

## To-Do List: Moving In

Here is a to-do list for moving into the Co-op:

- ✓ Conduct a move in inspection of the unit with the property manager to identify any issues that need to be fixed before you move in.
- ✓ Set-up electricity, phone, and cable services
- ✓ Familiarize yourself with the garbage pickup schedule
- ✓ Read and understand the Co-op's rules, polices, and by-laws
- ✓ Sign the Occupancy and other agreements
- ✓ Provide information about your pet and vehicle (if applicable)

## Shared Community Values

Members of Fife Road Co-op are connected through shared values, mutual respect, and an understanding of how Members care and concern for our community makes a meaningful difference.

Co-op members help to build community pride by:

- Treating other members with respect
- Upholding and following the Co-op's rules, polices, and by-laws
- Keeping rented units (including yards, garage, and lawn space) and common areas clean and free of garbage, litter, and graffiti.

## Good Neighbours

Co-op members also play a key role in maintaining our Co-op's relationship and reputation with the City and larger community by being aware of our curb appeal (the way others' look at and think about our property and building) and by complying with the City's garbage removal program.

## Membership Obligations and Responsibilities

Each Member is expected to:

- Contribute to the on-going development of our co-operative as a community;
- Actively participate in the on-going maintenance and operation of the Co-op by joining a committee, attending meetings, and making constructive suggestions for improvement
- Follow the rules, policies, and by-laws'
- Treat other Co-op members and staff of the Co-op with respect
- Approve by-laws, polices, and rules
- Participate in voting to:
  - elect fellow Member to serve on the Board of Directors
  - appoint a financial auditor
  - approve the annual budget and audited financial statements

**Volunteer** as much as possible to help care for and maintain the Co-op's property and building and to grow our Community Spirit!



to

**Sprucewoods Co-operative Housing Inc.**

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*Shared*

Values and Expectations  
of Membership in  
our Co-operative  
Housing Community

## Living in a housing co-operative

As a non-for-profit housing provider, Fife Road Co-op provides affordable housing to eligible members.

Members of Fife Road Co-op do not own any physical asset of the Co-operative, but are entitled to remain in the Co-op as long as housing charges are paid and the obligations of membership, such as following all rules and by-laws, are met.



### Members' Financial Contribution

Members pay a monthly housing charge to live in housing co-operative.

As a not-for-profit housing provider, Co-op members pay housing charges to cover the cost of operating and maintain the Co-op's property and building. Members also have input on the budget for operating and maintaining the Co-op.

As a member of Fife Road Housing Co-operative, you are expected to pay your housing charges on time so that the Board of Directors is able (through the property management company) to pay for the Co-op's monthly expenses to manage and maintain the property including staff costs, maintenance costs, repair costs, energy costs, insurance, and mortgage payments.

## Education

Directors of the Co-op participate in workshops to ensure that they are properly trained on the roles and responsibilities of serving on the Board of Directors.

Members are also provided with learning opportunities throughout the year to share and learn new skills.

Through the Canadian Housing Federation (CHF) and the Central Ontario Co-op Housing Federation (COCHF) our Co-op has access to workshops and resources for various to help with dealing with government agencies.

Each year Fife Road Co-op tries to send a Member (in good standing) to represent our Co-op at the CHF Annual General Meeting.



### Democratic Member Control

Each member of the Co-op is entitled to one vote.

Two to three members' meetings are held each year and members are expected to attend in order to help make decision about the Co-op and to contribute where needed.

Other meetings for Co-op members include an Annual General Meeting, to review the Co-op's business and elect new directors, Special Members' Meetings, which are called in response to urgent matters. An Annual Budget Meeting is called to review the costs of operating and maintaining the Co-op and to approve the annual budget.



## Co-op Community and Culture

Each housing community is unique.

Fife Road Co-op is a family oriented housing community. Our members also include seniors and new Canadians.

Members of the Co-op participate in developing rules, by-laws and polices which govern how the Co-op is to be managed . Each member is required to read and understand all rules, by-laws and polices.

Here are a few examples of polices, rules, and by-laws at Fife Road Co-op:

- 1) Enter a policy  
(common area, pets, parking)
- 2) Enter a by-law  
(internal transfer, parking, etc)
- 3) Enter a rule (BBQ's, use of back yard, etc.)

Members are expected to read, understand, and respect our policies and by-laws.