

Membership Application Form

Thank you for your interest in St. George's Village Seniors Housing Co-operative. Living in a Co-op means participation and sharing your skills with one another. The members of St. George's Village are required to attend General Meetings and Annual General Meetings and to volunteer for various jobs regularly. 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 in order to meet with members of the Interviewing Committee for an interview. **Applicants accepted for membership must pay a non-refundable \$2,500.00 transfer fee to St. George's Village upon completion of sale.**

APPLICANT

Name of Applicant: _____ Date of birth: _____

Email Address: _____ Home Phone: _____ Cell Phone: _____

Current Address: _____

EMERGENCY CONTACT

Name: _____ Phone: _____

Email Address: _____

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

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

Name of Dependent: _____ Date of birth: _____

Relationship to 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.

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 Co-operative has clear title to land. Share Certificates are issued to members after the execution of the Instrument of Transfer, the payment of the transfer fee to the Co-operative, and payment to the seller has been completed. The Share Certificate is the legal document showing ownership of shares in the Co-operative and should be kept in a safe place.

Applicants must be capable and are expected to keep the interior of their unit maintained.

Are you independently able to take care of the tasks needed to maintain a home? _____ yes / no

If no, please explain _____

In case of emergency, are you independently able to evacuate your home? _____ yes / no

If no, please explain _____

It is very important that members take care of the safety of their units. We conduct bi-annual dryer duct cleaning. The expense is covered by the Co-operative. Members are expected to have their furnace, fireplace, hot water tank, and smoke alarms inspected annually and the expense of this is covered by the Member. 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 members safety? _____ yes / no

VOLUNTEER INFORMATION

The Co-op requires volunteer participation in order to keep our operating costs down. All of our residents are expected to volunteer as a member or a helper of a committee. Committees meet once per month with the exception of July and August. We require the following information as part of your application for membership. **Please let us know which committee interests you so a committee member can be in touch with you;**

- **Gardening** – Requires light gardening, watering and seasonal garden clean-up. To ensure trees, shrubs and vegetation in the greenbelt or common areas are not removed unless necessary.
- **Maintenance** – The committee oversees the exterior maintenance and care of the complex. They do minor jobs and larger jobs are contracted out. The committee is responsible for obtaining tenders and ensuring that contracted work is completed to Co-op satisfaction. They conduct inspections of the co-op in the spring and fall to ensure that all units and yards are neat and tidy.
- **Newsletter** – Monthly newsletter for the co-operative covering highlights of events, education on co-op living, board information etc.
- **Social** – Provides social activities and entertainment for the residents and guests. The committee requires volunteers in many areas such as helping with setup, tidying up after dinners, making coffee on Wednesday mornings, etc.
- **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 2 year terms. You may be nominated as a director after one year of Membership.

Please indicate which committee you would be interested in joining: _____

If you are not available to join a committee, please indicate what you are willing to do:

Do you have other skills or Interests that you could contribute to the Co-op?

Which of the Co-operative items listed below are you able to help with?

- Minor repairs to the buildings
- Sidewalk, curb, and fence cleaning
- Garbage removal and Recycling
- Tree and shrub removal
- Outdoor lights and fixture maintenance
- Clear snow and ice
- Taking care of Coffee and Tea mornings
- Cleaning up the activity hall and set up for social events
- Activity hall table set up and take down
- Gardening work days eg: bark mulch and shrub planting
- Participating on gardening, maintenance, or social committees
- Serving on the Board of Directors

PROCEDURES FOR RENOVATIONS

Except with the prior written consent of the 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 that has Business and Worksafe BC Insurance.

Patio covers are the responsibility of the resident and may be installed on the approval of the board. This includes cleaning out the gutters surrounding the patio cover.

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

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. Gardens and planters must be maintained to the satisfaction of the Gardening Committee. If you do not wish to have a garden, the area may be filled in with landscape rock at your expense. Wooden landscape ties or borders are not permitted.

SOCIAL

A calendar is sent out each month with the social activities for that month. We are currently holding Wednesday morning coffee, game nights, three or four catered dinners per year, potluck dinners, and bbq's. We have fundraisers and bottle drives. It takes a lot of volunteering to keep up social activities.

Do you have any ideas for social activities you would like to see at the Co-op?

GENERAL

**Have you ever lived in a co-op? If yes, please provide the name and location of previous co-op.
What experience have you had with a co-operative?**

Have you ever served on a board of directors? If so, elaborate.

How did you hear about our co-op?

Please tell us why you would like to live at St. George's Village Seniors Housing Co-operative.

Do you anticipate your family unit to change in the upcoming year? If yes, 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 # of Vehicle(s)

PETS

We adhere to the Maple Ridge Bylaws regarding animals. Members are allowed pets providing they apply for a pet permit and receive approval by the Board of Directors.

Do you have any pets _____ (yes or no) If so, how many and what kind? _____

Animals must be on a leash or contained when outside the unit. Pet waste must be picked up immediately following the occurrence.

RV PARKING is available for residents on either side of the activity hall, one space per household only. Parking spaces are allocated on a first come, first serve basis. There is a \$25 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 Recreation Vehicle (if applicable) _____

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

MAINTENANCE FEES

Monthly Maintenance Fees are payable to St. Georges Village by post-dated cheque. (Fees includes cable, operating expenses, water, garbage and organics pick up, and contingency reserve). A General meeting is held in October to vote on the proposed budget and any policy changes. The AGM is held in February to elect directors and accept audited or reviewed financial statements and all members are expected to attend.

INSURANCE

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

Co-operative Commercial Insurance Deductibles:

Building, Equipment and Stock (Broad form) Building	\$1,000.00	
Sewer Back-Up Endorsement	\$5,000.00	
***Earthquake Endorsement	10% / \$25,000.00	***
Flood Endorsement	\$10,000.00	
Water Escape Deductible Endorsement	\$10,000.00	
Commercial General Liability – Occurrence Basis	\$1,000.00	
Tenants' Legal Liability	\$1,000.00	

Purchase Offer Details

Name of Seller (s): _____ Unit# to Purchase: _____

Completion Date: _____

Possession Date: _____

Name of your Sales Agent and Real Estate Company: _____

List two personal character references

Name: _____ Phone: _____

Name: _____ Phone: _____

A letter of reference from a person who can verify character is required with this application.

You are required to attend a membership interview at St. George's Village.

I hereby apply for membership in St. George's Village Seniors Housing Co-operative:

Applicants Signature

Witness Printed Name

Witness Signature

Witness Address

Witness Phone

Date