

WEST HILLS CO—OPERATIVE HOUSING

MAINTENANCE POLICY

December 16, 1986

Purpose

To set out the respective responsibilities of the individual member and of the co—op for the maintenance and upkeep of West Hills property.

Maintenance Committee Objectives

1. To maintain a sound building structure.
2. To keep mechanical systems and services in good functioning order.
3. To ensure safety.
4. To ensure good housekeeping and cleanliness of buildings..
5. To promote cost saving procedures.
6. To educate members in preventative maintenance and general repairs.

Safety

1. The member shall at all times exercise care for the safety of others.
2. Flammable liquids including refillable propane tanks (barbecue tanks etc.) may not be stored in the member's house.
3. Combustible materials may not be accumulated and stored in such a way as to create a fire hazard.
4. It is the member's responsibility to keep the exterior of his or her house free from litter, debris or obstacles which may create a hazard and to remove ice from his or her entire sidewalk and steps. Sand and salt, will be made available by the co—op.
6. No changes to the wiring system shall be made without the approval of a licensed electrician as approved by the maintenance committee and in accordance with the Hydro Electric Corp. of Hamilton.

General Provisions

A — Upkeep by

Member      It is the responsibility of the member to maintain his assigned house in good condition at all times and upon vacating the house to assure that it is clean, in good repair, and suitable for the re—occupancy.

B — Damages by Member      The member shall be responsible for all damages to Co—op property arising out of accident, negligence, or abuse by himself, members of his household, guest or visitors.

C —Common Areas      The maintenance committee shall be responsible for organizing the cleaning and maintaining of areas which are common to the members.

D —Key Control      A duplicate of all doors keys will be kept locked up in the office area. Members are expected to leave a spare key with a neighbour or in a hidden place in case of lock out.

### Special Provisions

#### A —Painting Interior

1. The members shall be responsible to repaint their unit when required, every third year, but not less than every fourth year. The Co—op shall supply sufficient water based, latex — semi gloss paint for the entire unit in the specified co—op colour. Touch up paint to repair damage will be supplied at members request. If members paint their unit with an unacceptable colour, they will be required to repaint upon move—out at their own expense.
2. The maintenance committee will be available to offer advice regarding painting, preparation of walls and masking etc.
3. Paint will be provided for members after the beginning of the 1989-90 budget year, and every three years thereafter.
4. The paint provided is washable and members are expected to keep walls in good condition by periodic washing with mild detergents in lukewarm water to protect the finish.
5. The painting must be of a quality acceptable to the Co-op so members are encouraged to seek advice from the committee.  
Any touch—up or clean—up required will be charged to members.
6. The Co—op will supply drop sheets and ladders to members upon request.

7. The Co—op shall provide the opportunity for the new member to paint his or her unit in acceptable Co—op colours, or have a committee assigned painter to paint unit all neutral colour.

#### B — Painting - Exterior

The maintenance committee is responsible for arranging to do all exterior painting.

#### C — Wallpaper

The member may apply dry—strippable washable wallpaper but if at time of move—out it is found not to be acceptable to the new occupant, the member will be required to remove such paper and repaint at his own expense.

#### Alterations to Co—Op Units

1. Our buildings are under a one (1) year warranty and in order to be able to detect cracks or any other potential problems, covering the basement walls and floors with anything other than masonry paint will not be permitted in the first year.
2. Any members wishing to alter their unit for example by finishing their basement, will be required to follow the procedure outlined below:
  - (A) The member must present the maintenance committee with a spec. of the changes they wish to make showing —proposed room plan, materials to be used, and the name(s) of the person(s) who will do the work.
3. The committee will recommend any changes in these plans in order to comply with insurance, fire prevention, building codes or other considerations. The committee must be satisfied that work will be carried out according to original or amended specs. to proceed with the work. Specifications will remain in maintenance committee files.

If unauthorized work is carried out, members will be required to return that portion of their unit to its original state at their own expense.
4. All walls, flooring or other attached renovations shall become the property of the co—op should the member(s) cease to occupy their unit.

#### D — Attachments & Decoration

-Decals, plaques, mirrors or any objects which the member may glue, nail or otherwise attach to the walls or ceilings must be removed at the time of move—out and the surface repaired and repainted at the member's expense.

#### E — Floor coverings

1. The member is responsible for damage to floor coverings caused by accident or abuse.
2. Caster cups should be used to protect against damage by heavy pieces of furniture.
3. Carpeting installed by the Co—op will be replaced by the Co—op at the Co—op's discretion.
4. Members are responsible for the cleaning of carpets at least once each year.

#### F — Minor Repairs

The members are expected to do small repairs or replacements themselves. If they are able If not, help is usually available through the maintenance committee Replacement parts and materials can be obtained through the Co—op.

#### G — Appliances

1. Appliances which are the property of the Co—op will be serviced by the Co—op. Work requests should be directed through the office or forwarded directly to the maintenance committee. All appliance fixtures (ice trays, broil pans etc. ) are Co—op property.
2. Members should become thoroughly familiar with the appliance manuals so as to avoid unnecessary calls due to misoperation.
3. Service costs due to misoperation or abuse will be charged back to the member. Please check for fuse problems and replace at own expense.
4. The finishes of fridges and stoves should be cleaned on a regular basis with a non—abrasive cleanser to prevent scratching. Regularly cleaned ovens will prevent smoking and fire hazard.

#### H — Plumbing

1. Plumbing repairs in general are the responsibility of the Co—op. If a member is able to change a leaky tap washer, he is urged to do so. Otherwise, leaks and dripping faucets should be reported immediately to the Maintenance Committee.
2. If a clogged drain or toilet cannot be relieved with a plunger the member should call the office and a maintenance volunteer will be contacted. Members will be charged for repair if they are at fault.

## I — Electrical

1. Electrical repair and maintenance is the responsibility of the Co—op.
2. Any additions or alterations to the electrical circuits must receive prior approval of the maintenance committee and the respective licensing agencies.
3. Any fees required for licensing or inspection would also be the responsibility of the member.

## J — Heating

1. Gas furnace repairs are the responsibility of the Co—op.
2. The member should contact the gas company for any hot water tank repairs.
3. Members are expected to change furnace filters as required The maintenance committee will arrange to have the systems checked annually.
4. If members detect gas they should leave unit immediately, alert neighbours and call the gas company.
5. If members wish to install furnace mounted humidifiers contact Maintenance Committee.

## K — Lawns

1. (A) The Maintenance Committee will, be responsible to have grass of common elements cut, (Front yards pathways etc.)  
(B) Back yards shall be cut by the member at least bimonthly.  
(C) A push mower is available for use by members.
2. Large open areas will be tended by the Co—op.

## L — Snow Clearing

1. Snow clearing of steps, sidewalks and driveways is the responsibility of the member. assistance to the Handicapped units as required.
2. After a snow fall, roadway running through the co—op will be cleared of snow to allow cars to exit. Cars should then be removed from the lots to allow more thorough cleaning

3. Where cars are not removed, it will be the owner's responsibility to clear snow which the plow cannot reach.
4. The Maintenance Committee will endeavor to have common element sidewalks cleared.

#### M — Garbage

1. Garbage must be properly tied in plastic garbage bags or cardboard cartons. News papers must be bundled and securely tied, when put out for pick up.
2. No earlier than 7:00 p.m. the night before and no later than 7:00 a.m. the day of pick up.
3. Garbage must be kept in proper metal or plastic cans in own fenced back yard unless stored in members basement.
4. No garbage at all is allowed in front yard.

#### Inspections

##### A — Move—outs

1. The Co—op expects that a member vacating a unit will leave it in a condition ready for re—occupancy without cost to the Co—op.
2. Members are required to give 60 days notice of move—out. Within 15 days of such notice, the Co—op will inspect the unit and provide the member with a list of any repairs required to bring the unit to a reasonable standard for re—occupancy.
3. The unit will be rechecked within 5 days after move—out, any repairs required to be done including the re—doing of any improperly completed work will be charged to the member along with the cost of any cleaning required.

##### B — Move-ins

At the time of move—in an inspection will be carried out in the presence of the new member. A report on the condition of the unit will be signed by the new resident and the Co—op.

##### C — Annual

1. Each unit will be inspected annually by the Co—op.

2. The Co—op will arrange a suitable time with the member.
3. Upon completion of the inspection, the Co—op will give the member a list of any items requiring repair.
4. Any evidence of extreme misuse or abuse of the premises may be brought to the attention of the Board.
5. The Maintenance Committee will attempt to arrange an exchange program whereby we inspect units in a neighbouring Co—op and they inspect ours to help preserve privacy

## Miscellaneous

### Tools

1. Tools may be borrowed from the Co—op on a short term basis (12 hours) per tool and equipment lending policy.
2. These can be picked up through the assigned Maintenance members or through the office.
3. A release form must be signed accepting liability for damage or replacement of tool, and to personal injury caused during use to the member, any bystander or Co—op property.