

Cape Fox Corporation Key/Tag Control Guidelines

November 30, 2018



1. Issuance of Keys and Tag

- a. Keys and tags will only be issued to Shareholders or persons who are 18 years or older and who are authorized by the President of Cape Fox Corporation (CFC) Board of Directors. Person must have a photo ID to confirm they are a Shareholder.
- b. Persons who request and are issued a key and tag(s) will pay a **\$50 cash only deposit per one key and tag(s)**.
 - Additional keys are \$50 each
 - Deposit is non-refundable if key and tag(s) are not returned within the approved timeframe
 - Deposit is not required for State Police, Fire Department or other public safety affiliations, and contractual parties who have a written land use contract through Cape Fox Corporation
- c. Key/Tag Log must be completed by Corporation employee in its entirety with the following information:
 - Date Checked Out
 - Printed Name of Person Signing Key/Tag Out
 - Phone Number of person signing key/tag out
 - Organization or Affiliation (Shareholder, Tree thinner, AK State Troopers, Fish & Game etc.)
 - Duration (2 weeks or 4 weeks)
 - Key Number and Tag Number
 - Deposit Amount (**CASH ONLY**)
 - Date Checked In
 - Office Staff Initials (Checked Out and Checked In)
- d. **Key Request and Agreement must be signed by the person requesting a key and tag(s) and completed in its entirety by a CFC employee. Waiver of Liability and Hold Harmless Agreement must also be completed and signed.**
- e. Deposit is then placed in cash box in envelope with the following information printed on the envelope: Date Check Out, Printed Name of Person Signing Key/Tag Out, Deposit Amount, and Office Staff Initials.
- f. Deposit will be returned when the key and tag(s) are returned within the approved timeframe.
- g. It is the responsibility of the Key Holder to return or renew their key and tag(s).
- h. Key Holders may or may not receive a courtesy reminder call from CFC staff to return or renew their key and tag. It is NOT the responsibility of CFC staff to give the Key Holder a reminder call.
- i. Failure to return the key and tag(s) within the approved timeframe will result in the loss of the \$50.00 cash deposit.
- j. Key Holders who renew their key and tag(s) on time every 2 weeks for a consecutive 16 weeks will be extended to a 4 week duration with approval from the Lands Manager.

- k. Failure to return a key will result in a \$300 Administrative Fee and future land access restrictions.
- l. Any unpaid fees or violations to CFC lands will result in restricted land access.

2. Duplication of Keys

No key will be duplicated except by written approval from the President of Cape Fox Corporation Board of Directors.

3. Land Use

- a. Locks are rekeyed at CFC's discretion.
- b. Key Holder is not to copy, give away, or lend key to anyone.
- c. Key Holder is the person who is allowed access to the key.
- d. Violations will result in restricted land access and loss of \$50.00 cash deposit.
- e. Non-Shareholders may not participate in any harvesting, hunting, or fishing of any kind on CFC Lands.
- f. The White River gate is not to be left open or unlocked at any time.
- g. Key Holders must not leave garbage or any kind of debris on CFC lands.
- h. Key Holders must not vandalize or deface any CFC property.

4. Questions, Comments, Concerns, and Complaints Procedure

- a. In order to document and properly address questions, comments, concerns, and complaints all inquiries will need to be addresses to the Lands Department through written request using the Lands Inquiry Form. Key Holders are to utilize this process to ensure requests are identified and addressed, circumventing this process will be determined a violation of the agreement.
- b. A Lands Inquiry Form can be requested through email, www.capefoxcorp.com, or the Cape Fox Corporation office.
- c. All Lands Inquiry Forms received will be processed by the Lands department, depending on the nature of the form the Lands Manager will include the appropriate managers for awareness and supported resolution if necessary.
- d. All received Lands Inquiry Forms will be reviewed by the Land Mangers, CFC's Business Manager, and Commercial Manager.
- e. Any questions, comments, concerns, and complaints filed with the corporation will receive a written acknowledgment that the form was received and under review.
- f. Within 10 working days of CFC receiving the Lands form a response will be prepared. Written responses from CFC will show the nature of the Lands Inquiry Form and recommended resolution is complete.
- g. Violations to the Questions, Comments, Concerns, and Complaints procedure will result in restricted land access.