provide PSCC 894 with the contact information (e-mail) and register the lock box with PSCC 894 in addition to paying the appropriate fee of \$40.00 per lock box per suite.**
6. The condition for the Management's approval is a fee paid to PSCC 894.
7. The fees are calculated based on the length of time the lock box is located in the designated place.
- 8. Fees can be paid by cash, individual cheque or via direct payment according to the following:**
 - 1. Payment to be made to this email address:**
payto894@gmail.com
 - 2. Password (secret answer) has to be the same in small letters one word:**
chicago
 - 3. In the text section you HAVE to mention:**
 - a) Unit number for the lock box.**
 - b) reason for payment: lock box fees.****The fee for a three (3) month term is \$40.00 per lock box per unit.**
9. Ten (10) days before the expiration date of the term, PSCC 894 will send you an email reminding you of the date and to remove the lock box or renew for another term.
10. When the lock box term expires, if the lock box is still located onsite, it will be cut off. We will remove it from the premises ten (10) days after the lock box term has expired.



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11. For the lock boxes installed prior to the date of this new policy, that being Wednesday February 13, 2023, Management must provide all lock box owners/unit owners with the copy of this policy and request payment of the prescribed fees during the next 15 days after the letter has been sent.
12. If after 15 days, the fees are not paid, the lock box mentioned in item 11 above is still located on the designated place the lock box to be cut off and removed from the premises.
13. This policy is valid commencing February 13, 2023.

The policy was approved at the Meeting of Directors of PSCC 894 on January 18, 2023