



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

HOUSING POLICY

SUBJECT: Occupancy Policy

ORIGINAL APPROVAL DATE:

APPROVED BY: Membership

DATE OF AMENDMENT OR REPLACEMENT: November 2006

Definition: The main purpose of this policy is to define the occupancy requirements of a member of Sarcee Meadows Housing Co-operative (SMHC). This policy clarifies what it means to be living at, or “resident” in SMHC, by setting out how long and under what circumstances a member can be living away from his or her unit before being declared as having moved out of his or her unit. Violation of this policy shall be grounds for termination of membership in SMHC.

This occupancy policy also clarifies the residency requirements that help to define when a visitor becomes a non-member resident.

Ordinarily resident: All SMHC members must use their units as their principal residence and personally occupy them. Section 6.0 of SMHC’s Articles of Incorporation states that individuals living at SMHC must be “ordinarily resident in housing units”. Furthermore, section 3.10 of SMHC’s bylaws says that “A member may not move out of his or her housing unit without giving notice nor give notice without moving out.”

SMHC requires a member to reside in his or her unit a minimum of six months of any year in order to be considered “ordinarily resident” in the unit and retain membership in SMHC.

When deciding residency status, the Board of Directors, will take into consideration the reason for being absent from the unit as well as the member’s ability and intention to return to the unit.

Termination of membership. A member who is the single shareholder in his or her unit, and is absent from that unit for more than six months, shall be deemed to have moved out. In accordance with section 3.12 of SMHC’s bylaws, the Board of Directors shall subsequently have the right to proceed with termination of membership, even if a nonmember resident remains in the unit during the member’s absence.

Joint membership: When there is more than one member in a unit, and only one member is absent from the unit for a period of more than six months, then the Board of

Directors may remove the name of the absent member from the shares in accordance with the Withdrawal from Joint Membership policy.

Leasing a unit: A member who needs to be away from Calgary for a period of up to two years and plans to return within that period of time, may lease his or her unit in accordance with SMHC's Leasing Policy.

Non-member resident status: Members shall submit to the administration office the name of any visitors staying with them for one month or longer. Any visitor residing at SMHC for a period exceeding three consecutive months shall be deemed to be a non-member resident. (See also Non-member Residents Policy and Section 17.0 of our Bylaws.).

Member obligation when absent from a unit: Members absent from their unit must arrange to have the unit checked on at least twice a week, and are advised to check with their insurance provider as there may be more stringent requirements associated with their personal contents insurance. Any damage to the unit occurring during a member's absence, as a result of a member not making adequate arrangements for care of the unit during that absence, shall be the responsibility of that member. An absent member remains responsible for all yard care and other maintenance obligations in accordance with SMHC's policies and bylaws.

Responsibility of members for visitors and non-member residents: Members are responsible for the conduct of non-member residents and/or visitors staying in their unit. The Board has the right to direct a member to ensure that any visitor or non-member resident that does not comply with SMHC bylaws, policies and/or procedures leaves the unit.