

POLICY DEFINING A MEMBER IN GOOD STANDING

Since the purpose of Applegarth Co-operative Homes Inc. is to provide affordable housing in a comfortable environment for its members and that the well-being of the co-operative relies on the members participation in the co-op, and the members living up to the by-laws, rules and regulations that have been approved by the members, all members will be considered to be members in good standing provided that:

1. That no member of this unit is in serious contravention of the Housing Agreement and that for the purpose of this Policy, "serious contravention" constitutes any act, violation or infraction of the By-laws and policies contained in the housing agreement, for which a Performance Agreement has been signed.
2. That member not be in arrears for a period exceeding 30 days without a confirmed payment schedule (not a performance Agreement) having been signed and adhered to.
3. That member unit has met the General Members meeting attendance requirements during the last 12 months as stipulated in the Occupancy By-law, which states: "must attend all meetings"
4. During the preceding 12-month period members of this unit have contributed to the development and well-being of the co-operative through participation on or with a committee, or have actively assisted the members, and that such participation has been recorded in a manner that can be confirmed, and
5. A new member has resided in the co-op no less than 12 months and has in that time honoured all agreements, By-laws, and Articles that are in effect at the time of their residence, and
6. If you are not a member in good standing according to the stipulations, put forth in this policy, you will not be entitled to any Co-op privileges, i.e. paint allowance, internal moves, run for the board etc.

This policy and its changes were passed by the Board of Directors at a meeting held on March 8, 2012



President

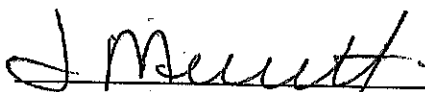


Secretary


DECORATING POLICY

1. Only latex water base paint, can be used. No oil based paint can be used.
2. Only dry strippable wallpaper will be used. Wallpaper/Boarder, must be removed on move out.
3. The use of materials that would damage or destroy wall surface is prohibited.
4. All colours chosen by the member must be white based paint only, that can be covered in one coat. Anyone deviating from the policy will be responsible for returning the unit to the move in condition. If a member is not sure of their colour selection, they can check with the office to see if it is acceptable.
5. Upon move in, the approved amount of paint will be supplied by the co-op, in the form of a purchase order. Any deviations for what is on the purchase order, will be at the members expense.
6. Upon written request, for members in good standing who have been in their current residence 3 years, Co-op paint and or primer will be supplied.
7. painting supplies are the members responsibility.
8. Any changes in floor covering must have the prior written approval of the board of directors.
9. Kitchen cupboards, bathroom vanities, will be permitted for painting, however should be brought back to the original color before vacating.
10. labor will not be supplied by the co-op.
11. Any deviation to this policy will be considered by the board of Directors in writing from the member.

This policy was passed by the board of Directors at a meeting held on March 8, 2012



President



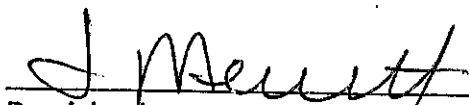
Secretary

POLICY CONCERNING REQUESTS FOR INTERNAL MOVES

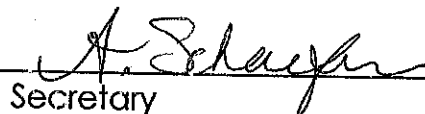
1. Requests for internal moves must be in writing.
2. To ensure impartiality on the part of the Board, requests for internal moves will be considered on a "case number" basis. The names of the members requesting the move will not be released by staff until the decision is made to either accept or decline the request.
3. When a request is received, staff will prepare a financial history, membership meeting attendance record and a report on participation.
4. Internal moves will be granted by the Board only if the following criteria are met;
 - A) The member requesting the move has had a change in family size warranting the move, or
 - B) The member making the request has had a change of income warranting the move, or
 - C) The member has, in the opinion of the Board, a change in circumstances other than those mentioned above that warrants the move,
 - D) The current member unit must pass a pre-move out inspection and unit being vacated must be in move in condition.

In addition to the above, internal moves will not be granted in cases where the member requesting the move is, in the opinion of the Board, in serious contravention of their housing agreement through lack of membership meeting attendance, arrears of housing charges or members loan, or lack of participation in the affairs of the co-op.

This policy was passed by the board of Directors at a meeting held on March 8, 2012



President



Secretary

Policy: Pest Control Management

Applegarth Co-operative Homes, in partnership with its property management agent, is committed to providing clean, safe, well-maintained, and affordable housing for its members. As such, the following Pest Control Management policy will apply:

Purpose

To effectively and efficiently respond to and treat pests according to industry best practices, to ensure that regulatory requirements are met, to maintain health, safety and comfort standards for residents, and to control the Co-op's costs and operating budget.

Scope

The Co-op's responsibility for pest control management is limited to:

- 1) Coordinating the services required to identify and treat pests according to established industry standards and to comply with regulatory requirements.
- 2) Informing members about the existence of pests and steps that members must take to help control the problem.
- 3) Paying for the costs of pest control treatment.

The Co-op is **not** responsible or liable for costs to replace personal property caused by the existence of pests, unless it is due to negligence of the three responsibilities listed above, or for additional costs if a member does not comply with unit preparation instructions provided by the pest control service provider.

Reporting

Co-op members must immediately inform the Property Management Office by completing a **maintenance request form** if a pest is found within the unit. If a member does not inform the management office the member may be responsible for any additional cost associated with the treatment of the pest if it spreads to neighbouring units.

Inspection

Property Management staff must do the following when a maintenance request form is received, which indicates the presence of a pest:

1. Schedule an inspection, by a licensed and qualified technician, of the unit (s) in question within two business days of receiving the maintenance request. If the request is received on a Friday prior to a holiday Monday then the inspection must be scheduled for the first business day after the holiday.
2. If the inspector's report confirms the existence of a pest and determines that treatment is required then it must be scheduled within two business days of receiving the written report. Treatment of the affected unit(s) must be within three business days of the scheduling date.
3. Send a notice to each unit, within one business day of receiving written confirmation of the presence of a pest, to inform residents of the type of pest found within the property, treatment steps to be taken, members' duty to co-operate with all efforts to control the pest problem, and the consequence of failing to report or co-operate.

Treatment

If a Member's unit must be treated as part of a pest control management process the Member must do the following:

1. Remain co-operative and support the efforts of staff and contractors to respond to and control the pest problem. Pests may cause increased stress to some people and may be a health and safety risk. However, pests are a common issue for multi-unit housing communities and are successfully controlled when proper steps are taken to identify the type of pest and apply the appropriate treatment to eliminate the pest or to prevent it from increasing.
2. Prepare for treatment by complying with the unit preparation instructions provided by the pest control provider.
3. Pay for additional costs if a unit is not properly prepared for treatment according to the instructions provided.

Effective Date and Review Date: September 1, 2016

This policy is effective September 1, 2016 and will be reviewed annually or sooner if needed.

Members will be notified of any changes to the policy.

Apple Garth Co-Operative Expenditure Policy

Financial Procedures

This policy is to outline a number of procedures, which will ensure that member's funds are properly accounted for and no funds are dispersed without property authority.

Committees, Boards and staff are expected to follow the budget process policy to have all expenditures for the next fiscal year pre-authorized by the general membership.

General

The Board of Directors may approve any expenditure up to \$20,000.00. Any expenditure above \$20,000.00 must receive prior approval by the majority of members at a General Membership Meeting.

Committees must have Board approval for additional funds beyond their agreed budget. The Committee will present its case in writing for additional funds.

Committees who spend beyond their budget, without Board approval, will be asked to account for these actions by the Board of Directors.

Committees that raise their own funds, or part of their funds may have the Administrator open a separate bank account for these monies. These accounts require signatures of 2 signing officers of the Co-Op to release the funds. The Board reserves the right to review these accounts if it is deemed necessary.

Committees intending to spend in excess of \$200 on any budgeted item must refer to the Board of Directors for approval. The report should include a minimum of 2 preferably 3 quotes and a recommendation from the Committee.

Purchase Orders

Purchase orders will only be issued to an authorized committee purchasing agents. Each committee may appoint one purchasing agent.

Where the purchase order is created for an item, which required Board approval or was to minute at a committee meeting, the purchasing agent must present a copy of this decision to the Co-ordinator prior to the issue of the order.

Purchase orders will clearly state the Company from which the purchase is being made, the unit for which the purchase is for (if appropriate) and the specific items to be purchased, including quantities. No substitutions or additional orders will be allowed and will not be honoured (ie; they will be charged to the purchasing agent.)

The Co-ordinator or Director on call must sign purchase orders.

Receipts for purchase orders must be returned to the Co-Op office immediately after purchase. The Coordinator will ensure items purchased match items on the purchase order. The Co-ordinator will report any irregularities with purchase orders to the Board of Directors. The Board will address this issue with the Committee chairperson.

Corporate Credit Cards

All Co-Op credit cards will be kept in a locked file cabinet in the Co-Op office. All cards will have to be signed in and out by authorized personnel only.

Credit cards should be returned to the office immediately after use. The purchasing agent should also submit the receipt of purchase.

Petty Cash

Petty cash is available for all committees who require small purchases (up to \$100.00 per purchase.) The co-ordinator can issue petty cash to any authorized purchasing agent.

All purchases must be for budgeted items.

All receipts and change must be returned to the Co-Op office immediately after purchase. Receipts not returned will not be honoured and will be charged to the purchasing agent.

In case, of emergency, 2 directors will administer petty cash.

Issuing of Cheques

Cheques will only be issued once full documentation is attached to the cheque requisition. That is, some or all of the following:

- Invoice, which clearly states any HST payable.
- Copy of related work order

- Copy of related purchase order
- Copy of related receipt slip
- Copy of directive of committee of board

Travel Expenses

Each committee should budget a small amount annually for travel costs incurred by committee members.

Purchasing agents for committees will be issued with travel expense logs.

Purchase agents should clearly identify the purpose of each trip, the date, and number of kilometres traveled.

Reimbursement amounts will be based on the most CHFC rates, staff to verify amounts. Logs should be presented to the Co-ordinator for reimbursement.

A per diem will be provided for food allowance (breakfast, lunch, dinner) with prior board of Directors approval, this will be based on most current CHFC rates.

Staff Purchasing Authority

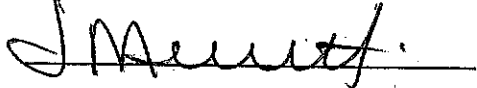
The staff may use petty cash up to a value of \$200.00 per purchase for office supplies and equipment without prior approval. Items over \$200.00 will require Board approval.

Reconciliation of Petty cash should be verified by treasurer on a monthly basis.

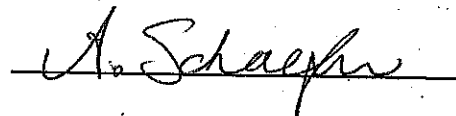
The staff may on occasion act as a purchasing agent for committees with a directive from the Committee Chairperson or Treasurer.

Board of Directors from Applegarth Co-Operative Inc.

Approved by Board of Directors held on March 8, 2012.



President



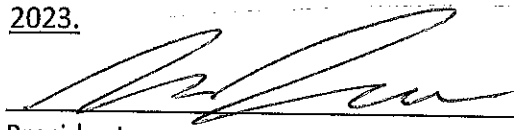
Secretary

POLICY ON VEHICLE CONTROL

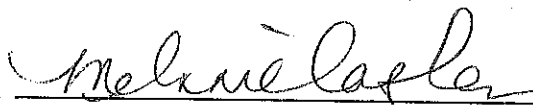
Since the purpose of Applegarth Co-operative Homes Inc. is to provide affordable housing in a comfortable environment, vehicles must not be allowed to create either a danger or nuisance to the members. For the purpose of this policy, the term "vehicle" shall be construed to include cars, trucks, vans and motorcycles.

1. All vehicles must be registered at the office; license plates must be registered as well. Any vehicle that is not registered will be towed at the owner's expense.
2. All member/resident vehicles that are registered with the Co-op must have a valid parking permit, supplied from the Co-op, visibly located inside their front window.
3. All households will be given two visitor parking passes. When your guests come to visit, they will be required to have these passes visibly inside their vehicle on the dash board.
4. If there is a vehicle parked on Co-op property that does not have a parking permit or visitors pass, the vehicle will be ticketed and/or towed.
5. Members will be entitled to one numbered parking spot, visitors is first come, first serve.
6. Vehicles must not be parked on Co-op property without a license plate.
7. Derelict vehicles are not permitted to be parked on Co-op property. Vehicles will be considered derelict if they are not functioning.
8. Storage of vehicles will not be permitted this includes the storage of seasonal vehicles. The Co-op does not have the space available to allow storing a vehicle. In this case, moving a vehicle from one parking spot to another is not permitted.
9. Vehicles may not be parked on any route designated as a fire route or as a no-parking route including in front of garbage bins and all curbed areas.
10. Vehicles or any recreational vehicles may not be driven or parked on any grassed area or walkways.
11. Members are responsible to ensure their guests park in visitors parking only.
12. Due to our commitment with our insurance company, you will not be allowed to do any repairs performed on the co-op property (Motor oil change, transmissions, or body work may not take place on Co-op property.)
13. Members will keep their vehicles in such state of repair that they do not cause any hazard to the co-op. Any vehicle with fluid leaking will be given a notice of repair on a time frame or must be parked outside of the Co-op. If they do not comply, the Co-op will tow the vehicle at the owners' expense.
14. Due to health concerns any excessive noise pollution or exhaust from any motor vehicle will not be allowed.
15. Vehicles larger than 10' x 20' will not be allowed to park on the Co-op property. The vehicle must be able to fit in the lines of a parking spot.
16. All vehicles driven or parked on Co-op property must be licensed and insured to the same standards as required for operation on Municipal roads or on highways and other City By-laws must be followed.
17. The speed limit in the Co-op is 10 km/h.
18. No campers, trailers or utility trailers, recreational vehicles allowed to be stored on Co-op property.

This policy was reviewed and updated by the Board of Directors at a meeting held on May 18, 2023.



President



Secretary

POLICY ON PET CONTROL

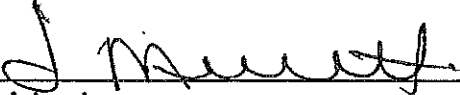
Since the purpose of Applegarth Co-operative Homes Inc. is to provide affordable housing in a comfortable environment, Pets must not be allowed to create either a nuisance or danger to members.

Pet owners are required to adhere to the following policies;

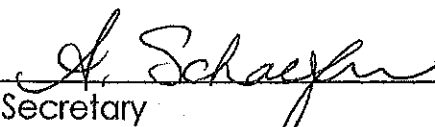
1. Pets are allowed, as long as their possession is within the municipal by-laws.
2. Pet owners may not permit their pets to create a nuisance or noise inside or outside their residence that will cause a disturbance to other members.
3. Members must keep cats indoors. All cat owners must provide indoor facilities for their cats.
4. Pet owners must immediately clean up any mess created by their pets whether within the unit, on the grounds attached to the units, or any common area of the co-op.
5. All cats and dogs must be leashed when on communal co-op property.
6. Dogs must be restricted to the unit or property attached to the unit, unless accompanied by the member. Members will not allow dogs in the playground at any time.
7. Dogs and cats must not be left unattended inside or outside for prolonged periods of time. For the purpose of this policy, more than 2 hours outside or 24 hours inside shall be considered prolonged periods.
8. Animal control will be called to deal with any animal found wandering loose on Co-op property. The number for the animal control is 905-574-3433.
9. Violation of this policy will be enforced;
 - 1st complaint, a warning will be issued, this will remain on the member's file.
 - 2nd complaint, will come to the Board, for the Board to set a damage fee, should there be one.
 - 3rd complaint, a Notice to Appear will be issued to the member.

Note: If the violation is serious, a Notice to Appear may be issued immediately.

This policy was reviewed and updated by the board of Directors at a meeting held on March 8, 2012.



President



Secretary

A POLICY CONCERNING THE ALLOCATION OF HOUSING UNITS

Since the purpose of Applegarth Co-operative Homes Inc. is to provide affordable housing in a comfortable environment for its members, the allocation of the co-operatives housing units will be controlled by the following policy:

1. Needs of the Applicant

Priority will be given to families with the greatest need, taking into consideration such things as:

- lack of accommodation
- overcrowded residence
- substandard building
- any other consideration indicating housing need on the part of the applicant

2. Family size

A) Units will be allocated on the basis of one family per unit, and only one family will be allowed per unit.

* For the purpose of this policy, the definition of 'family' is as follows: Means a minimum of 2 people who are related by blood or marriage (including common-law spouses) or, if unrelated, one of whom is dependent on the other on a continuing basis and includes dependents.

B) Unit will be allocated based on Bylaw #7 Article 6.2, Occupancy standards

3. Needs of the Co-operative

Allocation of the units will be made on the basis of the availability of a unit and the applicants availability to occupy the unit at the time the unit becomes vacant.

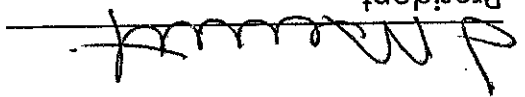
4. Seniority on waiting list

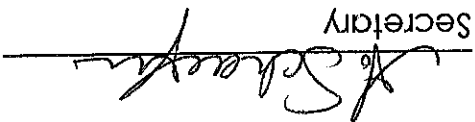
Available units will be allocated to applicant who meet the above requirements and have the greatest seniority on the waiting list. Seniority shall be determined by the date the application was received by the co-operative.

5. Inter-co-operative Moves

Priority will be given to applicants from other housing co-ops providing the applicants are members in good standing of the previous Co-op, and that Applegarth receives a recommendation from the previous co-ordinator or board.

This Policy recommended by the Board of Directors at a meeting held on March 8, 2012


President


Secretary

Child Care Expense Policy


Preamble

The primary responsibility for child care rests with parents and guardians of children. They are responsible for ensuring that children receive the necessary supervision and guidance. As co-op members, parents are expected to attend general members meetings. The cost of child care can inhibit members valued contribution to the co-op. The co-op therefore has a responsibility to assist with the expense of child care. The co-op may set up child care for major co-op events such as the Annual General Meeting. The parents and guardians, in turn, have an obligation to reduce this expense by taking advantage of group effort with other members to arrange that care.

1. Members are eligible to be reimbursed towards the cost of child care for up to \$8.00 per hour per unit or such other amount as the board may determine from time to time.
2. Child care costs include committee meetings, member meetings and other specific co-op activities which are approved at the discretion of the board.
3. Members are encouraged to assist in organizing group child care and to take advantage of this group care.

Procedures

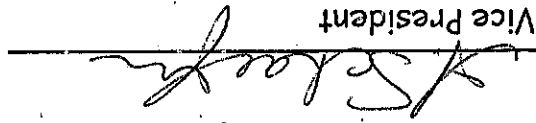
- Child care vouchers will be handed out at the co-op event
- Vouchers must be signed by the member and the babysitter
- The member must collect from the office during regular office hours


Secretary

Childcare Expense Policy

APPLEGARTH CO-OPERATIVE HOMES, INC.

Passed by the Board of Directors on May 28, 2012
Amended April 22, 2013 by the Board of
Directors, to include Board meetings and
Committee meetings


Vice President