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SKOTOKO HOUSING CO-OPERATIVE LTD.

- POLICY:** MEMBERSHIP CAPITAL ANNUAL ASSESSMENT POLICY C.1
- CATEGORY:** Management (Bylaw 1.3)
- APPROVED:** REVISED June 29, 2022, by the Members
- PURPOSE:** Skotoko Housing Co-operative Ltd.'s. property is our biggest asset. To ensure that the co-operative property is well maintained in good condition, Skotoko Housing Co-operative Ltd. will assess the interior and exterior of homes yearly to determine that the maintenance and replacement requirements are met. In addition, to assess the care of which is being given to the property by the members responsible for their homes in order help identify present and potential future maintenance problems to help control the cost of repairs due to neglect and/or wilful damage by the Member, their family, or neglect.

Process

- Members units will be assessed yearly and/or when deemed necessary.
- The member will be given a minimum two (2) days' notice of Skotoko Housing Co-operative Ltd.'s. intention to assess the Unit.
- **ALL** rooms must be made available to assess during the capital annual inspection, no exclusions.
- The Maintenance Staff and/or Office Manager will perform the capital annual assessment.
- Upon completion of the capital annual assessment, the Office Manager will provide a list of requirements, within a timely matter, the member must undertake in a 30-day deadline. Proof of compliance must be provided.
- Members must provide the Maintenance Staff or Office Manager a list of concerns or any suggested repairs.

Skotoko Housing Co-operative Ltd.

Policy: CURFEW POLICY C.2

Category: Management Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: The purpose of this policy serves to ensure the safety of Skotoko Housing Co-operative Ltd. members and their children.

Process:

No children or youth (16 years and younger) are to be in the parking lot and common areas of the Cooperative after 8:30pm Sunday through Thursday evenings and after 10:30pm Friday through Saturday evenings. During the school summer vacation period the curfew shall be 10:30pm to 7:00am Monday through Sunday. We are subject to the Town of Okotoks noise by-law between the hours of 11:00pm and 7:00am.

Skotoko Housing Co-operative Ltd.

Policy: DOOR OPENING POLICY D.1

Category: Management Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: The purpose of this policy serves to ensure Skotoko Housing Cooperative Ltd. members control access to their homes.

Process:

Under no circumstances will the office or any authorized key holder open a unit for children or visitors without written or verbal consent for file. Written authorization must have the signature of the member or members of the designated unit and specify who is allowed to enter the unit.

Staff and/or authorized key holders will open your unit during business hours on your request and when **available** to do so.

When a member is locked out of their home by their own action and after Skotoko Housing Cooperative Ltd. working hours or when the office staff is unavailable, during holidays, that member is expected to call a locksmith to gain entry at their own costs. To avoid these costs, it is encouraged you ensure you always have your house keys on you.

Skotoko Housing Co-operative Ltd.

Policy: Ethical Conduct Policy E-1

Category: Management Policy (Bylaw 27.1)

Approved: Skotoko Housing Membership November 17, 2021

PURPOSE: The Ethical Conduct Policy seeks to establish principles for management of ethical conflicts, to provide a source of advice on such matters, and to set out measures for dealing with breaches. The policy is intended to serve as a bridge between what the law requires and what morality advises, providing general guidance, but leaving individuals with the responsibility for acting ethically in accordance with their best judgement.

In case of dispute, uncertainty, the Board of Directors is entrusted with the authority of interpreting this policy and ruling on any issue with their best judgement.

Confidentiality Policy

This policy applies to individual directors, employees, independent contractors' acting in Skotoko Housings name, committee members and any other volunteers acting on Skotoko's behalf.

1. Definitions:

For purposes of this policy the following definitions of terms used apply.

Employee: Any person who works for Skotoko on an employee / employer relationship and who appears on any payroll records of Skotoko.

Fiduciary: A fiduciary is a person who must put someone else's interests ahead of their own.
Immediate family: Includes spouse/partner, child, grandchild, brother, sister, parent, grandparent, aunt, uncle, niece, nephew, and corresponding in-laws.

Independent Contractor: A self-employed individual who agrees to provide Skotoko with a specific service.

Personal relationship: A personal relationship outside the workplace that might affect the decisions or the ability of an individual to perform his or her duties.

Procurement: The process whereby Skotoko purchases equipment, materials, supplies, and repairs, or contracts for services.

Transaction: Any business deal or contract or event that requires the exchange of money from Skotoko to the other party.

Vendor: Any person or company hired by Skotoko to perform work and/or supply products to Skotoko. Includes sellers, traders, retailers, wholesalers, dealers etc.

2. Ethical Conflicts

An ethical conflict exists when a reasonable observer would think that a person's loyalty to another organization or interest, including his or her self-interest, may influence the exercise of

his or her objective judgement or compromise his or her duty of loyalty to Skotoko. Ethical conflicts can take many forms, as set out below.

2.1 Conflict of Interest

Conflict of interest is normally associated with improper financial gain, whether deliberately sought or innocently arrived at. Under the Cooperatives Act, a director or officer of Skotoko has a conflict of interest if he or she has an interest in a material contract or transaction with Skotoko. Interest is defined as

- i. being a party to the contract or transaction.
- ii. being a director or officer of a party, or an individual acting in a similar capacity, to the contract or transaction; or
- ii. having a material interest in a party to the contract or transaction.

Under the Act, conflict is not present if a similar contract or transaction is routinely available to any like member of Skotoko Housing on the same terms.

Under this policy, conflict of interest is also present when any of the following take's place or is attempted:

- i. Self-dealing: using one's position with Skotoko to obtain a monetary benefit for oneself or for one's intimates.
- ii. Being on the take: accepting valuable gifts or favours in exchange for delivering benefits from Skotoko.
- iii. Influence-peddling: advancing someone else's business or monetary interests in exchange for benefits for oneself.
- iv. Making unauthorized private use of Skotoko's property.
- v. Using confidential information for one's personal financial benefit.
- vi. Using one's recent close connection as a volunteer or staff member to influence Skotoko for personal gain.

2.2 Conflict of Loyalties

A conflict of loyalties is present when a person owes a duty or loyalty to two or more parties and cannot reconcile those loyalties by identifying and serving the common interests of the separate parties.

2.3 Political Conflict

A political conflict arises when a person's fundamental duty to act in the best interests of Skotoko clashes with his or her wish to advance the legitimate interests of a specific constituency within the organization or the wider movement.

3. Expected Standards of Behavior

3.1 General

People employed by or acting on Skotoko's behalf must conduct themselves in a seemly and responsible way, avoiding any behavior that may bring them or Skotoko into discredit. They must act, and be seen to act, with undivided loyalty and good faith in the long-term best interests of Skotoko and its membership.

3.2 Compliance with Laws, Regulations and Bylaws

People employed by or representing Skotoko, when acting in that capacity, will always comply with the laws and regulations governing Skotoko and the activities performed on its behalf. They will always also act in accordance with Skotoko's own bylaws and policies.

3.3 In Conflict Situations

People employed by or acting on Skotoko's behalf, including Directors and Officers, are expected to avoid ethical conflict, as defined in section 3 above. When a conflict is unavoidable, as soon as they become aware of it, employees and independent contractors with a conflict must disclose it to the General Manager; the General Manager and volunteers to the Board of Directors may neither vote on any matter in which they have an ethical conflict nor be present nor take part in discussion of it.

3.4 Financial Assistance

The General Manager and Board of Directors may award financial assistance to members, as allowed under the bylaws and policies of Skotoko. Where no policy exists, they may give only such assistance as would be available to a like member within the membership in a comparable situation.

3.5 Procurement

Ethical conflicts associated with procurement arise when a vendor or candidate for a staff position has a personal or immediate family relationship with a member of the Board of Directors or with a staff member. Such a person in authority may use, or may appear to use, his or her position to advance the interest of his or her friends or family. Failure to disclose a conflicting employment relationship may lead to disciplinary action including termination of an employee or removal of a board member. Conflict issues in hiring for permanent or temporary positions are further addressed in Conflicting Employment Relationships of Skotoko's Personnel/Employment Policy.

To avoid ethical conflicts involving vendors or independent contractors, Skotoko will observe the following principles:

Opportunities for vendors and independent contractors will be widely advertised, or not advertised at all, in proportion to the importance and urgency of the task, the presence of qualified, known candidates and the length of time the task is expected to take.

Close relationships that cross lines of authority will be made known to the General Manager or the Board of Directors before procurement decisions are made.

No one intimately associated with a vendor or independent contractor may unilaterally decide to use that person's services.

In matters of procurement, the Board of Directors and the General Manager will each act in accordance with their fiduciary duty to Skotoko in respect both to ethical conduct and to sound business judgement.

3.6 Gifts, Favours, Entertainment

No one employed by or acting on Skotoko's behalf may give to or accept from members, suppliers, officials, or associates anything but a token gift or benefit nor any benefit that, if made public, could appear intended to buy their good will.

3.7 Self-Dealing

People employed by or acting on Skotoko's behalf must avoid all forms of self-dealing, as defined above.

4. Appropriate and Encouraged Conduct

4.1 Political Support

People employed by or acting on Skotoko's behalf are encouraged to exercise their citizenship by voting and participating in such activities as lobbying, political campaigns or running for public office, provided they do not use Skotoko's premises for these purposes or in any other way compromise Skotoko's tradition of non-partisan political advocacy.

4.2 SMHC's Property

People employed by or acting on Skotoko's behalf may make reasonable personal use of Skotoko's property, provided they pay for any goods and services they use where such use involves any expense to Skotoko, and they have obtained permission to do so either from the General Manager in the case of employees, or the General Manager or Board of Directors, in the case of directors, to ensure that the property use does not open Skotoko to any liability claims, and that there is no conflict with the needs of the co-operative. While they may send personal messages by means of Skotoko's system of electronic communications, they must do so in the understanding that Skotoko cannot guarantee their privacy and may have no option but to review such messages to enforce this or another of its policies.

4.3 Confidentiality and Privacy

People employed by or acting on Skotoko's behalf must treat as confidential both Skotoko's records and any information they may contain about private individuals and their financial, professional, or personal lives, sharing this information only if necessary, and as permitted by law. They must comply with any privacy policy adopted by Skotoko.

4.4 Sector Activity

People employed by or acting on Skotoko's behalf are encouraged to participate in the co-operative housing movement at all levels but must reserve their higher loyalty and good faith for Skotoko, if a conflict of loyalties should arise.

Directors may support a candidate running for election to a volunteer position within Skotoko if they can do so without biased excess.

Employees of Skotoko may not play any role in the election campaign of any candidate for elected office with Skotoko.

Skotoko's media will not offer any candidate an opportunity not available to all candidates in a similar position.

5. Consequences

The Cooperatives Act makes various sanctions and remedies available if a conflict of interest on the part of a director or officer is not managed according to its requirements. These remedies are available to Skotoko and to any of its members. Considering its broad concern for ethical conduct, Skotoko has established the following further measures.

5.1 Employees, Vendors, and Independent Contractors

Failure to follow this policy will lead to sanctions, which may include termination.

5.2 Members of the Board

Under certain conditions as outlined in the Ethical Conduct Agreement, sections 15 and 16, a member of the Board may be deemed to resign as a director or may be asked to resign by the Board of Directors

5.3 Other Volunteers

Any volunteer serving on a committee will be deemed to have resigned from that group, if after a fair hearing, the Board in its wisdom decides that his or her conduct or activities are likely in any way to bring Skotoko into disrepute.

6. Expression of Commitment

Each year the individual directors and members of committees of Skotoko, employees, independent contractors representing Skotoko, and any other volunteers acting on behalf of Skotoko, will read the Ethical Conduct Policy, acknowledge themselves to follow it and commit themselves to remaining so over the course of the next year by signing an ethical conduct agreement.

Skotoko Housing Co-operative Ltd.

Policy: Ethical Conduct Agreement for Directors of Skotoko E-2

Category: Management Policy (Bylaw 27.1)

Approved: Skotoko Housing Membership November 17, 2021

PURPOSE: An Ethical Conduct Policy Agreement protects confidential information during discussions, proposals, reviews, analysis, and consultations. This agreement allows the disclosing party to share valuable confidential information while retaining control over how the information is used by the receiving party.

General

I, _____ am a director of the Skotoko Housing Co-operative Ltd declare that in carrying out my duties as a director of Skotoko Housing Co-operative Ltd. during my term of office:

1. I will use the powers and undertake the duties of my office, honestly, in good faith, and in the best interests Skotoko. In doing so I will use the care, diligence, and skills of a prudent person in comparable circumstances.
2. I will observe and honor:
 - Skotoko’s Articles of Incorporation, Bylaws, the Share Subscription Agreement, and the Cooperatives Act.
 - Skotoko’s policies and procedures.
 - Motions passed at constituted members’ meetings directing the board to take specific action.

Confidentiality

3. I will keep strictly confidential all matters relating to:
 - employment terms and conditions of Skotoko’s employees.
 - contracts and other arrangements normally kept confidential.
 - matters specifically determined to be confidential by board motions.
 - private, personal, and financial information concerning Skotoko members or employees.
 - information relating to the business of Skotoko, where confidentiality is appropriate to preserve Skotoko’s position against third parties.

Where I am uncertain, I will seek direction by way of a resolution of the Board of Directors.

4. I will for the term of my office, after my term and or after I leave the co-op, keep confidential all information I know or that I learn through my position

unless authorized by the Board of Directors to disclose it. I will not use this information for any gain for myself, my immediate family, or any personal relationship.

Support for Skotoko Housing Ltd.

5. I will publicly support the policies and positions of Skotoko as approved by the Board of Directors and members.
6. I will publicly support the actions taken by Skotoko's management to implement programs and achieve objectives contained in the co-operative's approved policies, plans and budgets.

Conflict of Interest

7. I will always strive to place the interests of Skotoko and the Board of Directors ahead of my personal interest and declare immediately any conflict of interest or loyalties that may arise. I will also make known immediately any knowledge of a conflict of interest or loyalties concerning another director.
8. I agree not to participate in the discussion, or vote, and will leave the meeting before any of the following issues arise:
 - Personnel issues when I have an immediate family or personal relationship (as defined in the ethical conduct policy) with an employee in the organization.
 - Unit concerns when issues arise concerning my specific unit, or those of my immediate family, including subsidy approval.
 - Consideration of any contracts or financial transactions with Skotoko, or other decisions which, if approved, would lead to my or my immediate family's financial gain or benefit, whether direct or indirect.
 - Any other board discussions that may lead to a conflict of interest or loyalties.
 - When I have information concerning the discussion, I will disclose that information to the board chair prior to the discussion and my departure from the meeting.
9. I will refrain from influencing the selection of staff, consultants or suppliers who may do business with Skotoko in accordance with the Ethical Conduct Policy section 4.5:
10. I understand that I will not be eligible to serve on the Personnel/Employment Committee if I have an immediate family or personal relationship with an employee of Skotoko.
11. I will ensure all out of pocket expenses charged to Skotoko are not for personal gain but related to Skotoko Business
12. As a director I shall not receive any payment or benefit for services provided as a director but may receive a payment or benefit for services provided other

13. than in my capacity as a director for which Skotoko might reasonably make or provide such a payment or benefit.
Other than a token gift or benefit, I will not accept gifts or services from vendors, suppliers, members, staff, or any other person, when it may be construed that accepting the gift or service may constitute influence on myself in the decisions that I make as a director.

Contacting outside agencies or professionals

14. I will not contact outside agencies or professionals about the Co-operative without prior specific written direction by board resolution for my doing so.

Resignation

15. I will be deemed to have resigned my position as a director on the date that:
- I resign from office in writing and the Board of Directors accepts my resignation.
 - I make an assignment into bankruptcy.
 - I am convicted of an criminal offense.
 - I am no longer able to be bonded.
 - I give notice to terminate my membership in Skotoko, on the day that notice is given.
 - I sign a contract for profit with Skotoko without declaring a conflict of interest within 48 hours from signing the contract.
 - I continue to be a party to a contract for profit 48 hours or more after failing to receive approval from the members by resolution at a general or special meeting.
 - I become a party to a contract for profit at any time after failing to receive approval from the members by resolution at a general or special meeting.
 - I become a dependent adult as defined in the Dependent Adults Act or am the subject of a certificate of incapacity under the Act.
 - I become a formal patient as defined in the Mental Health Act.
 - I am subject of an order under the Mentally Incapacitated Persons Act appointing committee of the individual's person or estate or both, or
 - I have been found to be a person of unsound mind by a court elsewhere than in Alberta.
 - I become an employee of Skotoko.
 - I am no longer a member in good standing of Skotoko.

- I am absent from two consecutive board meetings. Resignation is effective on the day that the Board of Directors passes a motion at a duly called board meeting those reasons for my absence are not acceptable to the majority of the other directors.

16. When I am in a situation where my continued presence on the Board of Directors would cause embarrassment to Skotoko or would undermine members confidence in the board or the Co-operative, I fail to disclose a conflict of interest or loyalties or a conflicting employment relationship, I breach board confidentiality or I am disloyal or act harmful to Skotoko, I will:

- Resign my position immediately; or
- I will ask the board to determine the matter and then resign if there is a determination not in my favour; or
- I will resign when the board decides not in my favour after the board raises the matter itself.

A board determination must be made by resolution passed by three quarters of the directors attending a duly called meeting of the board, after I have been given the opportunity to be heard by other members of the board.

The Board of Skotoko can reasonably determine what matters constitute embarrassment or attending to undermine member confidence which may include, by way of example, charges under the Criminal Code relating to spousal assault, theft from an employer, or other matters. The sole and absolute discretion of the board will determine when the reputation of Skotoko has been brought into disrepute either with its members or generally.

I have read, understand, and agree to abide by this agreement and by Skotoko's Ethical Conduct Policy which is attached as Schedule A and forms part of my obligations under this agreement.

Signature

Date

Witness

Skotoko Housing Co-operative Ltd.

Policy: Ethical Conduct Agreement for Committee/Task Force Members of Skotoko
E-3

Category: Operational Policy (Bylaw 27.2)

Approved: Skotoko Housing Board of Directors December 14, 2021

PURPOSE: An Ethical Conduct Policy Agreement protects confidential information during discussions, proposals, reviews, analysis, and consultations. This agreement allows the disclosing party to share valuable confidential information while retaining control over how the information is used by the receiving party.

General

I, _____ am a committee/task force member of Skotoko Housing Ltd.
I declare that in carrying my duties:

1. I will use the powers and undertake the duties honestly, in good faith, and in the best interests Skotoko. In doing so I will use the care, diligence, and skills of a prudent person in comparable circumstances.
2. I will observe and honor:
 - Skotoko's Articles of Incorporation, Bylaws, the Share Subscription Agreement, and the Cooperatives Act.
 - Skotoko's policies and procedures.
 - Directions from the board and/or members' meetings involving the committee.

Confidentiality

3. I will keep strictly confidential all matters relating to:
 - employment terms and conditions of Skotoko's employees.
 - contracts and other arrangements normally kept confidential.
 - private, personal, and financial information concerning Skotoko members, applied members or employees.
 - information relating to the business of Skotoko, where confidentiality is appropriate to preserve Skotoko's position against third parties.

Where I am uncertain, I will seek direction by way of a resolution of the Board of Directors.

4. I will, while I am on the committee/task force and after I leave the committee/task force, keep confidential all information I know or that I learn through my position unless authorized by the Board of Directors to disclose it. I will not use this information for any gain for myself, my immediate family, or any personal relationship.

Conflict of Interest

5. I will always strive to place the interest of Skotoko ahead of my personal interest and immediately declare any conflict of interest or loyalties or conflicting employment relations that may arise. I will also make known immediately any knowledge of a conflict of interest or loyalties concerning another committee/task force.
6. I agree not to participate in the discussion, or vote, and will leave the meeting before any of the following issues arise:
 - Personnel issues when I have an immediate family or personal relationship (as defined in the ethical conduct policy) with an employee in the organization.
 - Unit concerns when issues arise concerning my specific unit, or those of my immediate family.
 - Consideration of any contracts or financial transactions with Skotoko, or other decisions which, if approved, would lead to my or my immediate family's financial gain or benefit, whether direct or indirect.
7. I will refrain from influencing the selection of staff, consultants or suppliers who may do business with Skotoko in accordance with the Ethical Conduct Policy section 4.5:
8. I understand that I will not be eligible to serve on the Personnel/Employment Committee if I have an immediate family or personal relationship with an employee of Skotoko.
9. I will ensure all out of pocket expenses charged to Skotoko are not for personal gain but related to Skotoko Business
10. Other than a token gift or benefit, I will not accept gifts or services from vendors, suppliers, members, staff, or any other person, when it may be construed that accepting the gift or service may constitute influence on myself in the decisions that I make.

Contacting outside agencies or professionals

11. I will not contact outside agencies or professionals about the Co-operative without prior specific written direction by board resolution for my doing so.

Resignation

12. I will be deemed to have resigned my position from the committee/task force when:
 - I give notice to terminate my membership at Skotoko Housing.

- I am no longer a member in good standing of Skotoko.
- I give notice to leave the committee/task force.
- I breach confidentiality.
- I fail to disclose a conflict of interest or loyalties.
- I violate this agreement.

When a committee/task force member has violated this agreement and termination from the committee/task force is considered, the board liaison or committee/task force chairperson will refer the matter to the board of directors for resolution.

I have read, understand, and agree to abide by this agreement and by Skotoko's Ethical Conduct Policy which is attached as Schedule A and forms part of my obligations under this agreement.

Signature

Date

Witness

Skotoko Housing Co-operative Ltd.

Policy: GROUND MAINTENANCE POLICY G.1

Category: Management Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: Manage and maintain the Skotoko Housing Cooperative Ltd. grounds to ensure the health, safety, and comfort of member(s) and to protect and extend the life of the grounds and landscape materials and enhance Sktooko Housing Cooperative Ltd. and increase its marketability.

Definition:

Member's yard: is from the front door of their unit edge of the common area sidewalk along the property line

SHC: Skotoko Housing Co-operative Ltd.

Process:

Member Responsibility

1. Members are responsible for lawn mowing in their yards (front/back/adjacent) on a regular basis.
2. Members are responsible to rake the leaves up in their yards. SHC has adopted the Nature Conservancy of Canada suggestion for a greener response to leaves on their ground and to keep them there to help promote backyard biodiversity, should a member choose too.
3. Members are expected to keep their garden and lawn areas free of non-pollination weeds. SHC has also adopted the Nature Conservancy of Canada *No May Campaign* suggestion to not mow your lawn to early in the Spring to allow for native plants to grow and to not disturb ground-nesting bees who have not yet emerged. Additionally, some flowers considered to be weeds such as dandelions, although they may be an eyesore, do promote pollination and contribute to a healthy yard. SHC does an annual weed control program in the common areas of the complex.
4. Vegetable and flower gardens are allowed within the members' yards. They must be attended to and manage within reason.

5. Members are responsible for the removal of ice and snow from their personal walkways. Members must also adopt the Town of Okotoks By-Law concerning snow removal within the 24hr time frame including all adjacent pathways.
6. Members are responsible to always keep their front and back yards clear of garbage and debris.
7. The Board of Directors will allow additional trees and other permanent changes with prior approval by the Grounds Committee.
8. No swing sets or wading pools in front of the yards. Sprinklers, including slip & slide will be allowed but must be drained regularly and cleared and stored daily. Members will be responsible for the repair of grass at their own expense. Lawn furniture will be allowed in front yards at the discretion of the Board of Directors.
9. No open fires of any kind allowed in Members yards. Members may use CSA propane approved fire pits in backyards only. The propane fire pit must be 6ft away from exterior of your units, no bigger than 24" in diameter and have a flame no higher than 10". Propane fire pits must not be under-deck umbrellas, or any tree or tree branches. Propane fire pits must be always attended to and a means of extinguishing the fire must be readily available. SHC has zero tolerance for outdoor fire pits and any violation will result in \$100.00 fine and removal of fire pit.
10. Garden supplies should be stored in the rear yards when not in use. Off-season maintenance items (i.e., shoe shovel, lawn mowers, etc.) should not be stored in the front yard area. Bicycles and any other recreational outdoor items should be stored in the back yards when not in use. **The guiding principle is to have the front areas present in a neat and uncluttered appearance.**
11. Sheds and Gazebos in the backyard will be at the discretion of the Board of Directors and must have prior approval before installed.
12. All members must adhere to the Town of Okotoks guide to waste collection, brochure attached for reference.
13. Absolutely no disposing of work material. Only household items.
14. Periodical unannounced yard inspections will take place at the discretion of the Grounds Committee.

Co-operative Responsibility

The trimming of shrubs, bushes, and trees as well as parking lot snowplow and gravel are the responsibility of the Co-operative, regular landscaping maintenance with a preferred contractor will be supported.

Penalties for un-kept and neglected yard areas will be as follows:

1. Members found to be in violation of this policy apart from snow removal and open fires violation will be given a 24hr notice to comply.
2. If the situation is not taken care of within the 24hr timeframe, an initial fine of \$25.00 will be charged to the unit with an additional 24hrs to comply.
3. If it becomes necessary, after steps one and two, the Grounds Committee will clean up the members yards at \$25 hourly rate (1hrs min). The cost of supplies to carry out the cleanup and repairs will be the responsibility of the offending members.
4. All snow removal must be done in accordance with the 24hr time frame set forth by the Town of Okotoks. Failure to shovel your snow within 24hrs of snow fall will result in an immediate fine of \$25.00 followed by additional steps outlined in this policy. All members must plan to have their pathways shoveled if they are going to be away from their units during snow fall months.
5. Arrears cannot be carried forward to the following month and all the above charges must be paid in full to SHC before the following month in accordance with our By-Laws.

Community Shed Rules

The community shed located by the office is available for all members to use the products in the shed at their own risk. Children under the age of 12 are prohibited from accessing the community shed. Contact the office for the code to the shed.

1. Please place everything back where you got it.
2. If you notice a damaged or missing product, advise the Office Manager
3. Work together and keep the shed clean and tidy
4. Children are not allowed to play in the shed
5. Not for personal item storage

Failure to comply will result in communal shed being locked indefinitely and membership will be required to ask Office Manager for access.

Community Garden Rules

1. **Keep It in Check:** Plant only crops you have the time and skills to control. Avoid invasive species like mint, which could take over your entire plot plus your neighbors'.
2. **Stay Inside the Lines:** Make sure to plant within your plot's markers. Encroaching on your neighbor's space isn't very neighborly.
3. **Keep It Neat:** You may not be growing food there, but the walkway around your plot is your responsibility. Keep it weeded and tidy. If there are community tools, hoses, etc., for you to use; treat them with care and respect.
4. **Grow Something:** Sounds obvious, right? But many community gardens have specific rules against "harvesting" soil from plots. Bottom line: Part of being a polite community gardener is growing a garden!
5. **Watch The Kids:** Keep a close eye on little ones and don't let them trample on neighboring plots (or take any of the bounty!) Same goes for pets, if they're allowed (many gardens don't allow pets, so be sure to check.)
6. **No Chemicals:** Remember that whatever you use on your plot affects all your fellow gardeners

Reference Material

The Nature Conservancy of Canada

<https://natureconservancy.ca/en/>

Skotoko Housing Co-operative Ltd.

Policy: Harassment Prevention H-1
Category: Operational Policy (Bylaw 27.2)
Approved: March 9, 2021, by The Board of Directors

PURPOSE:

Skotoko Housing is committed to a healthy, harassment-free work environment for all our members and employees. Skotoko Housing Co-op has developed a company-wide policy intended to prevent harassment of any type, including sexual harassment of its employees and members and how to deal effectively with any incident that might occur.

Definition of harassment

Harassment that is covered under the [*Alberta Human Rights Act*](#) occurs when an employee is subjected to unwelcome verbal or physical conduct because of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Alberta human rights law prohibits workplace harassment based on these grounds.

Examples of harassment that will not be tolerated in Skotoko Housing Co-op are: verbal or physical abuse, threats, derogatory remarks, jokes, innuendo or taunts related to any employee's race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation. Skotoko Housing also will not tolerate the display of pornographic, racist, or offensive signs or images; offensive jokes based on race, gender or other grounds protected under the *Act* that result in awkwardness or embarrassment; and unwelcome invitations or requests, whether indirect or explicit.

Definition of sexual harassment

The *Alberta Human Rights Act* prohibits discrimination based on the ground of gender. Protection from sexual harassment is included under the ground of gender. Unwanted sexual advances, unwanted requests for sexual favours, and other unwanted verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; or
- b) submission to, or rejection of, such conduct by an individual affects that individual's employment.

Sexual harassment can include such things as pinching, patting, rubbing, or leering, "dirty" jokes, pictures or pornographic materials, comments, suggestions, innuendoes, requests or demands of a sexual nature. All harassment is offensive, and, in many cases, it intimidates others. It will not be tolerated at Skotoko Housing Co-op.

Skotoko Housing harassment complaint process

1. If it is possible, tell the harasser that their behaviour is unwelcome and ask them to stop.
2. Keep a record of incidents (date, times, locations, witnesses, what happened, your response).
3. Make a complaint as follows:
 - a) If a member or a contractor has a complaint of abuse or harassment about a staff member, he or she should report the incident to the Chair of the Board. The Board Chair will let the staff member know Skotoko Housing Co-op has a zero-tolerance policy against abuse and harassment. If this does not resolve the problem, the abusive behavior shall be reported to the Board of Directors.
 - b) If a staff person has a complaint of abuse or harassment about a member or contractor, he or she should report the incident to the Chair of the Board. The Board Chair will let the member or contractor know that Skotoko Housing Co-op has a zero-tolerance policy against abuse and harassment. If this does not resolve the problem, the abusive behavior shall be reported to the board of directors.
 - c) If a member of the public, including any former member, is abusive to a staff person either at work, or because of a work-related incident, the employee should immediately report the incident to the Board of Directors who will take appropriate measures. Depending on the circumstances and location of the abuse, the employee may also wish to immediately call the police and is encouraged to do so.

You also have the right to [contact the Alberta Human Rights Commission](#) to make a complaint of harassment that is based on any of the grounds protected from discrimination under the *Alberta Human Rights Act*. The protected grounds are race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status and sexual orientation. You can also report any incident of assault that has occurred to the police.

Under no circumstances, should a legitimate complaint be dismissed or downplayed. When a complaint of harassment, sexual harassment or abuse has been made, Skotoko Housing will take immediate action to deal with the incident as follows: The Board Chair, in consultation with the Board of Directors, (or Skotoko Housing's legal representative if members of the Board are involved) will undertake an investigation immediately and take all necessary steps to resolve the problem. If the findings of the investigation are that there has been abuse or harassment, the abuser will be disciplined appropriately, including being subject to losing 'good member status' and/or termination of membership.

Discipline of an employee will be determined by the Board of Directors.

Skotoko Housing Co-op seeks to provide a safe, healthy, and rewarding work and living environment for our employees and members. Harassment will not be tolerated within our community.

Skotoko Housing Co-operative Ltd.

Policy:	MAINTENANCE POLICY M.1
Category:	MANAGEMENT (Bylaw 1.3)
Approved:	REVISED June 29, 2022, by the Members
PURPOSE:	This policy will identify all the various “items” that collectively make up Skotoko Housing Cooperative Ltd. units. It will also determine the “standards” and the “responsibility” for each item.

Definition:

SHC: Skotoko Housing Cooperative

Standard Item: Item currently in use

Code: Where as I = Interior & E = Exterior

Member Responsibility: Describes the responsibility of each member for maintenance, care of unit, and replacement both interior and exterior items.

Co-op Responsibility: Describes responsibility of SHC for maintenance and replacement of both interior and exterior items.

Neglect: Failure to care for properly. Applicable when maintenance and replacement costs are result of member negligence. In these cases, the member will be fully responsible for all associated costs and charges will be applied.

Replacement in Kind: Replacing equipment or accessories with approved like equipment or accessories similar in quality and value.

Improvements: Any alteration, addition, or deletion to the standard item. This may or may not be an upgrade. An improvement is the replacement of a standard item.

- With an item chosen by the member rather than a SHC standard item or
- With an item not originally in the unit when it was built
- When SHC does not consider the item in need of replacement, but the member wants to replace the item anyway.

Process:

1. Members of SHC are designated to be “member” by several pieces of provincial legislation. Our supplemental by-laws enhance this concept.
2. SHC members are expected to function as homeowners.
3. Members, in caring for their own homes, are responsible for:

- The health and safety of residents, visitors, contractors, and staff
 - Appropriate reporting of problems
 - Repair, cleaning and caring for items
 - Replacing items
 - Ensure liability insurance is in place
 - Decorating
 - This checklist should be used as a guide for members and the board in determining appropriate course of action and determine responsibilities and standards when the co-operative does inspections.
4. Members are encouraged to personalize their homes, following approved guidelines.
 5. Members wishing to replace items are encouraged to:
 - Store items that have been replaced in the unit, should they ever want them back
 - Turn items into the shop for recycling, in the case where the member will never require this item again. Stoves, fridges, and dryers must be stored in the unit.
 6. Any damage to units and communal areas, i.e., tradespeople, wind, etc. should be reported immediately. Damage caused by vandalism may be repaired by SHC if the member obtains a police report number.
 7. A member must submit a home improvement form and obtain approval before proceeding with all improvement. In some cases, the application for improvement will need to go to the Board of Directors for review.
 8. If a member wishes to upgrade an item and SHC determines that the item is due for replacement, the member is responsible for all costs over and above the cost of labor and materials that would have been incurred with the standard item. *If the item is not due for replacement, the member is responsible for the full cost of the item and the installation.*

Standard Item	Code	Definition	Member Responsibility	CO-OP Responsibility	Improvement
ADDRESS NUMBER	E	Front & Rear metal address number	Responsible for care and reporting any problems. Ensuring fixed in place and no damages	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Not available
APPLIANCES	I	Stove, Fridge, Dishwasher	Responsible for reporting problems and proper care of appliances. Harsh oven cleaner should not be used in oven, only use environmentally friendly cleaner	Repairs where appropriate. Replace in kind if damaged or broken and not due to severe member neglect. Fines may occur if neglect or damages is apparent.	Available to upgrade appliance but co-operative will not be responsible for repairs. When eligible for replacement member may qualify for partial cost coverage.
ATTIC	I	Ceiling access via second floor	Members must not enter the attic. Access must be free from obstruction	Any required entry or repair.	Not available
BASEBOARDS	I	White baseboard throughout	Responsible for care and reporting any problems or damage	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Available to be upgraded at member expense, within reason.
BASEMENT	I	The complete bottom floor	To keep clean and clear of an obstruction. No dwelling of any sort	repair when appropriate	Available with Board approval
BATHROOM FIXTURES	I	Faucets, Taps, Towel Rack, Mirror, medicine cabinet, toilet paper holder, and shower rod	Responsible for care and reporting any problems. Monitor for leaks. Ensuring fixed in place and no damages	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available upgrade at their own expense. When eligible for replacement member may qualify for partial cost coverage.
CEILINGS	I	Popcorn throughout with exception of bathrooms.	Free of stains and marks. Monitor for leaks and damage. Painting?	Replace or repair damages...change to knockdown?	Not available or may upgrade to smooth?
CLOSET DOORS	I	Floor to ceiling white doors & accompanying hardware	Doors shall be clean, free of dents, paint splatters, etc. doors should be on track. Responsible for care and reporting any damage	Repair & replace as necessary, in kind.	Replacement doors are acceptable. Member may remove doors but must be stored. Header can be installed to allow a different door to be installed.
CLOSET HARDWARE	I	Hanging rod. Shelves. Closet Organizers.	Responsible for care and reporting any damage	Replace in kind if damaged or broken and not due to member neglect	Available to upgrade closet shelves and organizers at members expense
CONCRETE STEPS	E	Front & Rear entrance steps	Responsible for care and reporting any damage. Keep free from obstructions and clear of snow within 24 hrs	Repair & replace as necessary, in kind.	Not available.

DECK	E	Wood backyard deck	Repair or replacement. Accessibility to basement window.	Not available	Available to upgrade or alter within reason and with appropriate approvals at member expense
DOORBELL	E	Front & Rear doorbell buttons and interior cover	Responsible for care and reporting any problems. Ensuring fixed in place and no damages.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available to upgrade at member expense. Doorbell camera's must be professionally installed and subject to appropriate approvals.
DOWNSPOUTS, EAVESTROUGH	E	Green metal or aluminium	Responsible for care and reporting any damage. Keeping extensions in place.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
DRYER VENT COVERS	E	One exterior vent	Member is responsible for ensuring that the cover is always in place. Minimum clearances should be observed to allow outside vent to operate properly and to be accessible	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
ELECTRICAL OUTLET	I	Interior and exterior plug ins and covers	Responsible for care and reporting any damage. Ensuring covers fixed in place. Member is responsible for immediately reporting any electrical problems.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available to upgrade or alter within reason and with appropriate approvals at member expense
EXTERIOR DOOR FRAME	E	Wooden frame	Responsible for care and reporting any damage	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Not available
FENCE	E	Wooden fence, gate, and associated hardware	Responsible for care and reporting any damage. Available to hang lights and flowerpots, within reason.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Not available
FLOORING	I	Laminate, linoleum, carpet, all associated floored areas	Responsible for regular cleaning, care and reporting any damage.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Available to upgrade with proper approval. Use of glued down rubber backed carpet and floor tiles, is prohibited. When eliglible for replacement member may qualify for partial cost coverage.

FURNACE	I	Force air furnace	Responsible for care and reporting any damage. Change filter every 3 months. Must be free from obstruction within designated area and accessible	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Annual and emergency service as required.	Not available
HOT WATER TANK	I	Hot water tank	Responsible for care and reporting any damage. Ensuring temperature control is set at a reasonable level and turned down for absences. Must be free from obstruction within designated area and accessible	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Annual and emergency service as required.	Not available
INTERIOR DOOR HARDWARE	I	Doorknobs, hinges, locks	Responsible for regular cleaning, care and reporting any damage.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Locks to be changed upon move out.	Available to upgrade or alter within reason any knobs at member expense.
INTERIOR DOORS	I	Solid pre-finished interior doors, one per bedroom, bathroom, basement	Responsible for regular cleaning, care and reporting any damage. Doors to remain free of holes, decals, etc. Member will be charged for the door plus labour if the repairs/replacement is because of neglect or damage. Wallpaper/peel and stick on doors acceptable.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Available to upgrade or alter within reason...sliding doors? Member responsible to store original.
KITCHEN CABINETS	I	White flat finished particle board & associated hardware	Responsible for regular cleaning, care and reporting any damage.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Locks to be changed upon move out	? Available to upgrade hardware at member expense
KITCHEN COUNTER TOPS	I		Responsible for regular cleaning, care and reporting any damage. Use of cutting board to prevent knife cuts	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind	Not available
LANDSCAPING	E	Grass, shrubs, and trees	Responsible for cutting, weeding, and general maintenance of front and rear lawns. Keep free from debris	Responsible for cutting, weeding, and general maintenance of communal areas. Pruning and/or removing trees where required	Available to be upgraded at member expense, with appropriate approvals
LIGHT SWITCHES	I	Interior light switches throughout unit	Responsible for care and reporting any damage. Ensuring covers fixed in place. Member is responsible for immediately reporting any electrical problems.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available to be upgraded at member expense, dimmers, style, etc.

LIGHTING FIXTURES	I	Globe style light fixtures. Fixtures throughout kitchen, bathroom, dining, etc.	Responsible for care and reporting any damage. Ensuring covers fixed in place. Member is responsible for immediately reporting any electrical problems. Replacement of lightbulbs.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Co-op will install replacement fixtures to more energy efficient options where applicable.	Available to be upgraded at member expense. Preference for energy efficient options.
LOCKS	E	Doorknob locks, front, and rear entrance	Responsible for care and reporting any damage. Any missing keys should be reported.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	? Available to be upgraded at member expense, smart locks. Must provide office with key and/or pin.
MAILBOX	E	Standard black mailbox front door	Responsible for care and reporting any damage. Keep box neat and orderly.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
OUTDOOR UNIT OUTLET	E	Parking stall outlet, exterior outlets	Responsible for care and reporting any damage. Keep free from obstructions	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
OUTDOOR WATER TAP	E	Exterior taps backyard or side for end units	Responsible for care and reporting any damage. Keep free from obstructions. Member must shut off the water and bleed line properly in the fall. Frozen pipes resulting from taps not being turned off properly, may result in a member charge when repaired.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
OUTSIDE LIGHTING FIXTURES	E	One light fixture at front and rear entrance	Responsible for care and reporting any damage. Ensuring covers fixed in place. Member is responsible for immediately reporting any electrical problems. Replacement of lightbulbs.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Co-op will install replacement fixtures to more energy efficient options where applicable.	Available to be upgraded at member expense, with appropriate approvals. Motion? Energy Efficient.
PARKING STALL	E	All units allowed one parking stall with outlet. Rental stalls available for a fee.	Responsible for care and reporting any damage. Extension cord must not be left lying in the stall when not in use. Derelict or inoperable vehicles are not to be stored on property. Members are responsible for moving vehicles upon request. Member vehicles must be registered with office.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Co-op will alert membership to move vehicles to accommodate snow removal.	Available to rent extra stall(s) subject to availability
RAILINGS	E	Black railing on steps front and/or back entrances	Responsible for care and reporting any damage or problems.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged.	Not available

ROOF	E	Shingles	Responsible for care and reporting any problems. Monitor for leaks. Inaccessible for members	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
SEWER	I	Drains in bathrooms, kitchen, and basement	Responsible for care and reporting any problems. Ensuring foreign objects are not released into drains. Regularly clean. Plugged drains and toilets are members responsibility.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Co-op will service main sewer lines. If sewer backs up, the co-op will be liable for clean up and restoration.	Not available
SIDEWALK	E	Adjacent sidewalk to units and communal areas	Responsible for care and reporting any damage. Keep free from obstructions and clear of snow within 24 hrs. Use of ice melt where appropriate. Proactively clean up debris.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
SIDING	E	Vinyl siding	Responsible for care and reporting any damage or problems. Keeping flammable objects (firepit, BBQ) safe distance away.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Not available
SINK	I	White porcelain in bathrooms & stainless steel in the kitchen	Responsible for care and reporting any problems. Ensuring foreign objects are not released into drains. Regularly clean. Plugged drains and sinks are members responsibility.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available to upgrade at member expense with appropriate approval. When eligible for replacement member may qualify for partial cost coverage.
SMOKE DETECTORS	I	Two battery-operated smoke detectors. One is at the basement entry and one in the upper hallway.	Responsible for care and reporting any problems. Member is responsible for replacing batteries, as required. Must be always in place and operational.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind.	Available to purchase additional smoke detectors and CO-detectors at member expense.
SOLID DOORS	E	Solid wooden exterior front and rear entrance door	Responsible for regular cleaning, care and reporting any damage. Doors to remain free of holes, decals, etc. Wallpaper/peel and stick-on doors acceptable. Member will be charged for the door plus labour if the repairs/replacement is because of neglect or damage.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind.	Not available
STORM DOOR	E	Metal door with screen and glass insert	Responsible for regular cleaning, care and reporting any mechanical damage. Screen to be free from tears and holes.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Screens repair available for a nominal fee.	Available to reverse screen and glass orientation

TOILETS	I	2 White porcelain in bathrooms	Responsible for care and reporting any problems and leaks. Ensuring foreign objects are not released into drains. Regularly clean. Plugged toilets are members responsibility.	Co-op will service and replace, as necessary, any items found to be defective, aged, or damaged. Replaced in kind or with low flush option. Co-op will unplug toilet with charge to member.	Available to upgrade seat at member expense must store original item.
TUB ENCLOSURE - TILES	I	Ceramic tile	Responsible for care and reporting any problems and leaks. Regularly clean. Appropriate shower rod and curtain.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Co-op will re-caulk, replace, and repair as necessary, with member charge for neglect.	? Available to upgrade at member expense; may install shower doors. Care of such becomes member responsibility.
TUBS/SHOWERS	I	White porcelain tub and standard showerhead.	Responsible for care and reporting any problems and leaks. Regularly clean. Member is responsible for ensuring that the shower head sprays into the tub only.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Member could be liable for water damage due to negligence	? Available to upgrade at member expense, upgraded shower head. Tub? Subject to appropriate approval. When eligible for replacement member may qualify for partial cost coverage.
WALLS	I	Various colours	Responsible for cleaning, repairing, and painting walls, as required. Walls must be free of holes and marks on move-out. Paintings and art must be properly anchored. Wall colour is member choice, although on move-out, the paint color and paint job must be too acceptable Skotoko standard. Only dry strippable wallpaper may be used. Patterns must be matched. On move-out, wallpaper must be removed. Mac tac, mirror tiles, cork, Z-brick, stick-on picture hangers, and glued on wall panel are not allowed.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Member could be liable for damage due to negligence	Not available
WEATHERSTRIPPING	E	Weather-stripping around doors and windows.	Responsible for care and reporting any problems and leaks.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Member could be liable for damage due to negligence	Not available
WINDOWS & SILLS	E	Windows have been upgraded with several brands and styles	Responsible for care and reporting any problems and leaks. Regular cleaning. Screens to be free of holes and tears. Broken glass (or panes) to be reported immediately. Impact damage causing breakage may result in member charge.	Co-op will service and replace, as necessary, if found to be defective, aged, or damaged. Replaced in kind. Member could be liable	Not available

for damage due to negligence

Window Coverings	I	Blinds/Curtain/Drapes	Member is responsible for providing window coverings of their choosing. Coverings must be installed professionally. Any holes from alterations must be filled and painted if removed upon move-out. No sheets or cardboard allowed for window covering purposes.	Not available	Not available
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SKOTOKO Housing Member Maintenance Checklist

Monthly

- **Inspect, and change out Furnace filters.** For smaller families without pets or allergies, you will be okay changing the filters every 2-3 months. If the filter is dirty, change it out, otherwise inspect it again next month.
- **Clean range hood filters.** If you have never thought of doing this, you are in for a real “treat” when you get that filter off the hood to clean it for the first time. Simply using a degreaser from an auto parts store mixed with hot water. Let the filter sit for a few minutes, rinse it off, and you are good to go.
- **Inspect your fire extinguisher(s).** We will assume you have and know how to use an extinguisher. This inspection does not require much: ensure it has easy access (not being blocked by a garbage can or anything else), that the gauge shows adequate pressure, and that it has no visible signs of wear and tear.
- **Place dishwasher cleaner in your dishwashers every 2-3 months** for proper maintenance, clean the filter and spray arms regularly.

Quarterly

- **Test smoke/carbon dioxide detectors.** Another simple task: your detectors should have a “test” button. If the alarm sounds, you are good to go. If not, replace batteries immediately and test again. If it still does not sound, it is possible there’s simply corrosion on the battery terminal, and it will not detect new batteries. Clean it and try again. If it still does not work, you will need a new detector contact the Property Coordinator.
- **Run water and flush toilets in unused spaces.** This mostly applies to guest bathrooms, or any other sinks/water sources you do not use on a regular basis. The idea is to prevent grime or any other kind of buildup. Regularly running a little bit of water through will prevent this.

Biannually

- **Give your house a deep clean.** Take one Saturday every six months with your whole family and give the whole house a proper deep clean. Appliances, windows, dusting every nook and cranny (including the basement), etc. Keeping things clean and not letting dirt/grime/dust build up over years and years will help keep your home in tip-top shape.
- **Replace batteries in smoke/carbon dioxide detectors.** With something as important as this, you cannot be too careful, and batteries will not break your bank. Change them out every six months.
- **Vacuum your refrigerator coils.** The fridge can use up to 15 percent of your home’s total power, so you want it running as efficiently as possible. Over time, the coils get dirty, and your fridge requires more juice. You can save up to \$100 a year by doing this, and it is not at all a challenging task.

Annually (Organized by Season)

Spring

Spring is a big month for home maintenance. They do not call it “Spring Cleaning” for nothing. Especially focus on the exterior of your home as it has just gone through winter and is preparing for summer heat, and in some parts of the country, brutal humidity.

- **Check the exterior drainage.** Will rainwater flow away from the house? Puddles should not stand around your home for more than 24 hours. If water stays, or moves toward your foundation, you have a few options. First, contact the Property Coordinator to have your gutters checked and cleaned. It could be a bad spout or a loose connection there; they may also just need cleaning.
- **Inspect the exterior of your home.** Is any paint chipping? Is any siding damaged from winter? Take a close look all around your house, and report any repairs needed to the Property Coordinator. Also be sure to check the foundation for any cracks. A good silicone/caulk can fix a lot of your problems.
- **Repair/replace damaged window screens.** You do not want bugs making their way in because you missed a hole in a window screen. And no, duct tape does not count. It can be a quick fix, but do not leave it for long. It just looks bad.
- **Clear dead plants/shrubs from the house.** This could double as a gardening tip, but if you did not trim trees or shrubs in the fall, do so now. Plants can weasel their way into cracks and holes on the exterior of your home, causing damage and shortened longevity. Nip that in the bud before it is an issue. If you have decorative vines on the exterior, pay close attention.

Summer

Summer is a wonderful time to focus on the exterior of your home, as well as your lawn and garden. It is also perfect for having that garage door open and utilizing the prolonged daylight to work on any manly projects you have had on the backburner.

- **Check grout in bathrooms, kitchen, etc.; repair as needed.** This will prolong the life of your tiled surfaces and just looks better.
- **Inspect plumbing for leaks, clean aerators on faucets.** Go around to all your faucets and toilets and check for any small leaks. If you have poor water pressure out of a faucet, the aerator is the culprit, and it is an extremely easy fix.
- **Take care of any insect problems you may have.** Summer is their playground. You will not have to look too hard to notice any insect problems. Ants, spiders, moths, etc. are all common, and easy to take care of. Keep cobwebs clear, have ant poison handy, make sure all doors are tightly closed, etc.
- **Clean and repair deck/patio as needed.** It just needs a good washing. A deck may also need re-staining. Also check for any loose boards or posts and repair as needed.
- **Clean out window wells of debris.** If you have a basement, you also have window wells. All kinds of things can get down in there from leaves, to trash, to animals.
- **Check and clean dryer vent, other exhaust vents to exterior of home.** While the dryer is running, check that the exhaust is coming out. It should smell nicely of fresh laundry. If there is not much exhaust, check for blockages as well as you can.

Contact the Property Coordinator if your vent is blocked. Also vacuum the lint from the hose at the dryer.

Fall

Fall is an in-between season where you are finishing your summer home maintenance tasks as well as getting your home ready for winter. Cold, snow, and rain can do a number to a home, so you do not want to ignore winter preparation.

- **Flush hot water heater and remove sediment.** This prolongs the life of the heater and helps with efficiency as well.
- **Get heating system ready for winter.** Check for any leaks in windows or doors; these can cost a lot. Make sure heating vents are open and not blocked by furniture
- **Turn off and flush outdoor water faucets.** Also, flush hoses and store them. Winterize sprinkler systems as well if you have one.
- **Winter gear.** Sidewalk salt, good shovels, etc. are all available in the shed.

Winter

Winter is the time to go around the interior of your home and check for any trivial things you may have overlooked, or perhaps noticed and said, "I'll get to that later." Winter is your later. If you have any interior honey-do projects, whether it be painting, building shelves, etc., now is a wonderful time to tackle those as well.

- **Regularly check for ice dams and icicles.** De-icing cables that sit at the front of the roof work well. Do not let icicles grow, as much as the kids may want you to. They are not only a danger to people standing beneath them, but they are incredibly heavy and can cause damage to your home. They also can cause water damage to your foundation when they melt. Advise the Property Coordinator of any icicles and ice dams that require Skotoko attention.
- **Test your electricity to the extent that you can.** Always, always be extra careful when working with electricity. You can do a couple of things on your own, though. Check that all outlets work; if they do not, advise the Property Coordinator, Also, test your GFCI outlets.
- **Tighten any handles, knobs, racks, etc.** Go through the house and inspect anything that could have a loose screw.
- **Check all locks and deadbolts on your doors and windows.** If anything does not work right, replace.
- **Check caulking around showers and bathtubs; repair as needed.**
- **Remove showerheads and clean sediment.** This prolongs its life and helps with water pressure as well.

Deep clean and inspect the basement. Basements are notoriously overlooked, especially if they are primarily just storage areas. Dust them up, clean any windows, make sure there is not mold anywhere, etc. Give your basement a good inspection at least once a year.

Skotoko Housing Appliance Maintenance Tips

To start with, we have a lot off appliances in your home. Like every tool or equipment,

productivity and efficiency will eventually be lacking. Maintenance of your appliances will help ensure longevity and efficiency. Below is a list and description of proper appliance maintenance expectations of members at Skotoko Housing Co-op.

Refrigerator

Always check the door and rubber gasket sealing. You do this to avoid the gas escaping and thus, leading to an increase in poor consumption as your fridge tries to compensate for the loss. Clear out the dust on the coils behind the refrigerator since it hampers insulation and will cause overheating. Lastly, your refrigerator has a drain pan that holds the residue water from the fridge. Be sure to clean the pan regularly. Please also remember to clean inside your refrigerator and underneath sweep and mop regularly.

Dishwasher

Every few months, you should invest some time into cleaning your dishwasher. Start with the spray arm nozzles by cleaning them out. You should also be cleaning the filter and using acids like vinegar or lemon juice to get rid of buildup. And finally, do not overload your dishwasher if you want to get the most out of it.

Oven

Please clean your oven using a paste made of baking soda or some citrus/vinegar and soup mix. Take note if you have a self-cleaning unit, still check your oven as it can have cleaning issues in which case you will have to manually clean yourself. Sweep and mop underneath to avoid staining from food prep spills. Please also conduct inspections on the door gasket because, like your refrigerators, the oven might be losing heat due to cacks. Range hoods helps draw smoke and cooking fumes up and out of the house. Be sure to wipe down your range hood regularly, scrub away stains underneath, and clean the filter and replace when required.

Kindly avoid over tightening your faucets. Just keep turning it to the point where it will not move anymore. Please do not force it beyond this point as it can create further problems.

Lastly, if you notice anything wrong with your appliances such as leaks and clogs, please inform your Property Coordinator right away. Lack of membership maintenance to your appliances may result in a charge for repair or replacement.

Appliances not included in Skotoko Housing Cleaning Tips

Washer and Dryers

Leave the door open after use. This will allow air to circulate in the washer, rather than trapping in moisture. It is also recommended you use a cleaning solution designed for washing machines once a month such as Afresh tablets, additionally whipping down the door and its rubber gasket will help with mold and mildew problems.

Although we do not provide a dryer machine, we do require members to help keep the exhaust vent clean. Please be sure to clean once a year and check our outside air vents for debris by vacuuming out excess lint. Additionally, cleaning out your lint filter after every use will help the longevity of your dryer machine.

Thank you for keeping our Co-operative well preserved as we move forward in our maintenance programs!!

Skotoko Housing Co-operative Ltd.

Policy: MEMBER CONCERNS AND DISPUTE POLICY M.2

Category: Managerial Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: The purpose of this policy is to serve the members, promote Skotoko Housing Co-operative Ltd. living, communicate, and educate, and help resolve problems. The members of Skotoko Housing Cooperative Ltd. are bound together by common interests, not only by providing affordable housing for themselves, but also by the physical closeness of daily living. In seeking solutions to policy, the policy strives to encourage the co-op spirit by using positive verbal and written discussion based upon mutual respect for all parties.

Process:

1. Before submitting your concerns to the office, the member with the concern or dispute must attempt to reconcile their differences in a reasonable matter.
2. Members must submit their concerns to the office in a signed letter or email that will be passed along to the Board of Directors.
3. Unless requested by a member, the concern will be dealt with at the next Board meeting where every attempt to resolve the matter to the satisfaction of both parties will be made. The parties involved will be notified of the Board of Directors decision in writing through email correspondence from the Office Manager.
4. The parties may call a Special Board meeting to dispute the decision, however, ultimately, the Board's decision will be final unless it is requested by both parties that an outside mediator be brought in at the cost of the parties in dispute.

Skotoko Housing Co-operative Ltd.

Policy: MEMBER HANDBOOK POLICY M.3
Category: Management Policy (Bylaw 1.3)
Approved: REVISED June 29, 2022, by the Members

PURPOSE: The purpose of the membership handbook is to accurately communicate Skotoko Housing Cooperative Ltd.'s current policies, and procedures membership must follow in accordance with the By-Laws.

Process:

Each housing unit in Skotoko Housing Cooperative Ltd. will receive a Member Handbook. This handbook is provided to the unit by Sktooko Housing Co-operative Ltd. and is to be used as an education tool by the members who reside here. The handbook remains the property of the Sktooko Housing Cooperative Ltd. and in fact, becomes part of the housing unit. It is the responsibility of the member to ensure the handbook is always up to date. The Office Manager will email any add-on or elimination requests made in accordance with any policy changes or educational tools. The member must print a copy or drop by the office for a copy of any materials required.

If a housing unit is vacated and the Member Handbook for the unit is not found or is not in acceptable condition deemed by the Office Manager, the vacating member will be charged \$50.00 for its replacement.

Skotoko Housing Cooperative Ltd. will make every effort to have all By-Laws and Policies of the Co-operative available on our current website for public viewing.

SKOTOKO HOUSING CO-OPERATIVE LTD.

- POLICY:** MEMBERSHIP SELECTION and REQUIREMENT POLICY M.4
- CATEGORY:** Management Policy (Bylaw 1.3)
- APPROVED:** REVISED June 29, 2022, by the Members
- PURPOSE:** To provide Skotoko Housing Cooperative detailed information for potential Members. The information provided in a housing application helps Skotoko Housing Cooperative Property Manager determine if you are going to be a safe and responsible member before they offer you an occupational agreement.

Applying

- Prospective applicants will be informed that the wait time for a unit is not known and applying does not guarantee a place on the waiting list.
- Applications will be handed out upon request at the office or by email.
- Applicants will have thirty (30) days to return the application with all the required documents to the Office. Only applications with all required documents will be accepted.
- All accepted applications will be date and time stamped.

Qualifying for the Waiting List

- The prerequisites are as follows:
 1. Non-Refundable application fee of \$40.00 must be paid to Skotoko Housing Cooperative.
 2. Applicants must qualify financially with a minimum income before taxes of \$42,000.00.
 3. Applicants must complete all necessary forms for Skotoko Housing Cooperative to complete a credit check and must have a cleared credit check through Naborly, the tenant screening process. If the credit check reveals a bankruptcy, it must be discharged prior to the application for membership being received. Orderly payments of debt are accepted if the payment commitments have been fulfilled.
- Qualifying applicants will be sent a questionnaire and an interview will be set up with the Interview Committee to give the applicant a time to further *sell* themselves to Skotoko Housing Cooperative on how they can best contribute to our community.
- If the qualified applicant has a satisfactory interview, their names will be brought to the Board of Directors for final approval.
- All prospective members on the waiting list must check in with the Skotoko Housing Cooperative Office every six months to keep their position on the waiting list or their names will be removed.
- Skotoko Housing Cooperative can only keep up to ten qualified applications on the waiting list at any given time.
- All applicants who do not qualify as per this policy, will be informed as soon as possible.
- Once a unit becomes available, the approved applicant will be notified of move-in date. If the prospective member is still interested in moving in, they will be shown the unit by the Office Manager. At that time, should the applicant still want to become a member and is

available for scheduled move-in date, a deposit of \$400.00 is required which will be credited toward the new member's share purchase upon move-in. Should the perspective member(s) decide to cancel less than 30 calendar days prior to move-in, the deposit will be forfeited to Skotoko Housing Cooperative.

First Year Requirements

1. During the first year of membership at Skotoko Housing Cooperative, the registered member(s) shall:
 - Have a move-in visit conducted upon move-in day.
 - Have a satisfactory maintenance review.
 - Attend Members Meetings.
 - Review the Educational Workshop provided to member.
 - Review the Membership Handbook in its entirety.
 - Participate in the Cooperative through acting on the Board of Directors or a Committee of their choice. If there is no need for their participation during the first year of membership, participation will be required to contribute the following year(s) of membership.
2. All rights and responsibilities of membership shall be observed.

SKOTOKO HOUSING CO-OPERATIVE LTD.

POLICY:	MEMBERSHIP MOVE-IN & MOVE-OUT POLICY M.5
CATEGORY:	Management Policy (Bylaw 1.3)
APPROVED:	REVISED June 29, 2022, by the Members
PURPOSE:	To explain the approach to be used for supporting new membership to move in and out of Skotoko Housing Cooperative Ltd. Unit. The policy consists of a list of requirements to be met when moving in and out of a unit. Please remember that if your unit is not found to be satisfactory, monies will be withheld from your Member Share to cover the costs of repairs.

Move-In

1. Prior to taking possession of the housing unit:
 - The registered shareholders will sign all relevant documents.
 - All required monies will be paid in full.
 - The prospective members will receive keys to the unit, and a Membership Handbook.
 - A walk-through inspection with Skotoko Housing Cooperative Ltd. Maintenance staff will be conducted at which time the care, operation and maintenance of appliances and other items will be discussed.
2. All arrangements for taking possession of the Housing unit will be made through the Office Manager during business hours. Incoming members can normally expect to occupy a unit around 12:00 noon on the first calendar day of the month. If this day falls on a weekend or holiday, a mutual agreeable arrangement for occupying the unit will be made in advance through the Office Manager.
3. During the move-in, incoming members are expected to protect carpets, floors, walls, etc. and ensure that moving trucks remain only in designated parking areas.
4. Incoming members are expected to arrange an appointment with the Office Manager for a move-in visit which is to be conducted within three months of move-in date. Incoming members are to have read all by-laws and policies before this time and have a list of questions regarding their handbook they may have. Additionally, new members are to prepare a list of maintenance concerns for discussion.
5. Maintenance, replacement and/or removal of improvements done to the unit by previous members, once agreed upon walk-through inspection, become the responsibility of the member moving in.

Move-out

1. A member can voluntarily withdraw his or her membership from Skotoko Housing Co-

operative Ltd. by giving written notice two (2) clear months before the first day of the month in which the member will move out of the housing unit.

2. When the members move out all non-member/residence must move out.
3. Outgoing members shall provide the Co-operative with access to the housing unit for the purposes of repairs and maintenance, as well as for showing the housing unit to prospective members.
4. All move-out procedures including inspections shall be coordinated through the Office Manager during office hours.
5. The move-out inspections should be completed no later than 12:00pm noon on the last calendar day of the month in which the notice of withdrawal is effective.
6. The move-out will be conducted by the maintenance staff and/or Office Manager.
7. At time of move-out inspection, the housing unit must be empty of all outgoing member's possessions.
8. Registered shareholders must be present during the move-out inspection.
9. It is the outgoing member's responsibility to ensure that the housing unit, including the yard, is in acceptable condition in accordance with the move-out guidelines.
10. Immediately upon completion of the move-out inspection, outgoing members shall hand over to the inspection team:
 - All unit keys
 - The Membership Handbook
11. Skotoko Housing Cooperative Ltd. shall purchase at par value, all shares held by the outgoing members in accordance with our by-laws. Share payouts must be approved by the Board of Directors at a regularly scheduled board meeting.
12. Skotoko Housing Cooperative Ltd. is entitled to offset against the value of the shares, any debt determined by the Board of Directors, to be owed to Skotoko Housing Cooperative Ltd. by the outgoing member.

Move-Out Guidelines:

The guidelines are intended to assist the outgoing member to prepare their home for the move-out inspection. The following requirements must be met when vacating a unit. Work not completed to the satisfaction of Skotoko Housing Cooperative Ltd. will be charged to the outgoing member and deducted from the share amount. Should the amount exceed the share amount on record, an invoice will be sent to outgoing membership for prompt payment.

1. WALLS
 - All walls should be painted on an "as needed" basis.
 - All walls should be left clean and free from grease and smoke damage.
 - All holes that need to be filled, must be filled with a poly-fil, and sanded and painted to match the wall.

Finishing nails to be left, and if removed, must be poly-filled, sanded, and painted to match.

Any color of paint is acceptable if it can be covered with two (2) coats of paint.

Flat ceilings painted if needed, popcorn ceilings to be free of cobwebs.

Wallpaper patterns must be free of tears and dry stipple only.

No decals of any kind.

2. WOODWORK

Woodwork must be clean and free from gouges, chips, etc. Normal wear and tear are acceptable.

Paint is to be of high-quality semi-gloss, latex paint, consistent with paint previously used, and preferably white or stained.

3. CUPBOARDS and COUNTERTOP

Clean and free of decals, grease buildup, etc.

No paint on hardware.

Matching hardware to be replaced if required.

Countertop to be clean.

Damage to countertop may result in the member charge for repair or replacement.

4. CLOSET DOORS

Clean and free of paint splatters.

Doors must be on tracks and in good condition.

5. INTERIOR and EXTERIOR DOORS

Clean, free of deals, holes, gauges, etc.

Hardware to be in working order.

Doors may be painted properly.

Member responsible to maintain inside and outside of exterior doors by repairing and painting as needed.

All door locks in good working order.

6. HOT and COLD AIR REGISTERS

To be cleaned inside and out.

Free from damage.

7. BASEBOARDS

To be clean and free of paint splatters and intact.

May be painted with acceptable paint.

8. ELECTRICAL FIXTURES

To be clean and in working order.

Replacement ceiling fixtures wall-plate covers are acceptable if they are at least comparable quality to Skotoko originals, CSA approved, and appropriate to room size.

No paint spatters.

Report any outlets that do not work for repair.

All ceiling fixtures to have working lightbulbs.

Smoke detectors and CO2 detectors to have working batteries in place.

9. FLOOR COVERING

Linoleum and/or Laminate to be clean and in good repair.

Carpets to be professionally cleaned and free of pet odor. The cost of carpet clean is the responsibility of member and proof of receipt must be provided upon move-out. Where neglect is evident (stains, burns, cuts, unusual wear, and tear, etc.) outgoing member will be charged for replacement costs of flooring.

10. WINDOWS and SCREENS

Windows shall be clean and free from cracks.

Window fastener brackets must be in working order.

Windowpanes to be free of cracks. If the window has lost its seal, advise the office.

All screens to be in place, clean and free of holes. Screens are the responsibility of the member, including front and back door screens.

11. APPLIANCES

All appliances to be in place.

Floor under stove and refrigerator to be cleaned.

Fridge to be left on upon move-out.

Stove and oven must be cleaned inside and out (oven, oven racks, drip pan, etc.).

Darkening of metal drip pans is acceptable, but if burned they must be replaced.

Refrigerator cleaned inside and out (racks, crispers, etc.).

All crisper shelving in place, freezer door to fit securely.

Coils on back of refrigerator to be vacuumed.

Ensure dishwasher is cleaned on a regular basis and used in accordance with dishwasher manual.

12. SINKS, BASIN, TAPS, TUB and TILE

Clean and stain free.

Enamel worn off tubs, toilet, taps, and sinks considered normal wear and tear.

No permanent stick-on decals or decorations allowed on tubs or sinks.

Tile in good condition, soap dish secure.

13. TOILET

Clean inside and out including under lip of bowl.

Cracks and broken toilet seats are the responsibility of the member and must be replaced on move-out.

14. BATHROOM FIXTURES

Towel bars, soap dishes, medicine cabinets do not have to be original but must remain in place, clean and serviceable.

Tiles to be clean and free of soap film.

Damaged, chipped, or broken tiles will be charged to member.

15. BASEMENT

Must be cleaned and items removed. Cobwebs removed from rafters, plumbing pipes, etc.

Furnace filter is to be changed and clean.

Storage shelves in good condition, can be left behind, otherwise they must be taken down and disposed of.

16. UNIT EXTERIOR

Doorbell to be in working condition.

Unit numbers to be in place.

Mailbox to be in place.

Outside light fixtures to be in place and in working condition. Bulbs are the responsibility of the unit member and must be of same quality.

Fences to be in good repair.

Hedges to be free of debris.

Decks in good repair and painted or stained as required.

All patio decks and installed stones left in place and in good repair.

Lawn to be free of pet excrement. Damage done by pet to be repaired or replaced at member's expense. Lawn to be cut.

Flower beds tidy and free of weeds, pollinated weeds are acceptable.

Sheds and Gazebos must be removed, and yard returned to the move-in state unless arrangements have been with new member at which they are responsible for the same.

Stairs and walkways free of snow and ice.

Parking stall including additional rental to be cleaned and free from vehicle spills.

Instructions on cleaning spills properly can be obtained from maintenance and/or office staff.

17. REMOVAL OF IMPROVMENTS

Members wishing to remove any improvements except for sheds and gazebos from their housing unit interior or exterior MUST have approval to do so.

On unit turnover, incoming members assume responsibility for any improvements installed by previous members.

Careless or willful damage other than reasonable use will be the responsibility of the member. Any charges for repair or replacement will be charged back to the member in accordance with our by-laws.

SKOTOKO HOUSING COOPERATIVE LTD CLEANING PROCEDURE GUIDELINES

The following is a listing of items that should be addressed in preparation of the move-out inspection:

Kitchen

1. Refrigerator to be defrosted completely and washed thoroughly, both inside and out, including racks, drawers, etc., fridge rubber gasket cleaned between grooves.
2. Stove-oven, top, control panel, hood, oven racks, sides, burner pans and rings, under burner pans.

3. Pull out stove and fridge and clean walls and floor behind; please leave pulled out for inspection.
4. Inside cupboards, drawers, cupboard doors should be thoroughly washed.
5. Sink and countertop washed.
6. Floor cleaned. **If the floor is laminate**, using harsh cleansers can create streaks or damage the laminate. General cleaning with a dry mop should be done regularly, but for more intense cleaning can be done with hot water but do not allow any liquid, even water, to sit on the floor as this will cause damage.

Living/Dining Room and Bedrooms

1. Window ledges washed free of dust and dirt.
2. Decks cleaned and swept off.
3. Heater ledges/covers washed free of dust and dirt.
4. Closet shelves cleaned and washed.
5. Carpets vacuumed and shampooed. Use of portable rental units is not acceptable. Carpets must be cleaned professionally, and a receipt provided to the Co-op.

Bathroom

1. Tub and tile thoroughly cleaned and HARD WATER SCALE REMOVED.
2. Toilet scrubbed thoroughly inside and out.
3. Cupboards washed out.
4. Mirrors polished and sink cleaned. All scale build-up removed from taps and surrounding area.
5. Water splashes washed clean.
6. Floor washed and stripped of wax if necessary and re-waxed.

Miscellaneous

1. Storage rooms/areas left clean and washed.
2. All windows and patio doors cleaned inside and out, including the window tracks.
3. All window coverings must be removed, including hardware.
4. Hallway shelves and linen closet to be washed.

5. Walls and baseboards to be washed thoroughly.
6. All trash to be removed from the unit.
7. Wash all light fixtures and replace burnt-out light bulbs.
8. Vacuum all window and patio ledges. Dust tops of all door and window casings.
9. Wipe and clean all doors.

Basement

1. Any appliances remaining in the unit to be clean and in good working order.
2. Furnace room and equipment to be left dusted and cleaned.
3. Exterior and Interior of Dryer Vent

Exterior

1. Grass to be mowed in both front and back yards.
2. All debris to be removed from both front and back yards.
3. Fence to be repaired (if required).
4. Patio/deck to be cleaned and in good repair.
5. Light fixtures in good repair and with working light bulbs.

Areas that are often overlooked during cleaning are:

- Underneath the drip pans on the stove.
- All cupboards and closet shelves.
- The floor behind the stove and refrigerator.
- The refrigerator insulation liner.
- The exterior and interior of all cabinet doors.
- Light fixtures and bulb replacement.

- Dirt in corners - especially kitchen and bathroom; and de-scaling of hard water stains on bathroom tiles.

*** PLEASE Also review and confirm your Maintenance Checklist is up to date and has been performed in accordance with our Maintenance Polices ***

SKOTOKO HOUSING CO-OPERATIVE LTD.

POLICY: NON-MEMBER RESIDENT/VISITOR POLICY N.1

CATEGORY: Management Policy (Bylaw 1.3)

APPROVED: REVISED June 29, 2022, by the Members

PURPOSE: To provide housing using guidelines Skotoko Housing Cooperative Ltd. considers for non-member residents and visitors of the Co-operative.

Process:

1. A non-member resident shall be defined as an individual who occupies a member's unit more than thirty (30) days and no longer than ninety (90) days. A visitor shall be defined as an individual who visits for up to thirty (30) days. Foster children shall be exempt from the Non-Member Resident/Visitor Policy.
2. Members in good standing, after a period of six (6) months' residency in Skotoko Housing Co-operative Ltd., may apply in writing to the Board of Directors for non-member/visitor privileges to include the non-member application form and administrative fee of \$40.00 per applicant. All non-member residents/visitors must be registered with the Co-op Office.
3. The Board of Directors will inform the member of their decision within thirty (30) days of receipt of the request.
4. Members are responsible to ensure that the non-member resident/visitor are familiar with Skotoko Housing Co-operative Ltd.'s policies and procedures and has access to the Member Handbook.
5. Non-member resident/visitor privileges are subject to the Best Use of Space Policy.
6. Non-member resident/visitor status is not a route to membership. If the member terminates membership, the non-member/visitor must leave.
7. The non-member resident/visitor may apply for membership to Skotoko Housing Co-operative Ltd. through the Membership/Selection process.
8. A member resident must apply in writing to the Board of Directors to extend visiting privileges of a non-member/visitor.
9. Non-member/resident income must be reported. If the unit is subsidized, the income of that person must be reported and considered in the calculation of the units' housing charge.
10. Any child of a member household that reached the age of 18 years MUST sign the Occupancy Agreement as a non-voting member.

Violation of Policy

Failure to comply with the Non-Member Resident/Visitor Policy will result in a fine of \$25.00 for first offence, followed by \$50.00 for second offense, and membership considered for termination in compliance with our By-Laws thereafter.

Skotoko Housing Co-operative Ltd.

Policy: PARKING POLICY P.1

Category: Management Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: To provide Skotoko Housing Cooperative Ltd. members, guests, and visitors with guidelines for the use of co-op parking stalls.

Process:

1. All housing units are allotted one parking stall per unit.
2. Members requiring a second stall will be issued a second stall on a “first come first serves” bases. An additional fee of \$15.00 per month is charged and will be added to the monthly housing charge.
3. Stalls #48 through #53 are designated for “Visitor Parking”. Resident vehicles are prohibited from occupying visitor stalls without first contacting the office for approval. Violators will be fined immediately.
4. All vehicles must be registered, licensed, and in good working order. Absolutely no storage of unlicensed and non-running vehicles allowed.
5. Appropriate signs will be placed at parking lot entrances indicating Residential and Visitor Parking.
6. Parking Stalls will be used for parking personal vehicles, and light trucks only. No recreational vehicles, boats, tent trailers, travel trailers, motor homes or oversized vehicles of any kind allowed.
7. Minor maintenance in private stalls will be allowed. Care and precautions must be taken to ensure that there is no damage to asphalt. A leak proof cover must protect the ground under the vehicles when maintenance is being done. Asphalt must be always kept clean and free from oil and gas leakage.
8. Members are prohibited from washing their vehicles on Skotoko Housing Cooperative Ltd. Property due to the town water use and environmental laws.
9. Visitor parking anywhere but in designated visitor parking stalls with have their vehicles tagged and towed at their expense. Vehicles parked anywhere but in defined parking stalls create blind spits which prevent drivers from seeing children stepping off curbs to cross the parking lots. Constant care by members and their guests must be taken to avoid creating blind pots and hazardous conditions for pedestrians.
10. Visitors using visitor parking for longer than three (3) days must be reported to the office staff and approved. The abuse and misuse of the three-day allowance for visitor parking

will not be tolerated and violators will be prohibited to park in visitor parking.

11. At no time will parking be permitted in fire lanes, by fire hydrants, in front or beside the garbage and recycling bins, along sidewalks or blocks/units. All vehicles must be always parked in a stall, no exceptions. Violators will be towed at owner's expense.

Penalties:

1. For violation of this policy unless otherwise stated are as follows: You will be given 24hrs to rectify the situation. If you do not comply within the 24hr request, you will receive a \$50.00 fine in addition to \$5.00 per day until such time as the situation is rectified. Repeat offenders will be issued a fine without warning. All fines must be paid in full and cannot be carried over to the following month in accordance with our By-Laws.

Skotoko Housing Co-operative Ltd.

Policy: PET POLICY P.2

Category: Management Policy (Bylaw 1.3)

Approved: REVISED June 29, 2022, by the Members

PURPOSE: Pet ownership in Skotoko Housing Cooperative Ltd. is a privilege, not a member's right. The purpose of the Pet Policy is to provide standards to insure the best possible environment for both pet owners and non pet owners and to insure the responsible care of pets.

Definition: (a) "Pet" means cats, dogs, or another common domestic household animal. Exotic animals may be approved when not in conflict with Town of Okotoks Bylaws and having Board approval.

(b) "Pet Fee" means a one-time fee that will go directly to o-zone your unit upon move-out to help lessen pet dander for new members.

1. All pets must be neutered or spayed at the earliest appropriate age as specified by a veterinarian.
2. No breeding of pets of any kind is allowed.
3. All pets must be registered with the Skotoko Housing Cooperative Ltd. Office. Members must inform the Office of any changes regarding number or type of pets. An update may also be required once a year during a unit's capital assessment.
4. A non-refundable pet fee of \$150.00 per unit will be required upon move-in for new members after policy established. Current members prior to the approval of this policy are not required to pay the non-refundable pet fee but are subject to being charged the o-zone upon move-out in accordance with our by-laws.
5. It is the responsibility of the member to license their pet and comply with the Town of Okotoks Bylaws.
6. All members who own pets will be required to sign an acknowledgement that they have read, understood, and will comply with the pet policy.