

St. George's Village Seniors Housing Cooperative

52 – 23580 Dewdney Trunk Rd. Maple Ridge BC V2X 0S8

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Membership Application Form

Thank you for your interest in St. George's Village Seniors Cooperative. Living in a co-op means participating and sharing your skills with one another for the betterment of the community. Members of St. George's Village are encouraged to attend all General and Annual meetings and to volunteer for various jobs regularly. While our governing documents refer to this participation as an obligation, we prefer to see it as an opportunity to be part of what we believe is a wonderful community in which we are privileged to live. We review our Rules and Policies on an ongoing basis to ensure we remain current.

Anyone wishing to live in our Co-op must first apply to become a member. Please complete **ALL** sections of the attached application and submit copies of all required information to our office.

Your application will be carefully reviewed to determine whether you are eligible for membership in our Co-op. All applicants will be subject to reference checks. You will be contacted to meet with members of the Community Building and Support Committee for an interview, then your application will need to be approved by the Board of Directors. **Applicants accepted for membership must pay a non-refundable transfer fee of \$3500.00 to St. George's Village upon completion of the sale/ transfer of shares.**

APPLICANT

Name of Applicant(s): _____ D.O.B. _____

Email Address: _____ Home phone: _____ Cell phone: _____

Current Address: _____

EMERGENCY CONTACT

Name: _____ Phone: _____

Email Address: _____ Relationship: _____

The age qualification for membership is 55 years. However, a dependent may live here with the member(s) provided they are 19 years or older.

Please list the name of your dependent if residing in the unit with you.

Name of Dependent: _____ D.O.B. _____

Relationship to the Applicant: _____

GOVERNANCE

St. George's Village is governed by the Cooperative Association Act of British Columbia. If there is a conflict or inconsistency between the Act and our set of approved Rules, the Act governs.

Please ensure our Rules and Policies have been read and address any questions at your interview or with the Manager of St. George's Village.

Have you read the Rules and Policies? _____ **Yes/No**

All policies governing the actions and conduct of the members of the Association must be approved by a membership vote at a General Meeting. St. George's Village Seniors Housing Cooperative has a clear title to the land. Share Certificates are issued to members after the execution of the Instrument of Transfer, the payment of the transfer fee to the Cooperative, and payment to the seller has been completed. The Share Certificate is the legal document showing ownership of shares in the Cooperative and should be kept in a safe place.

Applicants must be capable of, and are required to keep the interior of their unit maintained. **Are you capable of maintaining your unit?** _____ **Yes/No**

Applicants must be capable and able to manage their care. **Are you capable of managing your care?** _____ **Yes/No**

In case of emergency, you must be able to independently evacuate your unit. **Are you capable of independently evacuating your unit?** _____ **Yes/No**

Members must take care of the required safety of their units. We conduct annual dryer duct cleaning, and this expense is covered by the Cooperative. Members are required to have their furnace, air conditioner, heat pump, hot water tank, fireplace and smoke alarms inspected a minimum of every 2 years, and this expense is covered by the member. A copy of the paid invoice is to be presented to the office and will be kept in the file for your unit.

Fireplace thermostat and water shut-off tap must be turned off if you are going away for more than **24 hours**.

Do you understand the measures that must be taken to ensure each member's safety? _____ **Yes/No**

OPPORTUNITIES TO PARTICIPATE IN THE COMMUNITY

Please read and carefully consider the participation opportunities available in the Village.

- 1. Gardening Committee** – Requires light duties such as annual plant and shrub planting, mulch application, watering, etc., and seasonal garden clean-up in the common areas. We ensure that trees, shrubs, and vegetation in the greenbelt or common areas are/are not removed as deemed necessary.
- 2. Maintenance Committee** – The committee oversees the exterior maintenance and care of the complex. They do minor jobs such as the sidewalk, curb, and fence cleaning, some garbage removal and recycling, outdoor light and fixture maintenance, etc., and larger jobs are contracted out. The committee is responsible for obtaining tenders and ensuring that contracted work is completed to the satisfaction of the Co-op. They conduct inspections of the Co-op with the Gardening Committee in the spring and fall to ensure that all units and yards are being maintained per our Rules and Policies.
- 3. Tech and Newsletter Committee** - Supports and maintains technology and digital communications within the community. Monthly newsletter for the Co-op covering highlights of events, education on Co-op living, Board information, etc.

4. **Social Committee** – Provides social activities and entertainment for the residents and guests. The committee requires volunteers in many areas such as helping with set-up and take-down for events, tidying up after dinners, making coffee on Wednesday mornings, etc.
5. **Board of Directors** – Seven Board members may be elected to run the Co-op on behalf of the membership. Annual elections are held in February with the agreement to serve for a 2-year term with a maximum term of 6 years. You may be nominated as a director after one year of membership in the Co-op.
6. **Safety and Security Committee** – Oversees the Block Watch Program (this is a crime prevention program in which community members can work in partnership with the Crime Prevention Unit of the Maple Ridge RCMP to help reduce crime in the Co-op, thereby providing a stronger sense of safety for everyone. It builds on the idea of being good neighbours who look out for each other and their properties. Participation is encouraged, but is voluntary.), develops and maintains our Emergency Preparedness program, and works with the Tech Committee on cyber security issues.
7. **Finance Committee** – Works in conjunction with the Office Manager and the Board Treasurer to oversee the financial wellbeing of the Co-op.
8. **Community-Building and Support Committee** - Interviews potential candidates for membership in the Co-op and makes recommendations to the Board; fosters connections that enable all members to participate within the community, including welcoming new members to the cooperative way of life; supports the Board and committees in recruitment efforts as needed.

Please indicate which opportunities might be of interest to you or where you may have strengths:

Do you have other skills or interests that you believe could be helpful to the Co-op - what are your hobbies, what did/do you do in your career?

**Once you've moved in and had a chance to get settled, the Community Building and Support Committee will reach out to meet with you. At this time, we'll introduce the Committee Chairperson for the various committee's you expressed an interest in and get you started as an active participant in the community. When we all work together, we enhance our community and build strong relationships.*

GARDENING

Our landscape contractor maintains the lawns, hedges, and common gardens. Personal areas include the areas enclosed by privacy fences in the back and the front and/or side area against your unit. Members use their own garden area as they desire, with some limitations as outlined in the Rules and Policies. Gardens and planters must be maintained to the satisfaction of the Maintenance and Gardening Committees. If you do not wish to have a garden, the area may be filled with landscape rock at your expense. Wooden landscape ties or borders are not permitted.

SOCIAL

Our newsletter is available (via either email or a paper copy that will be delivered to your front door mailbox) each month with the social activities and other Co-op information for that month. We are currently holding Wednesday morning coffee, Thursday afternoon happy hour (bring your drink of choice), game nights, catered dinners, potluck dinners and BBQs. We have fundraisers and bottle drives. It takes a lot of volunteers to keep up with the social activities. **This committee is not funded by maintenance fees. Costs are covered through fundraising efforts alone.*

Do you have any ideas for social events or activities you would like to see at the Co-op? (ie: paint nights, cooking lessons, etc. We're always open to suggestions..just let us know!)

PROCEDURES FOR RENOVATIONS

Except with the prior written consent of the Board of Directors, the member shall not make or permit any structural alterations, changes, or additions in or to the unit. When consent is given for alterations, the member must comply with applicable municipal by-laws and regulations (including permits), and provincial and federal building codes and requirements. Permits **must be pulled** before commencing work including but not limited to; electrical, plumbing, structural changes, furnace, fireplace, and hot water tank. All work must be completed by a licensed tradesman who has business and Work Safe BC insurance.

Patio cover additions are the responsibility of the resident and may be installed on the approval of the Board of Directors.

Do you have any plans to renovate the unit? If so, please explain:

GENERAL

Do you understand what cooperative living entails? Have you ever lived in a co-op? If yes, please provide the name and location of the previous co-op. What experience have you had with a cooperative?

Have you ever served on a Board of Directors? If so, please elaborate.

How did you hear about our Co-op and tell us why you'd like to live here?

Do you anticipate your family unit to change in the upcoming year? If yes, please explain.

VEHICLES

Please list the number of vehicles you have. Two parking spaces are provided for residents only and all vehicles must be insured. Make/Model/Colour/License Plate:

RV PARKING

Available for residents on either side of the Activity Hall, one space per household only. Spaces are allocated on a first-come first-served basis. There is a \$50 per month charge for parking. Only the North RV spots may have access to electricity. If all spaces are filled, then a waiting list will be started.

Please provide details of your Recreational Vehicle (if applicable):

If parking is available, a copy of your registration and insurance must be submitted to the office.

PETS

Do you have pets: _____ **(yes/no) If so, how many and what kind?**

We adhere to the Maple Ridge by-laws regarding animals. Members are allowed pets providing they apply for the pet permit and receive approval by the Board of Directors. Animals must be on a leash or contained when outside your unit. Pet waste must be picked up immediately following the occurrence.

MAINTENANCE FEES

Monthly maintenance fees are payable by pre-authorized debit. Fees include operations expenses, water, garbage, recycling and organics pickup, and contingency reserve. A General meeting is held in October to vote on the proposed budget and any policy changes. The Annual General Meeting (AGM) is held in February to elect Directors and accept audited or reviewed financial statements. At least one member per household is encouraged to attend.

INSURANCE

The Co-op has insurance on the buildings. Members must have insurance for personal contents, doors, windows, skylights, solar tubes, and awnings. This is described as 'Condo Insurance'. Also, your insurance must cover Cooperative deductibles as stated below.

Cooperative Insurance deductibles as follows:

Building, Equipment and Stock (Broad form) Building	\$10,000
Sewer Back-up Endorsement	\$25,000
***Earthquake Endorsement	15% / Min \$36,000.00
Flood Endorsement	\$25,000
Water Escape Deductible Endorsement	\$25,000
Commercial General Liability – Occurrence Basis	\$1,000
Tenant's Legal Liability	\$1,000
Building Replacement Limit of Insurance	\$12,198,000

PURCHASE OFFER DETAILS:

Name of Seller (s): _____

Unit # to Purchase: _____ **Completion Date:** _____ **Possession Date:** _____

Name of your Sales Agent and Real Estate Company:

Please list two references. References must not be related to you and not be your realtor. Ideally, these are people who can vouch for your character in a non-biased way. Consider your landlord, or previous employer, for instance, not your best friend.

Name: _____ **Relationship to you:** _____

Phone: _____

Name: _____ **Relationship to you:** _____

Phone: _____

You will be contacted to attend a membership interview at St. George's Village in the Activity Hall at a time that works for all members of the committee. Please keep in mind that these are volunteers and they do their best to accommodate you as soon as possible.

To indicate your desire and willingness to be part of our Cooperative community, we ask you to sign the following statement:

I RECOGNIZE that living in St. George's Village Seniors Cooperative is vastly different than living in a strata complex or private home. Being a Co-op, there is the expectation that members will want to know and be known by their neighbours. Members share in the maintenance and renewal of the property to protect and enhance their equity as well as the equity of all members. The most obvious way of achieving this is by paying the required monthly maintenance fee, which is determined annually by the co-op members through the leadership of the elected Board of Directors. In addition to the monthly fee, members are encouraged, as they are able, to find ways to further contribute by being involved in the life of the community through volunteering and participation in the social life of the community. Some opportunities for participation are listed in this application. It is recognized that there is no single description defining what community involvement looks like. Each person's involvement will be determined by their own circumstances and may change over time.

I acknowledge the following:

- The philosophy of St. George's Village is that *"Members look out for one another, but we do not look after one another."* St. George's Village is not an Assisted Living/Care Facility. Members must be capable of managing their care.
- Members commit themselves to be good neighbours and to be active WITHIN THE COMMUNITY AS DESCRIBED IN THIS DOCUMENT.

By signing this document, you are stating you understand and accept this philosophy and will be guided by it while living in St. George's Village Seniors Housing Cooperative.

I hereby apply for membership in St. George's Village Seniors Housing Cooperative:

Applicant Signature

Date

Witness (Printed Name)

Witness (Signature)

Witness Address

Witness Phone

Revised June 2026