

Building and exterior maintenance

Purpose of the policy

- To identify the responsibilities of members and the co-op in keeping building exteriors and property in good repair and marketable, and
- To prolong the life of co-op buildings and property through planning and routine and preventative maintenance.

Policy

Member responsibilities

1. Members are responsible for minor repairs and maintenance to building exteriors as defined in the maintenance procedures.
2. Members must immediately report, in writing, any building or property damage or needed repairs that may pose a health, safety, or financial risk to the co-op.
3. Members are responsible for routine exterior maintenance of their unit including but not limited to: first level window washing, fence painting, cleaning window wells, sweeping sidewalks, snow shovelling the road way and entrance of co-op, keeping building foundations free of plant growth and soil.
4. Patios, balconies, decks, garage and parking areas must be kept clean and tidy.
5. Patios, balconies, decks and parking areas may not be used for storage, except for neatly stacked firewood.
6. Changes to unit exteriors such as signs, fixtures, painting, decorations, satellite dishes may not be made without board permission or as defined by policy.
7. Garbage and recycling must be stored and disposed of as defined in the maintenance procedures.
8. Members must obey municipal regulations regarding fire codes, emergency access, etc.

Co-op responsibilities

9. Co-op buildings and property must be kept in a sufficient state of upkeep and repair to make sure that there is:
 - no health or safety risk to people or undue financial risk to the co-op
 - a reasonable life expectancy for buildings and co-op property, and
 - an enhanced and continued marketability of the co-op.
10. Co-op tools and equipment will be kept in working order and useable condition.
11. The co-op will clean, paint, maintain, repair or replace co-op property and building exterior items according to the co-op maintenance and replacement reserve plan schedules or to ensure the health, safety and marketability of the co-op.
12. The co-op will establish and follow a regular schedule of inspection and preventative maintenance routines for major building components, machinery and fire protection equipment.
13. The co-op will use licensed professional trades people for necessary plumbing, electrical and other work as required by building codes.
14. The co-op will use professional trades people for: gutter cleaning, parking area repair, resealing, hand washing exterior, inaccessible window washing, painting and staining, duct cleaning, chimney cleaning, fence repair, electrical repair, plumbing repair, as specified in building envelope repair or other maintenance warranties.
15. The co-op will provide each unit with a list that describes building exterior items, necessary maintenance and whether the member or co-op is responsible for maintenance and associated costs.
16. The co-op will conduct co-op property and building exterior inspections, at least annually, to identify and schedule necessary maintenance.

Policy approved by general meeting:

Replaces policy dated:

Procedures needed to carry out this policy

1. Itemized list of building exterior items, necessary maintenance and whether the member or co-op is responsible for maintenance and associated costs, e.g. changing exterior light bulbs, washers in taps, hose maintenance, etc.
2. Storage, use and disposal of hazardous materials.
3. Storage and disposal of garbage and recycling.
4. Inspection and maintenance schedules for major building components, machinery and fire protection equipment, in compliance with warranties or service contracts.
5. Inspection and maintenance schedules for co-op property and building exteriors.
6. Current Workers' Compensation Board (WCB) coverage for contractors.

Options

Option: Point #3:

Insert tasks for which members are responsible.

Option: Point #6

Choose and insert those changes that are acceptable to your co-op.

Note: Signs are not permitted without board permission (refer to Section 15, Occupancy Agreement).

Options: Point #14

Your co-op may choose to have professional trades people perform other work, even if it is not required by code. Delete or add to any of the work.

If your co-op wants to permit volunteers or handy persons to do power washing, gutter cleaning, etc., delete those tasks from the list.

You may wish to make additional points for assigned tasks of volunteers and handy persons.

List the tasks that the co-op wants completed.