

Inspections Policy

I - Annual Unit Inspections

- 1.01 As part of the preventative maintenance program, the co-op will carry out an annual inspection of all units and their private outdoor spaces to identify present and possible maintenance problem

proposed change to section 1.01

As part of the preventative maintenance program, the co-op will carry out inspections of all units and their outdoor spaces to identify any possible maintenance issues. This will be done on an annual or 'as needed' basis as to be determined by the Board of Directors, however – inspections must be completed on all units at least every third year.

- 1.02 The co-op will be responsible for giving each household at least one week's advance notice of the inspection..
- 1.03 Following the inspection, the member will be given a list of the repairs and/or cleaning required to be done and a follow up will be completed by the co-op within a reasonable time period depending on the severity and/or urgency of the needed repairs and/or cleaning.

II - Move Out Unit Inspections

- 2.01 On the receipt of 70 days notice from a member of their intention to vacate, the co-op will carry out an inspection of that member's unit and the private outdoor space at that unit.
- 2.02 On completion of the inspection, the co-op will provide the member with a list of repairs and/or cleaning required to bring the unit up to a condition which, in the opinion of the co-op, is acceptable.
- 2.03 Where a member is responsible for repairs, a follow-up inspection will take place approximately 30 days after, to ensure that the repairs and/or cleaning have been satisfactorily completed. If they have not been completed, the co-op will arrange for the work to be done and the member will be charged for any expenses incurred.

- 2.04 The member's Maintenance Guarantee will be applied against repairs, replacements, and/or cleaning, as recorded on the unit inspection form.
- 2.05 Money on deposit will not be refunded until after the co-op has received vacant possession of the unit, has done the final move out inspection and has ascertained the cost or repairs, replacements and/or cleaning. In order to allow time for cost evaluation, the Maintenance Guarantee on deposit will be refunded no later than one month after the member moves out.

Approved by and recommended to the Board of Directors by the Inspections Committee of Peterborough Co-operative Homes Inc of this 28th day of February, 2000 .

Approved by and recommended to the general members of Peterborough Co-op by the Board of Directors on this 4th day of April, 2000 .

Approved by no less than 50% plus one of the members present at the general members meeting on this 24th day of May 2000 .

Changes were made by the Board and approved on this 3rd day of January, 2011 .

Changes were recommended to the members and approved by them at a meeting held on this 31st day of January 2011 .

Changes were made by the Board and approved on this 19th day of January 2015 .

Changes were recommended to the members and approved by them at a meeting held on this 18th day of March 2015 .