
MISCELLANEOUS FINANCIAL POLICIES

1. The President, Treasurer and Co-ordinator will be the only ones to have keys to the confidential files.
2. Babysitting will be paid for by the co-op while members attend co-op: meetings, workshops or while doing other specific duties on behalf of the co-op. I.E: meetings with tradespersons, lawyers, etc. The co-op will pay \$4.00 per hour for the first child plus 50 cents/hour for each additional child to a maximum of \$6.00 per hour. The maximum amount that can be reimbursed for a co-op meeting is \$20.00.
3. All members must pay a \$1500. share purchase to the co-op.
4. The associate member fee is \$10. and is non-refundable upon move-out.
5. Share purchases will be refunded after move-out, pending completion of the following:
 - a. the final inspection of the unit is complete
 - b. all repairs deemed to be the outgoing member's responsibility are complete and invoices received
 - c. all debts to the co-op are settled
 - d. the share refund is approved by the Board of Directors.
6. It is mandatory that every unit have household insurance with third party liability and proof of purchase be supplied to the co-op annually.
7. Cheques will only be written without invoices in extreme emergencies.
8. A member cannot be a signatory on a cheque made payable to themselves.
9. Any member asking to have a post-dated housing charge cheque held after the first of the month must give seven (7) days' notice in writing prior to the first day of the month to the onsite Co-ordinator or the Treasurer.

Updated: October 27, 1999

Updated: June 25, 1997

Updated: January 29, 1997

Updated: September 25, 1996

Approved by the General Membership: September 30, 1992