

## **POLICIES AND PROCEDURES OF ST. GEORGE'S VILLAGE SENIORS HOUSING CO-OPERATIVE**

We are a community of co-operation. We aim to promote standards that will protect each individual and the entire co-operative in providing pleasant, attractive and quality homes. We ask that each member do his or her best to respect the rights and feelings of all other members in the co-operative. The following policies are intended to be fair, reasonable and in the common interest of all.

*All policies governing the actions and conduct of the members of the Association must be approved by a membership vote at a general meeting. The Board of Directors of the Association is empowered to pass temporary policies between general meetings, but such policies must be voted on by the membership at the next general meeting.*

### **POLICIES**

#### **A. ENVIRONMENT AND GENERAL**

1. All members, their families and guests **must ensure** a reasonably quiet and peaceful home environment which respects the rights of neighbors. On Sundays and holidays, the operation of tools, equipment and vehicles which create annoyances is not permitted before 8:00am or after 8:00pm.
2. Members wanting to transfer their shares **must notify** the co-op manager and the following subject clause must be inserted in all purchase and sale agreements: **"Subject to acceptance of the purchaser as a member of St. George's Village Seniors Housing Co-operative by the Board of Directors."**

#### **B. HOUSING UNITS**

1. Every member **shall ensure** that the interior of the housing unit is maintained and in good repair.
2. The member is responsible for the maintenance and repair of the **interior** of the units including all windows and doors. The member is responsible for the maintenance and repair of the shed doors. **The Member is responsible for all additions to your unit including fireplaces, solar tubes, skylights, patio decks, and patio covers.** The Co-operative is responsible for the maintenance and repair of the **exterior** of the units.
3. **No structural** changes to the interior of the units may be made by any member without the written consent of the Board of Directors. A detailed plan of intended changes must be submitted to the Board of Directors by the member, and you should allow for approval and work cannot commence until approval is received.
4. **No additions or alterations** to the exterior of the units. No additions or alterations to the carport aluminum.
5. The carport in each unit **must** be kept tidy and free of debris.
6. The Cooperative recommends you have a **motor oil block mat** or tray for the concrete driveway to prevent oil spills. Any **Oil spills** are the member's responsibility to clean.
7. **Garbage containers** must be stored inside your carport sheds. All garbage is to be placed in those containers. Empty recycling boxes may be stored on the wall side of the carport.
8. The **exterior** side of all window coverings **must** be a neutral color.
9. (A.) With **written approval** of the Board of Directors, a window style air conditioner will be **permitted** in the rear or side areas of the units under the following conditions:
  - a) The air conditioner is **energy efficient** and **quiet**, maximum (75 DCB).
  - b) Installation conforms to the **building code** of the City of Maple Ridge.

- c) **No alterations** to the siding, window frame or structural content are allowed.
- d) The air conditioner **must blend** in with the surrounding visual aesthetics of the buildings.

(B.) With **written approval** of the Board of Directors, a rear deck free standing air conditioner installed close to the building in the 'L' shape area will be **permitted** under the following conditions:

- a) Installation conforms to the building code of the City of Maple Ridge.
- b) Minor alterations to the siding and structure for access holes for cooling lines and electrical wires are allowed; this hole must be kept to a minimum and shall be sealed.
- c) All air conditioner units must be of the latest design, energy efficient and quiet, rattle free, and mounted to a solid base.
- d) All air conditioner units must not interfere with peace and tranquility of your neighbors. If the Board receives any legitimate complaints about noise, the hours of operation may be restricted.

(C.) Mobile inside air conditioner units that use a sliding window for air will be **permitted** under the following conditions:

- a) No alterations to the siding or window frame are allowed, visual aesthetics on outside must be maintained.
- b) These portable units must be quiet, and CSA approved.
- c) These portable units shall not interfere with the peace and tranquility of your neighbors. If the Board receives any legitimate complaints about noise, the hours of operation may be restricted.

- 10. No bird feeders, grain, seeds, or suet (hummingbird feeders excluded) may be used or are allowed to be kept on the property of the Co-operative.
- 11. Outdoor planting of shrubs or trees in personal garden areas are limited to 2ft wide x 3 ft high. Items already planted as of January 26, 2021 will be grandfathered in however if they exceed 2ft wide x 3ft high, they will have to be removed at the Shareholders' expense before the sale of their unit.
- 12. Furnaces, hot water tanks, and fireplaces, must be checked and serviced a minimum of every 2 years. Smoke and CO2 detectors must be maintained annually. Proof must be provided if requested.

### **C. PARKING**

- 1. Each unit is **entitled** to two parking spaces, one in the covered carport and the other adjacent to the carport. **Guest parking** is available in the extra parking spaces at the end of each cluster. All guest parking spots must remain clear of all objects.
- 2. **Recreation Vehicles** are to be parked on either side of the activity centre.
- 3. No **automotive repairs** may be carried out in the complex without permission obtained from the co-op manager. Repairs may not exceed a two-day maximum.
- 4. Street parking within the complex is **prohibited** at all times.
- 5. Members and their guests are responsible to follow the posted **speed limit** in the complex.

### **D. PETS**

- 1. Members are allowed 2 pets (dogs /or cats) per unit. They may also have contained pets: fish, birds, gerbils, hamsters or guinea pigs. The board may permit other contained pets but may reasonably withhold permission. Contained pets must remain inside their tank or cage when outside the unit.
- 2. Animals not listed in Point #1 are not allowed.

3. Animals or breeds defined as 'vicious' by municipal or regional bylaw are not allowed in the co-op.
4. All pets must be registered with the co-op.
5. The co-op reserves the right to refuse any pet it considers dangerous, and to require the member to remove any pet that causes persistent noise, damage, or other problems.
6. All dogs and cats must;
  - a. Wear identification tags when outside.
  - b. Not be tied up and/or left unattended for unreasonable periods of time when outside.
  - c. Be spayed or neutered. Owners must provide proof on move-in, and
  - d. Be vaccinated. Owners must provide proof on move-in and annually.The directors may grant exemptions to spaying, neutering or vaccinations where reasonable.
7. Members are required to maintain **care and control** of their pets at all times.
8. Pets are to be on a **leash at all times** when not contained within the member's patio area.
9. Members must immediately **clean up** any animal droppings left by their pets.
10. Pets must not be a **nuisance** to other residents in the complex.
11. Members are responsible for any damage caused by their pet.
12. The Pet Permit will be **revoked** and the pet must be **removed** if the conditions of the Permits are not followed.

#### **F. ACTIVITY CENTRE USAGE**

1. The activity centre is available only to the **members** to hold functions in the centre for their **immediate families and friends**. The activity centre is **not for commercial use**.
2. All inquiries for use of the activity centre are to be directed to the co-op manager for **approval or disapproval**.
3. St. George's Village Seniors Housing Co-operative reserves the right to **refuse** any application for use of the activity centre.
4. The Co-operative will **not be liable** for damage to third party property or any injury or any articles stolen or lost during the use of the activity center.
5. The member **is responsible** for any loss or damage to the activity centre and/or co-op property during the period of use or due to failure to secure the activity centre after use.
6. Parking on all roadways other than specified guest parking is **prohibited** at all times.
7. The **renter will**, following the use of the centre, return everything to its original location, all areas are to be **clean** and all doors, exits and windows are to be secured.
8. When alcoholic beverages are **sold** at a function, it will then be the responsibility of the renter, to obtain a **liquor permit** in their name. The renter shall provide the co-op manager with a copy of the liquor permit obtained for the event. If alcoholic beverages are **not** being sold, **a permit is not required**.
9. No alcoholic beverages are allowed **outside** the activity centre.

10. No **confetti** is to be used on co-op property.
11. Use of the recreation centre facilities shall cease at **12:00 midnight, Sunday to Thursday inclusive and 2:00 A.M. on Friday and Saturday**. The serving of alcohol and the playing of music shall cease at 1:00 AM on Saturday and Sunday. (The exception to this regulation is New Year's Eve.)
12. **Music** shall be kept at a **reasonable level** so as not to unduly disturb the residents of the Co-op not in attendance.
13. The application for usage of the activity centre may be **cancelled** without notice by St. George's Village Seniors Housing Co-operative, should specific conditions warrant.
14. The usage fee for the activity centre is **\$1.00 per person** payable within one week after the function.
15. Members shall be **exempt** from payment of usage fee for the recreation hall facilities **for co-op functions i.e.: memorial teas, social events**.

## **G. RECREATION AND MOTOR VEHICLES**

Recreational vehicles such as **motorhomes**, trucks with campers and tent trailers may be parked in a registered designated space **year-round**.

1. RV parking is available for members on either side of the activity centre, **one space** per Household only.
2. Individual parking spaces will be allocated to members by **number and reserved** for that member.
3. Parking spaces shall be allocated on a **first come, first serve** basis. If all spaces are filled, then a waiting list will be started.
4. RV's are to be parked in their **designated spaces** only. Members may park their RV's by their residence to load or unload, or charge units for a **maximum of 48 hours**. You may apply to the office for an extension if needed.
5. **Visiting guests with RV's** may park in an unreserved space (**if available**) for 48 hours. There is to be no guest RV parking in reserved spots.
6. **Minor repairs** to RV units are to be done in RV parking area only.
7. **Storage insurance** is required for any unlicensed motor vehicle or RV. A copy of this insurance must be **submitted to the office**.
8. The reserved parking space shall be kept **clean and tidy** by that person.
9. A resident has the **option** to keep their space for a period of **60 days** upon the sale of their RV and subsequent purchase of a new unit.
10. Maximum length of any RV unit in the complex is **25 feet**.
11. All units are to be in **good physical condition**.
12. Any RV, truck with camper, or tent trailer that is stored must belong to the **Shareholder of the Co-op**.
13. A member shall not sublet or make available to any other person, their assigned space. Only the registered RV vehicle shall be parked in the space assigned to the member.

14. All members utilizing a recreational vehicle parking spot in the cooperative will be charged a parking fee of \$50.00 per month that will increase annually. This fee will be charged for all spots as existing recreation vehicles will NOT be grandfathered in and will be required to begin paying the parking fee as of January 1, 2023.
15. If there is a recreational vehicle parking spot available, members may rent a single spot only to park one boat, or up to two ATVs, wave runners or similar types of personal watercraft in a designated spot, as long as the craft is secured, covered, and kept on a trailer, and the trailer is secured via the use of a club or an immobilizing device of some kind so that it cannot be easily moved or stolen. The member will have to provide evidence to the manager of the appropriate insurance and evidence of the use of an immobilizing device within one week of parking their craft in an assigned spot. Approval of the parking spot rental is at the discretion of the Board of Directors.

## **H. MAXIMUM UNIT OCCUPANCY**

1. No more than three people will be permitted to occupy a unit in the Co-operative at any one time.

## **I. ENFORCEMENT OF POLICIES**

1. The board may, in its sole discretion, levy a fine against a member if the board determines that the member has breached a policy. **All fines** will be set at a minimum of \$25.00 and will be reviewed by the Board of Directors as each infraction occurs.
2. **All expenses incurred** by the Co-operative and fines levied against a member shall be added to the monthly maintenance assessment and paid by the member as part of their installment. Failure to pay fines and expenses will result in a debt owed to the co-op by the member.

## **J. ELECTRIC VEHICLE CHARGING**

1. Must be approved by the Board of Directors.
2. Must be following the City Bylaws for Electric Vehicle charging.
3. Modifications to building structures; all modifications must be conducted by a certified and knowledgeable insured and licensed electrician. Permits are mandatory.
4. All electricity must be billed direct to each unit in use
5. All electrical must be modified within the Carport shed that belongs to your unit. No electrical cords to be connected to the building.

## **PROCEDURES**

### **A. PROCEDURE FOR COMPLAINTS**

1. All complaints must be submitted in **writing** to the manager. Verbal complaints are not acceptable. Written complaints will be kept **confidential** except in the case of a meeting being held under Rule 5.

### **B. FINANCIAL PROCEDURES**

#### **1. Internal Controls**

The cooperative employs several safeguards to ensure that financial transactions are properly authorized, appropriated, executed and recorded.

The Board of Directors have authority to approve fiscal expenses in accordance with the approved budget.

#### **2. Financial Planning & Reporting**

The cooperative's annual budget is prepared and approved annually for all departments. The budget is prepared by the Office Manager in conjunction with the Board of Directors and the Committees. The budget is to be approved by the Board of

Directors and the Membership prior to the start of each fiscal year. The budget is revised during the year only if approved by the Board of Directors. The Office Manager will present a draft budget to the Board of Directors at least 30 days prior to its submission to the Membership. The budget shall contain revenues and expenses forecasted for the fiscal year.

### **3. Purchases & Procurement**

Any expenditures in excess of \$5,000.00 for the purchase of a single item or service should have bids from three (3) suppliers if possible. These bids will be reviewed by the Committees and Directors and the bid award must be specifically approved in advance by the Board of Directors.

All invoices must be approved by the chair of the committee for which the expense was incurred. Approved invoices will be paid within 30 days of receipt. Invoices and bills will be opened and reviewed by the Office Manager. The Board of Directors will be notified immediately of any unexpected or unauthorized expenses. Invoices are then routed to the appropriate committee for authorization prior to payment being issued. Committee expenses within the approved fiscal budget, greater than \$500 must be approved by the Board of Directors before purchase. Cooperative expenses within the approved fiscal budget, greater than \$15,000.00 must be approved by the Membership before the work or service is purchased. Copies of all invoices paid will be filed in the Office.

### **4. Petty Cash**

The Office Manager will each keep petty cash not to exceed \$200. Petty cash will be used primarily to purchase office supplies and reimburse members up to \$20 per transaction. Petty cash will be kept locked in a cabinet. Keys to the cash box and cabinet should be kept with the Office Manager.

Receipts for all purchases are kept in the locked cabinet. When cash is low the Office Manager will submit a cheque request from two authorized signatories with all receipts attached. A cheque will be cut to the Office Manager in the amount to bring petty cash back to \$200. It is the Office Manager's responsibility to cash the cheque and keep track of funds in the cabinet.