



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: Move-Out

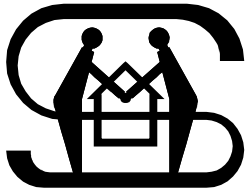
ORIGINAL DATE OF APPROVAL: May 25, 1988

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: April 28, 1992, January 2000, January 31 2006, April 2016

1. A member may voluntarily withdraw his or her membership in SMHC by giving written notice two [2] clear months before the first day of the month in which the member will move out of the housing unit. The co-operative shall provide the outgoing member with a copy of the move-out policy and guidelines.
2. When the Members move out all Non-member residents must move out.
3. In accordance with Bylaw 3.10 [c] a member may not move out of his or her housing unit without giving notice nor give notice without moving out.
4. Outgoing members shall provide the co-operative with access to the housing unit for the purposes of necessary repairs and maintenance, as well as for showing the housing unit to prospective members.
5. All move-out procedures shall be coordinated through the office, during office hours.
6. It is the outgoing member's responsibility to ensure that the housing unit, including the yard, is in acceptable condition in accordance with move-out guidelines.
7. Arrangements for a move-out inspection shall be scheduled in advance through the office. At the time of the move-out inspection, the housing unit must be empty of all the outgoing member's possessions.
8. Move-outs shall be completed no later than 12:00 noon on the last calendar day of the month in which the notice of withdrawal is effective.
9. The move-out inspection will normally be conducted by two staff persons, or other duly authorized persons.
10. Registered shareholders may be present during the move-out inspection.
11. Prior to or immediately upon the completion of the move-out inspection, outgoing members shall hand over to the inspection team:
 - all unit keys
 - the recycling box, if applicable
 - the member handbook [if not previously handed in to the co-op office]

12. The co-operative shall purchase at par value, all shares held by the outgoing member in accordance with section 6.8 of SMHC's bylaws. Share payouts must be approved by the Board of Directors at a regularly scheduled board meeting.
13. The co-operative is entitled to offset against the value of the shares, any debt, determined by the Board of Directors, to be owed to the co-operative by the outgoing member.
14. If for any reason, a member moves during the first three [3] years of occupancy, the early move-out penalties shall apply in accordance with the Early Move Out Policy.



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

GUIDELINES

SUBJECT: **MOVE-OUT GUIDELINES**

APPROVED BY: Board of Directors

DATE OF AMENDMENT OR REPLACEMENT: May 2004, October 2004, September 2005, May 2008, September 2008, December 2008, April 2009, November 2010, February 2011, April 2011, February 2017, May 2020

These guidelines are intended to assist the outgoing member to prepare their home for their move-out inspection. Please refer also to the following items:

Sarcee Meadows By-laws Article 6.8 Share re-purchase
Sarcee Meadows By-laws Article 3.10 Withdrawal of member
Sarcee Meadows Maintenance Responsibility Guidelines

All of the above information is found in your member handbook.

Also see attached interior paint and removal of improvement guidelines.

Pictures will be taken of the unit on move out.

The following requirements must be met when vacating a unit. Work not completed to the satisfaction of the co-operative will be charged to the outgoing member and deducted from the share amount or any other funds credited to the members account.

Interior requirements:

1. Walls (including Closets)

- May need to be repainted – The paint colour and paint job must be acceptable to SMHC staff members conducting the inspection. Incoming member(s) may accept dark paint colours but must sign an agreement stating that they will be responsible for re-painting in the future.

- Must be prepped before painting. Good quality paint must be used. An unacceptable paint job may need to be redone and charges passed on to the outgoing member.
 - All painted walls and closets must be clean, free of gouges, holes, etc. Where repairs are required they must be painted to match the rest of the room. Closets must be the same colour as the rest of the room including the shelf. Please be aware that old paint may no longer match, in which case a complete repainting may be required.
 - A few small pin holes from picture hangers are allowed but no “stick on” hangers or “anchor” picture hangers are allowed.
 - **All wall coverings (wallpaper, wall panel etc.) must be removed on move out.**
 - Wall must be free of everything except drywall and paint.
2. **Ceilings:** Must be clean and white and painted with flat ceiling paint. If the ceilings need to be painted they must be sprayed by a competent person. No discolorations or patchy paint areas will be acceptable. No wall paint on ceilings or ceiling paint on walls. Hooks used to hang plants may be left in the ceiling, if they are acceptable to the incoming members. If hooks are removed, the ceiling must be repaired and painted and be acceptable to SMHC.
 3. **Woodwork:** Must be clean and free from gouges, chipped paint, etc. Paint is to be high quality semi-gloss latex paint, consistent with paint previously used, and preferably white or stained. No paint on window glass.
 4. **Cupboards and countertops:** Clean and free of decals, grease buildup etc. Interior shelves must be clean and painted if necessary. If cupboards have been painted, paint must not be chipped. No paint on hardware. Matching hardware to be in place. Countertop to be clean. Damage to countertop may result in a member charge, to the outgoing member, for repair or replacement.
 5. **Closet Doors:** Clean, free of paint splatters. Doors must be on the tracks. On unit turnover the metal closet doors will be replaced with wooden bi-fold doors and headers.
 6. **Interior Doors:** Clean, free of decals, holes, gouges, etc. Hardware to be in working order. Doors may be properly painted in washable paint. No paint on hardware.
 7. **Hot and cold air registers:** To be cleaned inside and out. Free from damage. May be painted.
 8. **Coving (Baseboards):** Rubber coving to be clean and free of paint splatters. Wooden baseboards to be clean and in good condition. If painted, painting must be acceptable to SMHC.
 9. **Electrical Fixtures:** To be clean and in working order, contact office for cleaning instructions. Replacement ceiling fixtures wall-plate covers are acceptable as long as they are at least comparable quality to SMHC-originals. No paint spatters. Report any outlets that do not work so they can be repaired. Ceiling fixtures to have working light bulbs. Smoke detectors and CO-detectors to have working batteries in-place. On unit turnover the electrical will be updated and new light fixtures replaced as required.
 10. **Floor Covering:** Linoleum and/or Laminate to be clean and in good repair. Carpets to be professionally cleaned and free of pet odor. (We prefer that you use SMHC’s carpet cleaning company when available.) The cost of carpet cleaning is the responsibility of the member. Where

neglect is evident (stains, burns, cuts, or unusual wear) outgoing members may be charged for replacement costs of flooring.

- 11. Windows & Screens:** All screens to be in place, clean, and free of holes. Windows shall be clean and not cracked.
- 12. Appliances:** To be in place. Floor under stove and fridge to be clean. Fridge to be left on. Care should be taken when moving appliances to ensure that linoleum/laminate is not damaged. Stove and fridge must be cleaned including bottom of crisper pans and door molding on fridge. Harsh Oven cleaner should not be used in oven, only use environmentally friendly cleaner. Do not use any oven cleaner during the self-cleaning cycle. Do not use abrasive cleaning pads on stove top or consol.
- 13. Sinks, tub and tile:** Should be clean and stain free. Enamel worn off tubs, toilet, taps and sinks will be considered normal wear and tear. Leaking taps should be reported to the office so repairs can be done. Tiles, toilets and medicine cabinets must be clean. Shower doors will be removed on unit turnovers.
- 14. Basement:** Basement must be cleaned and outgoing member(s)' items removed. Cobwebs removed from rafters, plumbing pipes, etc. Furnace filter to be changed and clean. Dryer to be clean and lint screen in place. Storage shelves etc. in good condition can be left behind.
- 15. Exterior Doors:** Exterior entry doors are to be in good condition, free of damage. Screen door is to be in working condition and screen free of holes. Weather strip should be in good condition. Call in a work order if it needs replacing. Doors may be painted. Paint to be good condition.

Unit Exterior:

- Doorbell – to be in working condition
- Unit numbers – to be in place front and back (where applicable)
- Mailbox – to be in place
- Outside light fixture – to be in place and light working. On unit turnover the outside light fixtures will be replaced with motion sensor lights.
- Fences – to be in good repair. Paint provided to new member at existing member(s)' cost if weather does not permit work to be done.
- Hedges – trimmed and free of debris. We have a contractor responsible for taking care of the hedges.
- Decks – in good repair and painted or stained as required
- Grass – free of pet excrement. We have a contractor responsible for cutting the grass.
- Sheds – in good repair and of approved size. If the shed is removed the yard must be restored where the shed was located.
- Stairs and walkway – free of snow and ice. Ice melt and sand are available, free of charge, to aid members with this. We have a contractor responsible for clearing the stairs and walkways.

- Parking stall – cleaned and free from vehicle spills. Instructions for cleaning spills can be obtained from the maintenance department. Clear and free of snow and ice when applicable. Ice melt and sand are available, free of charge, to aid members with this.
- Rental stall (if applicable) – cleaned and free from vehicle spills. Instructions for cleaning spills can be obtained from the maintenance department. Clear and free of snow and ice when applicable. Ice melt and sand are available, free of charge, to aid members with this.

REMOVAL OF IMPROVEMENT

Members wishing to REMOVE any improvement from their housing unit interior or exterior or surrounding grounds must have approval to do so.

On unit turnover incoming members assume responsibility for any improvements installed by previous members. Should the incoming members not want the improvement, such as air conditioners as a whole and humidifiers installed on the furnace, it will be removed at the expense of the out-going member and the furnace will be restored to original or better condition.

Approval for removal of an improvement will NOT be granted:

- If SMHC provided the installation of said improvement, eg. Flooring, storm doors, windows, etc.
- If the removal of the improvement will cause any damage to SMHC property.
- If Restoration to original or better condition cannot be made.
- If any improvements are paid for under the time payment plan, they must remain with the unit, except air conditioners as a whole and humidifiers installed on the furnace.

Storing Property:

SMHC will not store any property left in a unit on move out. When a member has moved out of the unit, and the move out inspection has taken place, any items left in the unit will be disposed of immediately. The outgoing member will be charged a minimum of one hour of shop time for the removal and/or disposal of the property.