

Unit Maintenance

Purpose of the policy

To identify the responsibilities of members and the co-op in keeping units in good repair and marketable.

Policy

Member responsibilities

1. Units must be kept in a sufficient state of repair and cleanliness to make sure that there is:
 - no health or safety risk to members or undue financial risk to co-op, and
 - a reasonable life expectancy for capital items.
2. Members are responsible for minor repairs and maintenance as defined in the maintenance procedures.
3. Members must immediately report, in writing, damage or needed repairs in their unit which may pose a health, safety or financial risk to the co-op. Failure to do so will result in the member being responsible for the cost of repairs.
4. Members are responsible for carpet cleaning.
5. Hazardous materials must be stored as defined in the maintenance procedures.
6. Garbage and recycling must be stored and disposed of as defined in the maintenance procedures.
7. Members must obey municipal regulations regarding fire codes, emergency access, etc.

Co-op responsibilities

8. Units will be maintained to ensure the health, safety and comfort of members and the continued marketability of units.
9. Appliances, equipment and furnishings supplied by the co-op will be kept in working order and useable condition.
10. The co-op will replace capital items according to the replacement reserve plan schedule. Capital items may be replaced sooner:
 - to improve unit marketability
 - where move-out makes replacement convenient and cost effective, and
 - as needed due to extraordinary wear or damage.
11. The co-op will use licensed professional trades people for necessary plumbing, electrical and other work as required by building codes.
12. The co-op will provide each unit with a list that describes unit items, necessary maintenance and whether the member or co-op is responsible for maintenance and associated costs.
13. The co-op will conduct inspections in accordance with the co-op's unit inspection policies 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 unit items, necessary maintenance, and whether the member or co-op is responsible for maintenance and associated costs.
2. Storage and disposal of hazardous materials.
3. Storage and disposal of garbage and recycling.
4. Designated contacts for emergencies, repairs.

Options

Options: Point #4

Delete Point #4 if members are not responsible for carpet cleaning.

Insert the number of dollars that the co-op will provide annually to each unit for carpet cleaning.