

MAINTENANCE POLICY

MOVE-OUTS

1. At move-out the walls in each unit must be painted in color and texture specified by the Maintenance Committee. This paint will be provided at Co-op's expense if member qualifies for paint allotment; if member does not qualify for paint allotment, the Co-op will supply paint at the member's expense.
2. If any of the member's repairs or cleaning need to be done after they move out, the cost for these items will be deducted from the share refund. The Maintenance Committee's cleaning guide indicates the labour costs for repairs etc. Materials and parts will be charged at cost.
3. A preliminary move-out inspection will be done two weeks prior to the move-out. Once the suite is vacant, cleaned, painted and repaired, a final move-out inspection will be done with the outgoing member.
4. A move-in inspection will be done between 21 and 30 days of the member moving in. The member will be given 24 hours written notice of this inspection.

PAINT

1. Upon written request to the Maintenance Committee each Co-op unit will be allotted paint every five years.
2. Members wishing to paint their unit more often than every five years may do so at their own expense.
3. Upon written request Handicap units will be painted every five years at no expense to the occupant. Disabled and Seniors, not residing in handicap units, will have the same entitlement provided their unit is not occupied by an additional adult who is neither disabled or a senior.

GARBAGE

1. All household garbage must be bagged and placed inside one of the garbage bins in the underground parking area.
2. Newspapers, glass, plastics and other recyclables are to be sorted and placed in the recycling bins located near the Killarney fire lane.
3. Unwanted furniture must not be disposed of in or near the co-op's garbage bins. It is the member's responsibility to dispose of such items in an appropriate way.

CO-OP TOOLS AND EQUIPMENT

1. Co-op members may borrow tools and equipment only if they are signed out. Tools are to be returned within 48 hours of being borrowed.
2. The co-op's tools and equipment must be returned in the condition in which they were borrowed.
3. Any tools or equipment that are damaged while on loan must be repaired or replaced by the member within 10 working days. The maintenance committee will decide whether repair or replacement is required.

YEARLY INSPECTIONS

1. Yearly unit inspections will be done on each unit. The maintenance committee's responsibility form outlines which items are the member's responsibility and which are the co-op's.
2. At the maintenance committee's discretion unit inspections may be done more than once a year.
3. Members will be given at least 24 hours written notice of any unit inspections.

KEYS

1. If co-op keys are lost or stolen, the Maintenance Committee will replace keys at members' expense at the rate charged at time of replacement.
2. Members are responsible for the locks and keys for their own units.
3. Members are responsible for their own mailbox and keys.