

MEMBER SELECTION – Internal Moves and Unit Allocation Policy

Purpose of the policy:

To ensure that our housing capacity is used effectively and fairly to accommodate individuals in a diverse community of Members with different needs.

1. Members who wish to apply for an internal move must notify the membership committee in writing. The membership committee will place their names on an internal waiting list.
2. Members must have resided in the co-op for at least six months before applying for an internal move.
3. The membership committee will select, and the co-op will offer, vacant units in the following order of priority to:
 - a) members who need to change suites due to health or mobility issues.
 - b) members on the internal waiting list if there are any.
 - c) pre-approved members from the external waiting list.
4. Internal moves will be offered using the following criteria:
 - a) household income and size meet the co-op requirements and availability of subsidy.
 - b) special needs units are only offered to households who meet the criteria for those units.
 - c) the member is in good financial standing with the co-op for the last 12 months.
 - d) over-and under-housed households.
 - e) date of request and time on the waiting list.
5. Internal moves are limited to one per year per member.
6. When a member moves out, a maximum of two internal suite switches will be permitted.
7. No more than 2 internal suite switches will be permitted in a given month.
8. Internal moves and unit allocations are approved at the discretion of the board.

Approved Amendment to Policy

AGM - October 7th, 2021
BGM - March 2017

Move in - Move Out (MIMO) Policy

Purpose of the policy:

1. Provide the Maintenance Committee or MIMO sub-committee a means of regulating the MIMO process
2. To make sure units are in good condition and marketable on move-out.
3. To assess and schedule necessary maintenance including cleaning, repairs, changes, alterations and restorations.
4. To identify who is responsible for maintenance and maintenance charges.
5. To avoid unnecessary suite vacancy and maintenance costs to the co-op.

Policy:

1. The co-op will conduct a minimum of 3 move-out inspections
 - a) 1st inspection will take place after a member gives notice. This inspection generates a written list of expectations for cleaning, repairs, alterations, and restorations for which the member is responsible, and identifies maintenance issues that the co-op will be responsible for.
 - b) 2nd inspection will be done on move day, while the member is still the legal occupant; i.e., before the end of their tenancy. This inspection is to check the condition of the unit and assess whether satisfactory work has been done by the member and co-op as identified in the inspection report and outlined in the written list. Priorities are cleanliness, and adherence to paint and other policies.
 - c) 3rd inspection will take place after the new occupant moves in to catch any damage that may have occurred during the moving process and document any disputes (as outlined in MIMO policy procedures).
 - d) the inspection team will be made up of two or three members. Non cooperative, argumentative, abusive behaviour towards the inspection team will not be tolerated.
 - e) inspections shall be scheduled by phone or email.
 - f) if a member fails to respond to two attempts to schedule a unit inspection, 24-hour written notice of access will be given.
 - g) the co-op will inspect the unit at the date and time specified in the notice.
 - h) while not preferable, members may request that a move-out inspection be done in their absence.

2. A member may appeal disagreements to the Board. The incoming member signs the inspection form once they've checked the suite, to indicate that they concur with the assessed condition of the unit at the time of move-in. If they find the suite unacceptable, they may appeal disagreements to the Board.
3. Move-out cleaning is the responsibility of the outgoing member.
 - a) within seven days of the first unit inspection, the co-op will give the member a written list of cleaning, repairs, alterations, and restorations for which the member is responsible. The co-op will set timelines for work completion, which will be at least seven days before move-out date
 - b) the member is responsible for 100 % of professional steam cleaning carpet costs.
 - c) if by the final inspection, the suite was not cleaned to co-op standards, the co-op will hire a professional cleaning company to do the work. The cost shall be charged to the departing member.
4. Repairs are to be done by member and/or co-op to ensure standard of suite.
 - a) repairs that were requested of the member and have not been carried out by the final inspection, shall be performed by the co-op and charged to the departing member.
 - b) within two days of the first unit inspection, the Maintenance Coordinator will be provided with a written list of work the co-op must do. Timelines for work completion will be set.
 - c) the co-op is responsible for, and will not charge a member for, the following: reasonable wear and tear as defined in maintenance procedures criteria.
 - d) repairs to unit damage caused by negligence, willful damage, and/or demonstrable abuse, will be carried out by the co-op and charged to the departing member.
5. Suite vacancies can be scheduled to facilitate suite repairs.
 - a) when major repair work is required in the suite, the co-op may choose to accept a vacancy loss in order to allow time to do the work.
 - b) early turnover may be negotiated when it's in the best interest of the co-op to repair or replace items which are at the end of normal useful life

Approved Amendment to Policy

AGM October 7th, 2021
BGM March 2017