

Ashworth Square Co-op COMMON AREA POLICY

Policy

Weekly cleaning duties are one of the four basic obligations of Membership in Ashworth Square. Members are responsible for weekly cleaning and maintenance of common areas as outlined in the *Members' Cleaning Obligations* section of the *Blue Binder*. High rise Members are responsible for the hallways, stairwells, laundry and garbage disposal rooms. 'C', and 'D' unit Members are to maintain the common halls and stairwells to their units. 'A' and 'B' unit Members are to maintain lawns, gardens, walkways and fences.

Members who do not fulfil their basic obligations in regard to cleaning and maintaining their common areas may be subject to a fine according to the following fine structure: 1st offence \$25; 2nd offence \$50; 3rd offence \$75; 4th offence and subsequent offences \$100.

The responsibility of enforcing these obligations rests with the Board of Directors. This enforcement would normally be carried out by the *Common Area Committee* on the Board's behalf. In the absence of a *Common Area Committee* the Board would carry out its responsibility in such a manner as would be deemed appropriate.

Committee Mandate

1. To make weekly inspections of all common areas of the co-op to ensure that Members do their basic duties as per the cleaning obligations as defined in the *Blue Binder*.
2. To act as an arbitrating body for disputes involving common area duties and to enforce the performance of those duties by negligent Members.
3. To submit a weekly report to the office on the overall condition of the common areas.
4. To act as a resource and coordinating group for Members who, for reasons of health, age or other reasons, are having difficulty carrying out their basic obligations.
5. To educate the Members in matters relating to the overall condition of the common areas, including, but not limited to, such ideas as anti-litter campaigns and anti-graffiti/vandalism initiatives.
6. To work with other committees for the betterment of the quality of life in Ashworth Square.
7. To make recommendations and advisements to the Board of Directors on any issue involving the performing of basic duties by Members and the common areas in general.

Committee Structure

The committee shall elect a Chair, Co-chair and Recording Secretary.

The committee members will sign a 'Confidentiality Form'.

The members of the committee shall form inspection teams of two members each, to carry out the weekly inspections.

The committee will meet at least once per month to assess reports and plan future initiatives.

Inspection Procedures

All High Rise and 'C' and 'D' common areas shall be inspected twice a week, once during the week on a random basis at the discretion of the inspection team, and once on the last day of each weekly cycle. 'A' and 'B' common area inspections will be scheduled on an as-needed basis by the committee.

Reminders shall be given in writing to Ashworth Square Members who have not fulfilled their duties at the time of each inspection. The *Reminders* shall be in the form of a checklist, listing the duties and indicating which duty has not been fulfilled. The *Reminders* shall be inserted in the mailbox of the unit or placed on or at the door in a conspicuous manner. To ensure objectivity, both inspectors must agree before a *Reminder* is given. At no time shall the inspection team discuss the *Reminders* with the Member or deliver the *Reminders* verbally.

A *Weekly Report* shall be submitted to the office by Monday of each week. The *Weekly Report* shall be kept on file in the office as well as any written Member's Comments. Copies will be given to the Recording Secretary.

Enforcement

Members who receive three (3) consecutive *Reminders* will, at the discretion of the committee, receive a *Notification* requiring them to attend a meeting of the *Common Area Committee* and explain why their basic cleaning obligations are not being fulfilled. Members who ignore the *Notification* will be subject to a fine according to the fine structure outlined above. Members who cannot attend the committee meeting for legitimate reasons must contact the committee chair or the office a minimum of 24 hours prior to the meeting and provide an alternate date and time.

The *Notification* will clearly state the following four items:

1. The Members' attendance at the committee meeting is mandatory
2. If the Member does not comply with the objective recommendations of the *Common Area Committee*, the committee has the right to impose such fines, charges or penalties as may be allowed under co-op policy.
3. If the Member does not appear, the committee will recommend to the Board of Directors that a Notice To Appear before the Board be sent. The committee will provide reports or information as required by the Board and would meet with the Board as required.
4. A Notice To Appear before the Board is the first step in the process of eviction.

Approved at the General Member's Meeting, November 23, 1998
Revised at the General Member's Meeting, May 9, 2005