



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

OPERATIONS POLICY

SUBJECT: External Waiting List

ORIGINAL APPROVAL DATE: January 22, 1987

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: May 18, 1989; June 28, 1990; October 24, 1992; April 23, 1992, March 24, 1994, June, 1999, September, 2000 May, 2001, June 2005, October 2006, November 2007, October, 2011, May 2018

1. The External Waiting List will be superseded by the Internal Waiting List.
2. The External Waiting List will be administered jointly by the Membership Committee, the Property Services Coordinator and the General Manager.
3. After final approval has been given, the prospective members will be placed on the waiting list in the order that their application was received.
4. The Property Services Coordinator, General Manager and the Membership Committee will decide why people on the waiting list are to be removed and make a recommendation to the Board of Directors.
5. The best use of space and income requirements apply at the time of move in as well as at the time of application.

Waiting List Changes:

- Once a prospective member has been approved to be placed on the waiting list for a certain size unit and no longer meet the best use of space for that size of unit, they will be moved to the appropriate sized list.
- Prospective members on the waiting list may defer one time only from being offered a unit for 6 months. Once the deferral has expired the next unit offered must be accepted or the prospective members will be removed from the list.
- All waiting list changes must be presented back to the Board of Directors for approval.
- If approved, placement on the new list will be determined by the original board approval date. If several prospective members share the same approval date, the date and time their application was received will then be used.