

Noons Creek CO-OP Policies	Date Issued	26 March 2019
Members Responsibilities for Care & Up keep	Date Reviewed	
	Policy #	1

Purpose

To provide a comprehensive list of what all members are responsible for maintaining while living in the coop. This list is not exhaustive but covers a majority of routine care required by members.

General

Members are required to meet their responsibilities so the coop can remain a place where people enjoy living as well as remain in a state of good repair. When either the coop or the members fail to meet their responsibilities those who live here could see increased housing charges, deteriorating property aesthetics and possible safety concerns.

Members that fail to maintain a reasonable approach to their responsibilities or are seen to be negligent will be held financially responsible for any or all costs incurred by the coop to repair or replace property. Members are also responsible to notify the appropriate person(s) of any deficiency or risk found that should be maintained by the coop. Members must also ensure they are aware of the Coop alterations policy and what those limitations are (both interior and exterior).

Maintaining a safe, healthy and pleasing community is everyone's responsibility

Maintenance Item	Responsibility	
	Member	Co-op
Cleaning	Complete unit interiors and immediate exterior areas (patio, green space, planter box etc).	Exterior windows located over height of +6' and balance of property.
Wear, Tear and Aging	Excessive wear and tear or abuse	Normal wear and tear. Replacement of items that are a co-operative responsibility when no longer reasonably functional.
Damage	All damages resulting from actions or negligence of Members, their family, guests or pets.	All damages resulting from a structural or maintenance deficiency that is a Co-operative responsibility.
Property Replacement	Pro-rated costs of replacement if required earlier than scheduled due to Member abuse or negligence.	As per Capital Plan
Fridge	Cleaning and care	All operational and function parts.

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Stove	Cleaning and care	All operational and function parts.
Furnace/Thermostat	change battery on thermostat Change or clean filter as recommend by manufacture	Operation and all other maintenance
Hot Water Tank	(know shut off) Drain tank as per manufactures recommendation. Keep clear and clean of materials	Operation and all other maintenance
Bulbs and lamps	All bulbs controlled by switches	All other bulbs not controlled by a regular switch.
Fans (stove/bathroom)	Cleaning and filters	Motors, impellers and wiring.
Light Fixtures	Cleaning & bulbs	Operation, globes
Electrical switches and receptacles	Overloading circuits and cover plates	Normal operation
Breakers	Overloading	Operation
Safety Sensors (Heat/Smoke)	Ensure they are never disconnected, battery changed annually	Operation
Electrical wiring	No alterations	Operation
Telephone Wiring/ Boxes	No alterations	Operation
Water and Sanitary Pipes	No alternations	Operation and leaks
Shut-off Valve	Know location of shut-off	Operation, drips and leaks
Fixtures – towel racks, toilet paper holder	Member’s responsibility replacement/repair	
Faucets/Shower Heads	Know location of shut-off	Operation, drips and leaks
Sinks and Tubs	Enamel and finishes	Caulking and seals
Toilets	Plugged (overflow) and seats Know location of shut off	Parts (excluding seats) and operation

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Drains	Plugged condition	Leaks and seals
Exterior tap	Winterize or shut off during cold seasons	Operations and leaks
Window Coverings (curtains/blinds/screens)	Member to provide and install	
Doors (Interior and Exterior)	Door knobs and doorbell buttons	Hinges on all doors, weather stripping and dead bolts on exterior doors. Doorbell chimes and wiring.
Closet Doors	Hangers and guides	Door and rails
Locks and Keys	Sticky locks and worn keys	Repair/replacement of locks when worn out.
Windows	Cleaning of interior panes and tracks. Ensuring humidity is mitigated	Cleaning of exterior panes and replacement as necessary.
Carpets	Stains and burns, clean professionally once per year	Replacement per capital plan
Linoleum	Stains, burns and cuts	Replacement per capital plan
Walls and Ceilings	Holes, dents, scratches and scuffs, Paint as per Paint Policy	Paint as per paint policy and MIMO procedures
Cupboards, Counters and Closets	Hinges and handles, burns, scratches in counters and scuffs	Replacement per capital plan
Venting	Stove vent cover Interior dryer ducting (no plastic ducting only rigid metal/aluminum duct)	Cleaning dryer vents as per maintenance plan
Water Damage	Repairs due to overflow, open windows or other Member negligence	Repairs due to the failure of a component that is a Co-operative responsibility

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private gardens	<p>Maintenance (watering, fertilizing, soil replacement and weeding)</p> <p>Must be maintained on regular basis to keep a high level of curb appeal. Remove any invasive plants that can lead to property damage.</p>	Common areas are responsibility Coop
Proximal Lawn, Trees & Shrubs (Grass)	Maintenance (watering, as per restrictions or as directed by coop) unless this is specifically elsewhere in Co-operative Policy or Contracts	Maintain a landscaping contract
Patio and Stairs (External)	<p>Keep clean and free of debris and vegetation</p> <p>Remove Snow from stairs and walkways</p>	Maintenance as required
Carports & Parking Stalls	<p>Keep clean and organized. Clean up of spills and stains</p> <p>Safe storage and containment of any flammable materials</p>	Maintain Parking stall numbering, delineators (lines) and surface structure (paving)
Yard Fences and Gates	<p>Keep clean and free of debris and vegetation.</p> <p>Patio gates are responsibility of the member</p>	Maintenance as required