



BROOKS CO-OPERATIVE HOMES INC.

2145 Sheridan Park Dr., Ste. 6, Mississauga, Ont. L5K 1C6
Tel: (905) 823-4777 Email: office@brookscooperative.ca

Property Management Policy

A policy dealing with the rules regarding unit upkeep
and maintenance

Passed by the Board of Directors on the 22nd day of January 2014
Confirmed at the General Members Meeting on the 30th day of April 2014
Amended and passed by the Board of Directors on the 13th day of October 2021



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1. Policy Statement:

- a.** The objectives of these rules are to set out the respective responsibilities of “the Member” and “the Co-op” for the maintenance and repair of co-op property within the units and to establish guidelines concerning what repairs should be undertaken by the members and what improvements may be carried out within their individual units

2. Purpose of the Policy:

- a.** Members are generally responsible for the upkeep and cleaning of their units including re-decorating of unit, cleaning of unit reporting of maintenance problems, in writing, to the co-op promptly
- b.** Note: Members will be held financially responsible if it is determined that their failure to report or willful damage or negligence resulted in the costly damage and/or repair or replacement of property or equipment

3. DECORATING:

- a.** When members wish to re-paint their units, they will be responsible for carrying out the work. The co-op will not require members to re-paint their units unless re-painting is necessary because of undue wear and tear.
- b.** The co-op will supply to a member a paint grant to re-paint the unit every three years of residence in the co-op by same member or when there is an external change of occupancy. This allowance may be claimed in installments if the whole unit is not painted at one time.
- c.** Members who are purchasing their own paint are expected to purchase light coloured paint only.
- d.** Painting equipment (e.g., rollers, brushes, trays, etc.) will only be reimbursed up to a total of 10% of the paint grant, or 10% of the portion of the grant used at any time by the members.



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- e. Kitchen cabinets and bathroom vanities are not to be painted or customized and no additional fixtures are to be installed inside or outside of these cabinets.
- f. Members are expected to take due care when painting. Drop cloths or similar protective coverings must be used. Cover plates on outlets must be removed before painting and all hardware, controls, fixtures etc. must be masked before painting.
- g. All wallpaper must be dry-strippable. The co-op will not contribute to the cost of wallpaper.
- h. Texture spray, stucco or textured paint may not be applied to any wall.
- i. Before vacating their unit, members are responsible for the repair or damage caused to walls and ceilings by picture hanging devices, ceiling hangers, etc.

4. FLOORS:

- a. Members are expected, on a regular basis, to clean and maintain hardwood and any tile floor coverings.
- b. The co-op may periodically renew polyurethane finishes on hardwood floors. Members may not refinish hardwood floors themselves.
- c. The co-op strongly encourages the use of area carpets on hardwood floors to minimize noise and preserve the finish of the hardwood.

5. APPLIANCES:

- a. Co-op owned appliances and their accessories belonging to the co-op may not be replaced, removed or moved from one unit to another.
- b. The co-op is responsible for maintaining co-op owned appliances in working order and replacing them, as necessary.
- c. Members are required, on a regular basis, to clean both the interior and exterior of their refrigerators and stoves, in accordance with the recommendations of the manufacturer.



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- d.** Members may not install additional appliances. Note: Damage to or by any appliance (be it *co-op owned or member owned*) which is caused by the failure of a member to carry out these responsibilities, or otherwise caused by the member's neglect or abuse, will be repaired by the co-op at the member's expense

6. LOCKS:

- a.** The co-op will maintain all locks on entrance doors to the building and individual units. Whenever a unit is vacated, the co-op will automatically employ the services of our general contractor to replace the unit door lock.
- b.** The entrances to the buildings have key fobs. Each unit will receive one key fob for every Member and long-term guest registered to the unit. Every fob will cost \$10.00 for replacement or if not returned upon the unit being vacated.
- c.** Members may request additional key fobs for their unit by informing the co-op via letter who will be receiving the key fob with their name, relation to the member and their contact information and address.
- d.** Compact key fobs are available from the office with a \$5.00 non-refundable deposit.

7. HAZARDS:

- a.** Members are not permitted to store highly inflammable substances within their units/lockers.
- b.** Smoke detectors installed by the co-op may not be painted, disconnected or removed. Replacement of the battery is the responsibility of the member. Batteries can be obtained from the office.
- c.** Members are not permitted to make any alterations or modifications to the breaker panel without the permission of the co-op. In the event of the breakers continually "tripping", it is the responsibility of the member to notify the office, in writing.

8. ALTERATIONS BY MEMBERS:

- a.** Members must receive the prior, written approval of the Board before undertaking any alteration to their units. Application must be made to the Board and all information requested concerning the proposed alteration must be provided.



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- b.** Members will not be compensated for the cost of alterations to their units unless the alterations are undertaken at the initiative of the co-op.
- c.** Fixtures in place are the property of the co-op. Members may, on a temporary basis, replace co-op owned fixtures (e.g. light fixtures) with their own but are responsible for storing the original fixtures within their units and replacing them, in good condition, before they vacate.

9. REIMBURSEMENT FOR EXPENDITURES BY MEMBERS:

- a.** The co-op will reimburse members for maintenance-related expenditures that they have made only if they have received prior co-op approval. **Receipts must be provided.**

10. UNIT INSPECTIONS

a. Move-Out Inspections:

- i.** On receipt of a sixty (60) day notice from a member of their intention to vacate, the co-op will carry out a “preliminary” inspection of that member’s unit.
- ii.** On completion of the inspection, the member will be provided with a list of repairs required (if any) to bring the unit up to a condition which, in the opinion of the co-op, is acceptable.
- iii.** When vacant possession of the unit is received by the co-op, a “final” inspection is carried out to ensure that all repairs have been completed and that the unit and its appliances, etc. have, in the opinion of the co-op, been left in an acceptable state of cleanliness.
- iv.** The Member Deposit on file will be applied against the cost of repairs not completed and/or the cost of professional cleaners, if required, to re-clean appliances, kitchen cabinets and/or bathroom fixtures (toilet, tub, shower, vanity, sink etc.).



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b. Move-In Inspections

- i.** On receipt of keys, or shortly after, a “move-in” inspection will be carried out by the co-op in the presence of the new member(s). The new members and the co-op will sign the inspection report, based on the condition of the unit.

c. Annual Unit Inspections

- i.** As part of the preventative maintenance program, the co-op will be carrying out an “annual” inspection of all units to identify present and possible future maintenance problems.
- ii.** The co-op will be responsible for giving at least one week’s advance notice of the inspection. The exact date and time will be mutually agreed upon by the co-op and the member.
- iii.** Following the inspection, the member will be given a list of the repairs required (if any) and a date for a follow-up inspection will be set. If the member fails to carry out the assigned repairs, the co-op will arrange for the work to be completed and the member will be charged for the expenses incurred.

CERTIFIED to be a true copy of a Policy passed by the board of directors at a meeting held on the 13 day of October, 2021