

HI-WOOD MEADOWS INFORMATION SUMMARY

(complete details are contained in the Co-op's Bylaws, Policies, Housing Agreement etc.)

- A Housing Co-op is managed by the Board of Directors, whom are elected by the members who live here.
- Each household has one voting share.
- Hi-Wood Meadows Co-op does not fall under the Landlord and Tenant Act but under the Cooperatives Act and has its own By-laws and Policies.
- Members agree to be active participants in the operations, management and decision-making process by attending General Membership Meetings. Each year there are three general meetings and one annual meeting with the auditor.
- Members agree to make decisions in the best interests of the Co-op, not just in their personal interest.
- The Board of Directors are elected by the Members and are volunteers.
- Some other volunteer positions may include being on the Gardening Committee or the Social Committee. Everyone can help shovel snow in common areas and be a “snow angel” to members who require a helping hand. Volunteers make the Co-op run smoothly.
- Use of illegal drugs within the Hi-Wood Meadows is not allowed. Our Housing Agreement states, “The member will not commit or allow any illegal acts to be committed within the housing unit or in the common areas belonging to Hi-Wood Meadows.” Members are responsible that family, guests and visitors also comply.
- There are 62 units at Hi-Wood Meadows: 41 Townhouses and 21 Apartments.
- All units include parking, heat and water in the monthly housing charge. Members are responsible for their own electricity, telephone, TV/cable and internet.
- All units are equipped with fridge, stove, dishwasher and laundry hook-ups. There is also a common laundry room available for Members to use at a minimal charge.
- Housing charges are the member's fair share of the money required by the Co-op to conduct its business. The amount of the housing charge is determined during the budget process and any changes to the existing monthly housing must be approved by the membership at Member Meeting.

- The housing charges at this time are as follows *(but subject to change if approved by the membership)*:

- 3-bedroom Townhouse (1240 sq ft)	\$1,265. ⁰⁰
- 2-bedroom Townhouse/Bungalow (1061 sq ft)	\$1,200. ⁰⁰
- 2-bedroom Apartment (875 sq ft)	\$940. ⁰⁰
- 1-bedroom Apartment (684 sq ft)	\$875. ⁰⁰
- 1-bedroom oversized Apartment (875 sq ft)	\$940. ⁰⁰

- Members are required to pay a Share Purchase. Please confirm Share Purchase amount with the office. Payment is due when applicants are approved for membership; half of the non-refundable share purchase amount must be provided to the Office by guaranteed funds within 48 hours. The remaining of the share purchase amount must be paid in full prior to the member receiving keys to the housing unit or taking occupancy.
- As per our Operating Agreement, a new household applicants annual income cannot be higher than the set income ceiling from CMHC. The yearly maximum gross family income at this time is \$141,060.⁰⁰.
- Members are responsible to sign a Housing Agreement, other necessary documentation required by the office and provide proof of insurance and electricity set up prior to move-in.
- Housing charges are due in full by the 3rd of each month and are to be paid by Pre-Authorized Debit. Any member in arrears is subject to remedies and penalties.
- Members are responsible for arranging content and liability insurance and provide a copy to the Office prior to or upon move in, as well as on an annual basis. Townhouse members also require sewer back up coverage.
- Members are required to provide valid and current vehicle information and insurance to the Office on an annual basis.
- Members are responsible annually to provide the Office, a copy of their income verification in the form of their current yearly income tax.
- Members receive a Member Handbook upon move-in which contains information such as the Co-operatives Act, the By-laws, Policies and various other information. It is a member's responsibility to keep their Member Handbook up to date.
- Members are responsible for reporting all work orders for maintenance to the Office in a timely manner.

- Members are responsible to submit a request and obtain written approval from the Board for home improvements prior to proceeding with work; per the policy.
- In order to ensure that the Co-op property is maintained in good condition, the Co-op will regularly inspect the interior and exterior of units. Failure to maintain Co-op property is a serious breach of the By-laws, Housing Agreement and Policies.
- Members are responsible to provide the Office two clear calendar months notice, in writing, before the first day of the month if they wish to move out. Once notice is given, the unit can be shown to a prospective member.
- Members who move out of the Co-op prior to having lived at the Co-op for less than one year, will be charged an early move-out penalty in an amount as determined by the Board, as outlined in the policy.

Townhouses/Bungalows

- All units have a small yard (front and back), a deck, and usually 2 flower beds.
- Members are responsible to keep the grass watered and flower beds free of weeds in the summer. In winter, the member is responsible for removal of snow and ice from steps, sidewalk area and both parking stalls.
- Members are responsible to keep their yards/decks/steps 'clutter free'.

Pets

- **Approval from the Co-op must be received prior** to acquiring a pet. Per the Pet Policy, there are restrictions and guidelines.
- Only two approved pets permitted per townhouse unit. Only one approved pet permitted per apartment unit.
- Allowable pets are dogs - that **when full-grown**, are no more than 18 inches from the base of the neck to the floor. Pit Bulls or Pit Bull Terriers are not permitted. Also allowed are cats, birds (maximum size of 8 inches tall), fish (maximum of two 20-gallon tanks provided insurance covers water damage for fish tanks, hamsters or guinea pigs. No exotic animals are allowed.
- All allowable pets must be approved and registered with the Office prior to move-in for new members and prior attainment or purchase of a pet for existing members.
- For dogs and cats, there is a non-refundable pet fee per pet that is required prior to move in or prior to acquiring a pet, if approved.

- Pet owners are responsible for and required to clean up after their pets at all times, ensure that the noise level of their pet is kept at a minimum, and are responsible for the overall welfare of their pets at all times.
- No animal is allowed to roam free on Co-op property. Dogs must be on a leash at all times when outside the unit. Cats must remain inside the unit.
- Town licenses are required for all dogs. This is requested by the office annually.
- Dogs and cats must provide vet information and all shots must be up to date and pets must be spayed/neutered, when age appropriate. This is requested by the office annually.
- Pet ownership is a privilege, not a right and approval can be revoked if the member is in breach of the Pet Policy guidelines and owner responsibilities.

When an Application is Received

- When an application is submitted to the Office, with all required information, there is a non-refundable application processing fee due upon submitting application. The Office will review the application, perform a credit check and forward to the Board of Directors for review. If the Board requests, an interview will be scheduled between the applicant and the Board of Directors. Once the Board determines the application status (approved or declined), the Office will contact the applicant to advise of the decision of the Board. If the applicant is approved and no units are available, they will be put on a wait list for future vacancy. The Office will contact an approved applicant when a unit becomes available. The Board can refuse membership if it is determined that this is in the best interest of the Co-op. As stated in the By-laws, the Board will not provide an applicant the reason for refusal of membership.

After an Application is Approved and a Unit is Available

- The new member will arrange with the Office to sign the Acceptance of Unit Form and pay half of the non-refundable Share Purchase by guaranteed funds within 48 hours of acceptance of offered unit. These funds are non-refundable if the member decides to not take the unit after the Acceptance Form is signed and funds are received.
- The new member will arrange with the Office for a move-in date.

- The new member will arrange with the Office to sign the Housing Agreement and other necessary documentation.
- The new member will provide the Office with payment of the remaining Share Purchase amount, and the first month's housing charges by guaranteed funds prior to receiving occupancy and keys to the unit.
- The new member will arrange for hook-up of all utilities and services that are not included in the housing charge (ie. electricity, television, internet). Confirmation of electrical services in members name for the assigned unit set up for date of occupancy is required to be provided to the Office.
- The new member will provide the Office with a copy of their content, liability and current vehicle insurance. (Townhouse members insurance must include sewer back-up.)
- If the new member has a dog or cat and the pet has been approved, arrangement will be made to pay to the Office the non-refundable pet fee, provide a picture of their pet, a copy of vet information showing all vaccinations are up to date and pet is spayed or neutered. For dog owners, a receipt from the Town for licensing is also required.
- Once the Office has received the requirements as noted above, the new member will receive keys to the housing unit.
- A move-in inspection will be arranged with the Office.