

MEMBERSHIP & UNIT CAPACITY

PROCEDURES / ANNOTATIONS

FOR MEMBERS AND RENTERS

1. The Harris Road Housing Co-op is intended to be a family community, but due to limited unit size, there is also a limit on the numbers of residents in a unit, reflective of the size of the unit. This may include a nanny, housekeeper, or a nurse. The Co-op will use the following standards in determining the appropriate unit size for each household (as per national occupancy standards):
 - a. A 2-bedroom unit may be assigned to a one-person application, but cannot exceed 4 individuals residing in the unit, regardless of age
 - b. A 3-bedroom unit may be assigned to a two-person application, but cannot exceed 6 individuals residing in the unit, regardless of age
 - c. There should be enough bedrooms so that parents do not have to share a bedroom with a child
 - d. There should be one bedroom for each child of the opposite sex aged five or over, as per provincial Ministry of Children and Family Development standards
 - e. There should be one bedroom for each dependent age 18 or over
2. Any new additions to the dwelling's residents, above the age of 19, with the intention of remaining in the residence for longer than 6 weeks, must be screened and approved by the BoD, and must also be listed on the unit's paperwork
 - a. All new residents (staying over 6 weeks) must provide a criminal record check to the BoD before being approved to reside in the complex
 - b. All new or existing residents (staying over 6 weeks) who intend to become an associate member must also complete and pass the income verification, credit screening, and interview with the membership committee.
3. Move-outs must be completed by 12:00 noon on the last day of the month
4. Move-ins are to be effective at 12:00 noon on the first day of the month

FOR MEMBERS ONLY

5. Each member unit will have one primary member, and can pay a \$10 refundable fee to have an associate member within the unit; both of whom are permitted to vote in any matters at the Co-op's General Meetings. Each unit is limited to one associate membership, resulting in a maximum of two votes per unit, on all voteable Co-op matters. All other residents of the unit have no voting rights
 - a. Associate Membership must be applied for, and is not an automatic provision for each unit
 - b. Voting is not available for those residents who are renting their unit
6. Sixty days written notice of intention to vacate is required. Notice must be received by the management company or the on-site manager before the first of the month
7. Only one member of the same household may serve on the BoD per term. Renters cannot serve on the BoD

WAITLIST & APPLICATION PROCESS

8. The waitlist will be monitored & managed by the PIP officer, the On-Site Manager only, and the head(s) of the membership committee, as to ensure protection of personal and confidential information. Any time the waitlist is updated, a copy of the list will be shared with the membership committee, but will only show the names and waitlist positions.
 - a. The waitlist will be closed at a maximum of 10 persons, meaning that no individuals may be added or kept in a queue of any kind, above and beyond that limit

- b. The On-Site Manager will contact those on the waitlist every 6 months to inquire as to whether they wish to remain on the list. Any individuals who fail to reply to this contact, or indicate they would like to be removed, will be removed from the waitlist
9. The waitlist, applications, interviews, and approval to membership will be completed as follows:
 - a. When a unit comes available, the BoD, On-Site Manager, and Property Manager will all be made aware, and the membership committee will only be informed of an available unit, and what size the unit is
 - b. The On-Site Manager, in conjunction with the Property Manager, will be responsible for collecting the applications and completing the appropriate screening of those individuals at the top of the waitlist. Applications will include a mandatory submission of income verification, a criminal record check, and a credit check
 - c. Successfully screened applicants will be interviewed by members of the membership committee, and those involved in the interviews will discuss and vote on which applicants are to be approved for membership
 - d. If an individual is approved for membership, and refuses the unit offered to them, they may ask to remain approved for the next unit, but only once. Refusing an available unit twice will result in being removed from both the waitlist and the approved for membership list
 - e. Any falsehoods or relevant omissions on the membership application will result in rejection of the application. If the falsehood or omission is discovered after a membership has been granted, an immediate review of membership will occur
10. Those who have been approved for membership, and assigned a unit, will be required to complete the paperwork within the following timeline:
 - a. Upon approval of membership: Deposit fee of \$200 is collected
 - b. Minimum of 15 days prior to move in: All new membership paperwork is to be signed. Shares and associate member fees are to be collected
 - c. Keys are only to be distributed once proof of tenant's insurance has been provided, and only once the previous residents have completely moved out of the unit
11. A unit transfer can only be requested by the primary member of the unit:
 - a. All unit residents must vacate the unit if the transfer is approved,
 - b. Associate members and residents wanting their own unit will need to complete the waitlist procedure as laid out in #9 of this policy

POLICIES

Not applicable