



SARCEE MEADOWS HOUSING CO-OPERATIVE LTD.

Operation Policy

Subject: External Waiting List
Original Approval Date: January 22, 1987
Approved By: Board of Directors
Date of Amendment or Replacement: May 1989, June 1990, October 1992, April 1992, March 1994, June 1999, September 2000, May 2001, June 2005, October 2006, November 2007, October 2011, May 2018, January 2024

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 The External Waiting List will be superseded by the Internal Waiting List.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 appropriately 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.

- Requests from prospective members to change the unit size originally requested will be approved through the office based on current membership requirements.
- Once approved the unit size will be updated and 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.