

## **POLICIES 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 8:00a.m 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 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 ***motor oil block mat*** provided by the Co-operative for the concrete driveway must be kept in place to prevent oil spills. ***Oil spills*** are the member’s responsibility to clean.

7. A maximum of **two garbage containers and a blue box** may be stored on the wall side of the carport. All garbage is to be placed in the containers.
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 neighbours. 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 is 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 neighbours. If the Board receives any legitimate complaints about noise, the hours of operation may be restricted.

### **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 by way of a **permit**, 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 reasonable 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 when observing their **50<sup>th</sup> wedding anniversary** or upon reaching their **80<sup>th</sup> birthday**.
- \*Note: There is no charge for co-op functions i.e.: memorial teas, social events.**

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

*Recreation vehicles such as RV's, trucks with campers, and tent trailers, may be parked in a registered designated space.*

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 recreation vehicles parking in the cooperative will be applied with a \$25.00 per month parking fee. This fee will be charged for all spots. This fee does not include the electrical plug in fee. All existing recreation vehicles will be grandfathered and will not be charged as of October 29, 2019.

#### **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. 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.