



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: Inspection Policy

ORIGINAL APPROVAL DATE: April 26, 1994

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: This policy replaces the maintenance review and board ordered inspection policies, which were rescinded by the members on April 26, 1994. Amended April, 1995. Jan. 2005, Nov. 2013

Since SMHC's property is our biggest asset, it is the responsibility of all members, as well as:

- the Board of Directors
- the property standards committee and
- the staff

to ensure that the assets are well maintained.

In order to ensure that the co-operative property is maintained in good condition, the co-operative will regularly inspect the interior and exterior of homes to determine:

- maintenance requirements
- replacement requirements
- to assess the care which is being given to the property by the member[s] responsible for the home
- to identify health and safety concerns

The member will be given notice prior to the inspection as follows:

- maintenance review - fourteen [14] days
- board ordered inspection - forty-eight [48] hours

Inspection Policy

Following the inspection, the member will receive a report on the results of the inspection which states:

- member responsibility for maintenance and care, plus timelines for completion for this work
- co-op responsibility for this work
- co-op replacement items that will be considered

The co-operative will not provide replacement items in any home that is deemed to be in unacceptable condition.

Failure to maintain co-operative property is a serious breach of SMHC bylaws and policies and will result in termination of membership. When a unit is found to be in unacceptable condition, the member will be given sixty [60] days to bring the unit to acceptable condition.

This policy expands on the following by-laws:

- Section 3.8 Member Obligations
- Section 3.12 Other Reasons for Termination
- Section 14.4 Maintenance Responsibilities
- Section 14.6 Access

and, to the Housing Agreement:

- Article H Maintenance and repairs
- Article K Right of Entry



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

PROCEDURES

SUBJECT: Unit Inspections

ORIGINAL APPROVAL DATE: October 26, 1989

APPROVED BY: The Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: January 2004, June 2004, June 2009, December 2010, June 2012, November 2013, May 2020

Failure to maintain co-operative property is a serious breach of SMHC bylaws and policies and can result in termination of membership.

Only one failed inspection in a five year period will be permitted. If more than one failed inspection occurs during the five year period, the result will be the process for termination of membership for failure to maintain co-op property will take place.

Staff will be taking pictures during the unit inspection, and we will be making note of any improvements to the unit.

There are two types of inspections carried out by SMHC:

- Maintenance Review - a regularly scheduled general inspection carried out on all SMHC units.
- Board ordered inspection – An inspection initiated at any time by SMHC's Board of Directors by a board motion at a duly called board meeting or by board poll.

Frequency of Inspections:

Maintenance Review conducted at least every two [2] years, more frequent if required

Failed Maintenance Review due to unacceptable condition sixty [60] days

Notice of Inspections:

Maintenance Review – two [2] weeks written notice

Board Ordered Inspection – forty-eight [48] hours written notice

Notice of Termination of Membership for Failure to Maintain – fourteen [14] days.

Definitions:

The following definitions are referred to throughout these procedures:

Acceptable condition

A unit will be considered to be in “acceptable condition” **in the opinion of the inspection team** if:

- Floors are clean and free from stains or other damage.
- Walls, ceiling, and woodwork are clean, free of holes, dents, substantial scrapes. Overall condition does not require painting.
- Cleanliness of unit does not pose any health or safety concerns, and won't lead to damage of the unit in any way.
- Appliances are clean, in working order.
- Tub and tiles are free of mold, stains, cracks in the grout, or any other damage.
- Bathroom fan works properly.
- Dryer and furnace filters are clean.
- Furnace and water heater areas are free of clutter and storage is not within a two foot radius around the furnace area.
- There is 3 foot clear, direct, and uncluttered access around and to the electrical panel
- Taps are in good repair and not dripping.
- Weather-stripping and threshold seal are in place and in good repair.
- Unit is free of clutter in order to assess condition of flooring, countertops, etc. and does not present safety concerns.
- The sidewalk is clear.
- The hedges are trimmed.
- The grass is mowed.
- Weeds are under control.
- The shed is in good repair and painted, if applicable.
- The fence is in good repair and painted, if applicable.
- The yard and deck are not used for storage.
- The yard is free of animal feces.
- The area immediately outside the fence is weeded and grass is mowed.

Unacceptable condition

A unit will be considered in “unacceptable condition” when **in the opinion of the inspection team** the unit does not meet the criteria listed under “acceptable condition” and if this unit were vacated, in its present condition, it would not meet Move Out Standards and would cost in excess of the member’s share to restore.

When a unit is in “unacceptable condition” SMHC will not normally replace any items in the unit even though they may be due for replacement.

Maintenance Review

Why is a maintenance review carried out?

Inspection of units will be done, as required, by an inspection team consisting of two staff members, for the purpose of identifying:

- maintenance and replacement requirements
- health and safety concerns
- standards of care being given by the resident members to their unit

When is a maintenance review carried out?

A maintenance review will always be conducted within the first year of occupancy for new members.

After that, each unit will be inspected at least once every two years or more frequently if required.

What can a member expect?

The member may choose to be present during the maintenance review but the inspection will take place whether the member is present or not. The member will be given a written report following each maintenance review which will include:

- the work items to be done by the co-operative
- the items that need the member’s attention, plus timelines for completion of such work, and notice about follow-up inspections, if required.

Passing a maintenance review

When a maintenance review finds a unit to be in “acceptable condition”, the unit will continue on the routine inspection schedule of at least once every two years or more frequently if required, and items due for replacement will be replaced as scheduled.

Failure to pass a maintenance review

When a unit fails to pass a maintenance review, since the inspection team finds a unit to be in “unacceptable condition”, the member will be given 30 days to bring the unit to “acceptable condition” at which time a second inspection will take place.

After 30 days (following a failed maintenance review):

This follow-up inspection has two possible outcomes:

- If the unit is found to be in “acceptable condition” there will be a follow up inspection in 6 months. If the unit is still in acceptable condition after 6 months, inspections will return to the regular rotation of at least once every two years or more frequently as needed.

- If the unit fails the inspection again the member will be given an additional 30 days to bring the unit to “acceptable condition” for a total not to exceed 60 days.

If the unit meets the majority of the requirements on the Acceptable Condition List but requires painting, the inspection team, at their discretion, may allow 6 months to have the work completed. If the work isn't completed in the 6 month timeframe, the unit will fail the maintenance review and the failed maintenance review process will be followed.

Any inspection scheduled after a unit has failed a regular maintenance review, will be carried out by an inspection team consisting of two designated employees.

After 60 days (following a failed maintenance review):

This follow-up inspection has two possible outcomes:

- If the unit is found to be in “acceptable condition” there will be a follow up inspection in 6 months. If the unit is still in acceptable condition after 6 months, inspections will return to the regular rotation of at least once every two years or more frequently as needed.
- If the unit is found to be in “unacceptable condition”, the process for termination of membership for failure to maintain in accordance with SMHC Bylaws will take place.

Board-ordered Inspection

What is a board-ordered inspection?

A board ordered inspection needs the approval of the Board of Directors at a duly called board meeting or by board poll.

A “board-ordered inspection” is ordered by the Board of Directors due to:

- possible problems with the interior of a housing unit being brought to the co-op's attention by members, staff, contractors, etc.

Who carries out a board-ordered inspection?

Board ordered inspections will be conducted by two designated employees plus at least one member from the Board of Directors. The member may choose to be present but the inspection will take place whether the member is present or not.

How much notice of a board ordered inspection do members receive?

Written Notice to the member for access for a board-ordered inspection will be forty-eight [48] hours.

Written report following board ordered inspection

Following a board ordered inspection, the member will be provided with a written report, within 2 working days after the inspection takes place, outlining the findings of the inspection, and identifying required work to be done by the member and the timeline of 30 days for its completion.

Satisfactory board ordered inspection

After a board ordered inspection has been done that shows the unit to be in “acceptable condition” a follow up inspection will be conducted within six [6] months. During this period the co-operative will not normally supply nor install replacement items in the unit at no charge. If the inspection held after six months is satisfactory, then the unit returns to the normal rotation of maintenance reviews [at least once every two years] or more frequent if required, and replacements can continue on schedule.

Failure to pass a board-ordered inspection

When a unit fails to pass a board-ordered inspection, the inspection team finding the unit to be in “unacceptable condition”, the member will be given 30 days to bring the unit up to “acceptable condition” at which time a second inspection will take place.

After 30 days (following a failed board ordered inspection):

This follow-up inspection has two possible outcomes:

- If the unit is found to be in “acceptable condition” there will be a follow up inspection in 6 months. If the unit is still in acceptable condition after 6 months, inspections will return to the regular rotation of at least once every two years or more frequently as needed.
- If the unit fails the inspection again the member will be given an additional 30 days to bring the unit to “acceptable condition” for a total not to exceed 60 days.

After 60 days (following a failed board ordered inspection):

This follow-up inspection has two possible outcomes:

- If the unit is found to be in “acceptable condition” there will be a follow up inspection in 6 months. If the unit is still in acceptable condition after 6 months, inspections will return to the regular rotation of at least once every two years or more frequently if required.
- If the unit is found to be in “unacceptable condition”, the process for termination of membership for failure to maintain in accordance with SMHC Bylaws will take place.

Assistance:

Members may request assistance from the co-operative in completing required work such as cleaning and painting. This work may be done by the co-operative employees/contractors, only if available and agreeable and the member will be billed for the same. Members that have failed a maintenance review are deemed to be Members Not In Good Standing and are not eligible for the Time Payment Plan.