

By-Law IV – Occupancy By-Law – 2010

Schedule A: Occupancy Agreement

Appendix D: Vehicle Control

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8. IDENTIFICATION AND REGISTRATION OF RESIDENTS' VEHICLES

8.1 The currently validated ownership, license plate as well as the insurance policy of all vehicles owned and operated regularly by residents must be registered and copies of relevant documents must be furnished to the office in order to be considered eligible to park on the property. Any changes to ownership and insurance policy should be reported to the office immediately. Permits will only be issued for vehicles owned or leased by members.

8.2 All resident cars must display the Forestwood parking sticker in the lower driver side corner of the front windshield.

9. SPEED LIMIT ON INTERNAL ROADWAYS

9.1 The speed limit on internal roads is 10 kilometres per hour.

10. MAINTENANCE OF VEHICLES

10.1 Residents are expected at all times to keep their vehicles in such a state of repair that they cause no excessive noise or pollution that could interfere with the reasonable enjoyment of the premises by other residents.

10.2 Only minor maintenance of vehicles may be performed by residents in the designated spot located at the rear of each building. No work can be performed prior to 9:00 a.m. and after 9:00 p.m. AFTER 6:00P.M. NOISE MUST BE KEPT TO A MINIMUM. Residents are to co-operate with other residents by limiting the time they occupy the spot to a maximum of three (3) hours per day. Visitors of residents may not use this designated spot for parking at any time. Appropriate signage will be located at each spot. Resident must display on the dashboard the time maintenance work was begun. Residents who abuse the use of designated spot will be tagged and towed.

10.3 Major repairs (motors, transmissions, body work, etc.) may not take place on co-op property at any time. If any fluids such as motor oil or transmission fluid are removed from vehicles on site, such waste material must be disposed of off-site, preferably in a toxic waste dump.

10.4 Residents will be held responsible and charged for any damage caused by their vehicles, tools or equipment used to make the repair, and/or any waste material not properly disposed of.

10.5 Only the vehicles of residents may be maintained in this area.

10.6 Residents who abuse any of the above privileges will lose their right to use this spot.

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11. NO DERELICT VEHICLES ON CO-OP PROPERTY

- 11.1 All vehicles parked on Co-op property must be roadworthy, licensed and insured. Any derelict vehicles found on Co-op property will be ordered towed away at the owner's expense.

12. PENALTY FOR VIOLATION OF THIS POLICY

- 12.1 The Board of Directors may appoint a "ticketing agency" to assess fines and tow away vehicles violating this policy at the owner's expense.
- 12.2 Any damage caused by a vehicle will be assigned to the owner of the vehicle
- 12.3 In addition, any member of the Co-op witnessing an obvious infraction of this vehicle control policy is requested to report it in writing to the office. After three written complaints, the offender may be requested to attend a Board of Directors meeting, at which time termination of occupancy may be considered.
- 12.4 On issues where this policy is silent, the terms of other applicable policies and by-laws shall apply, including relevant City of Mississauga By-Laws.

Address of Member Unit:

-11__, Forestwood Drive, Mississauga, Ont.

List all vehicles in the household:

Make & Model:	Colour:	Plate #:
Make & Model:	Colour:	Plate #:

Signature(s) of Members:

1.	Date:
2.	Date:
3.	Date:
4.	Date:

Signature for the Co-op:

Forestwood Co-operative Homes Inc.

by: _____ Date: _____, 20

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FORESTWOOD CO-OPERATIVE HOMES INC.

Appendix D: Schedule of Monthly Charges for Parking

Underground parking - \$ 20.00

Above ground parking - \$ 15.00

Long Term Guest - \$ 25.00

Commercial Vehicles - \$ 25.00

FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule A: Occupancy Agreement

Appendix E: Decorating and Home Improvement

Member households should be able to treat their units as their homes; residents should maintain the unit in such a way as to minimize the maintenance costs if they move.

The following rules and regulations on decorating and home improvement apply to all Members.

Failure to abide by these rules and regulations may be used as grounds for eviction.

1. ELECTRICAL

- 1.1 No changes in the electrical wiring of the units may be made without prior approval from the Board of Directors and a permit from Ontario Hydro.

Hydro will inspect the completed work and issue a certificate, which must be submitted to the Co-op office.

- 1.2 If any electrical fixtures owned by the Co-op (e.g., fan lights, light shades) are taken down and replaced by the resident's own fixtures, the Co-op's fixtures must be boxed, labeled with unit and building numbers, and given to the Superintendent for storage.

- 1.3 Upon leaving the unit, it is the resident's responsibility to retrieve these fixtures and replace them as they were.

2. STRUCTURAL

- 2.1 Structural changes to the unit are not allowed.

- 2.2 Structural changes are defined as:

- any added, changed or removed walls, dividers;
- openings in walls, ceilings, floors or windows or their finishing,

excepting wall coverings expressly permitted under this policy.

3. BALCONIES

- 3.1 No carpet, mat, sealant, paint or any other type of floor covering or treatment whatsoever may be applied to or placed on a unit's balcony.

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Schedule A: Occupancy Agreement

Appendix E: Decorating and Home Improvement

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- 3.2 Notwithstanding Section 5.9 of this Occupancy By-Law, where the Co-operative becomes aware that a resident has violated Section 3.1 of this Appendix E, the Co-operative may have the balcony inspected and have any damage assessed, and the Co-operative will charge the resident for the cost of the inspection and the cost of the repair, including consulting fees, contractor's fees and the value of reasonable employee time.
- 3.3 Satellite dish may be installed under the condition that balcony railings, panels and concrete won't be damaged. Permission to do so must be obtained from the Co-operative office.
- 3.4 Barbecues(propane tanks) shall not be stored, kept, or transported through or in the building at any time.

4. BATHROOM

- 4.1 Mounting of any kind (pictures, ornaments, shelves, etc.) in the bathroom should be done with anchors and screws, and each hole sealed with silicone to prevent water damage to the walls.
- 4.2 If a bathroom has a tub surround or ceramic tiling, nothing can be mounted into or stuck onto these surfaces.

5. WALLPAPER

Wallpaper is prohibited.

6. WALL HANGINGS

- 6.1 Mirror tiles or cork must not be mounted directly on the wall. Such materials must be mounted on a backing such as masonries and affixed with anchors and screws.
- 6.2 Self-adhesive cloth picture hangers destroy the surface of wall. Nail-and-hook or screw-and-anchor hangers **must** be used instead.
- 6.3 Any holes in the wall must be repaired by the resident upon move-out.

Schedule A: Occupancy Agreement

Appendix E: Decorating and Home Improvement

Page 3

7. PAINTING

- 7.1 When repainting the units, residents may use any pastel shade of colour, but upon move-out must return the unit to its original condition.
- 7.2 Only water-based latex paint may be used in all rooms, with the exception of the bathroom and kitchen. In these two rooms, oil-based paint can be used.
- 7.3 The unit will be inspected prior to move-out to ensure that the above guidelines have been followed.
- 7.4 A painting allowance will be given to units every two (2) years to assist the resident in maintaining the apartment in proper condition.

The painting allowance will be as follows:

Bachelor unit	\$45.00
1 Bedroom	\$65.00
2 Bedroom	\$85.00
3 Bedroom	\$100.00
4 Bedroom	\$150.00

- 7.5 Residents will have to present appropriate bills to be entitled to the painting allowance.

Office staff is obligated to inspect if unit was painted after receiving an appropriate bills from the residents.

- 7.6 Residents making internal moves will accept the unit as offered provided the unit is in good condition.
- 7.7 New members will accept the unit as offered provided it is in good condition.

8. FABRIC FLOOR COVERING

- 8.1 Placing fabric floor covering of resident's unit is not compulsory but suggested to minimize any disturbance that might be experienced by immediate neighbors.
- 8.2 If there are more than two complaints of noise from a resident's unit (in accordance with the Grievance Policy), the resident(s) must appropriately place floor covering with a separate jute or felt under padding in the living room, dining room, hallways and bedrooms.

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Appendix E: Decorating and Home Improvement

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- 8.3 Any damage caused by installation and/or removal of the floor covering will be the responsibility of the member.

FORESTWOOD CO-OPERATIVE HOMES INC.

**Schedule B
Long-Term Guest Agreement**

Schedule B – Long-Term Guest Agreement is a part of By-law IV – Occupancy By-law.

List each Member in the Member Unit:

1.
2.
3.
4.

Long-Term Guest:

--

Address of Member Unit:

-11___, Forestwood Drive, Mississauga, Ont.

1. The member wants the long-term guest to live in the member's unit as a part of the member's household, and the co-op agrees.
2. The member is still responsible to the co-op for all housing charges and all the member's obligations to the co-op.
3. The long-term guest agrees not to break any of the terms of the member's Occupancy Agreement or any co-op by-laws.
4. The long-term guest acknowledges that the co-op only allows members and their households to occupy co-op units. The long-term guest agrees to leave the member's unit if the member or the co-op requests it. The long-term guest will be entitled to written notice to leave the unit.
5. The long-term guest must immediately leave the unit when the member's occupancy rights end.
6. The long-term guest acknowledges that the unit is a member unit under the *Co-operative Corporations Act* and that the Landlord and Tenant Act do not apply.
7. The long-term guest agrees that the co-op, through its employees or agents, can receive credit information from any credit agency or other source.

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Schedule B

Long-Term Guest Agreement

Page 2

Signature of the Long-Term Guest:

--

Signature(s) for the Member Unit:

by:	Date:
by:	Date:
by:	Date:
by:	Date:

Signature for the Co-op:

Forestwood Co-operative Homes Inc.	
by: _____	Date: _____, 20

FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule C

Notice to Consider Termination of Membership and Occupancy

Schedule C – Notice to Consider Termination of Membership and Occupancy is a part of By-law IV – Occupancy By-law.

List each Member in the Member Unit:

1.
2.
3.
4.

Address of Member Unit:

-11____, Forestwood Drive, Mississauga, Ont.
--

The board of directors is going to consider evicting you (ending your membership and occupancy rights) at a board meeting.

The board meeting will be held on _____, 20____,
at _____. The board meeting will begin at ____ PM but you do not
have to arrive before ____ PM.

The proposed date for ending your membership and occupancy rights
is _____, 20____. The board may set a later date, if the board decides to evict
you. (Earliest possible date, based on meeting date and by-laws.)

You may appear and speak at the meeting. You may present written material. You may have a
lawyer or other representative speak for you.

You may appeal the board decision to a general meeting of the members.

You do not have to vacate your unit. However, if the board decides to evict you and you do not
vacate your unit, the Co-operative may obtain a Writ of Possession (eviction order) from a court.
The Co-operative will also seek a court order that you pay its legal costs.

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Schedule C

Notice to Consider Termination of Membership & Occupancy page 2

The Grounds for evicting you are:

ARREARS:

- ☐ 1. You owe the co-op \$ _____ as of _____, 20____. This is contrary to Article ____, Paragraph ____, of the OCCUPANCY BY-LAW (By-Law No.4), and is a ground for your eviction because of subparagraph 9.2(a) clause i., of the occupancy By-law (By-law No. IV)
- ☐ 2. You have repeatedly paid your housing charges late. This is contrary to Article ____, Paragraph ____, of the OCCUPANCY BY-LAW (By-Law No.4), and is a ground for your eviction because of subparagraph 9.2(a) clause i., of the occupancy By-law (By-law No. IV)

Other: (Fill in as many as necessary, whether or not arrears is checked).

3. Specific: (paragraph that the member has broken)

General: (paragraph that provides for eviction)

Details: (describe the details of what the member did wrong, dates if possible)

Signature for the Co-op:

Forestwood Co-operative Homes Inc.	
Director: _____ 20	Date: _____

FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule D

Board of Directors Eviction Decision

Schedule D – Board of Directors Eviction Decision is part of By-law IV – Occupancy By-law.

List each Member in the Member Unit:

1.
2.
3.
4.

Address of Member Unit:

#	-11	, Forestwood Drive, Mississauga, Ont.
---	-----	---------------------------------------

Background:

1. The Co-operative gave the member(s) a Notice to Appear as required by Article ____, Paragraph ____, of the Occupancy By-law (By-law Number IV) and section 171.8 of the *Co-operative Corporations Act* (as amended by Bill 166).
2. The member(s) (attended/did not attend) the board meeting. A representative of the member(s) (attended/did not attend) the board meeting.
3. This decision was made by a majority of the directors at a proper meeting.

Decision:

4. The occupancy rights of the member(s) in the above unit are ended on ____, 20__. The membership of the member(s) in the Co-operative is ended on the above date. (Fill in the date, which cannot be any sooner than the proposed date in the Notice to Consider Termination).

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Schedule D

Board of Directors Eviction Decision

page 2

Reasons:

5. The board of directors made its decision because:
(Include as a reason each ground in the Notice to Consider Termination used by the board to make its decision which may not be all of them – not all of the details are necessary).

Arrears:

- ☐ 1. The member(s) owe(s) the co-op \$ _____ of housing charges as of _____, 20____. This is contrary to Article ____, Paragraph ____, of the Occupancy By-law (By-Law Number IV).
- ☐ 3. The member(s) has/have repeatedly paid monthly housing charges late. This is contrary to Article ____, Paragraph ____, of the Occupancy By-law (By-Law Number IV).

Other: (Repeat for each addition reason).

4. Specific: (paragraph that the member has broken)

General: (paragraph that provides for eviction)

Details: (describe the details of what the member did wrong, dates if possible)

Further Decision: (Complete if there are conditions the member can meet to stop the eviction. Fill in "The membership and occupancy rights of the member will not end if..." and any conditions [such as signing a Performance Agreement or making payments at certain times].)

Resolution of the board of directors of Forestwood Co-operative Homes Inc. passed on the day_of _____, 20____ at a duly called meeting. This resolution is still in effect and has not been amended.

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Schedule D

Board of Directors Eviction Decision

page 3

Signature for the Co-op:

Forestwood Co-operative Homes Inc.

Secretary: _____

Date: _____

20

By-Law IV – Occupancy By-Law – 2010

FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule E

Notice of Board of Directors Eviction Decision

Schedule E – Notice of Board of Directors Eviction Decision is part of By-Law 1V - Occupancy By-Law

To Members:

List each Member in the Member Unit:

1.
2.
3.
4.

Address of Member Unit:

-11_, Forestwood Drive, Mississauga, Ont.

A meeting of the Board of Directors was held on _____, 20____. You were given a notice to Consider Termination of Membership and Occupancy Rights to be considered at that meeting. The board of directors decided to end your occupancy rights in the above unit on , 20____. (See the attached Board of Directors Eviction Decision).

Leave your unit by _____, 20____. If you do not, the Co-operative will start a court proceeding against you for your eviction, and ask for an order that you pay the Co-operative's legal costs.

To find out how you may appeal this Decision, see Article 9, Paragraph 5 of Occupancy By-law # IV and section 171.8 of the *Co-operative Corporations Act*. (schedule H to the occupancy By-law).

Signature for the Co-op:

Forestwood Co-operative Homes Inc.	
Secretary: _____ 20	Date: _____

FORESTWOOD CO-OPERATIVE HOMES INC.

**Schedule F
Performance Agreement
Arrears And Late Payment**

Schedule F – Performance Agreement, Arrears and Late Payment, is part of By-Law 1V - Occupancy By-Law

List each Member in the Member Unit:

1.
2.
3.
4.

Address of Member Unit:

-11__, Forestwood Drive, Mississauga, Ont.
--

(Include this paragraph only if the board of directors has decided to end membership and occupancy rights).

The board of directors decided to end your membership and occupancy at a meeting on _____, 20__.

You admit that the following is true:

- ☐ 1. You owe the Co-op \$_____ of Housing Charges as of _____, 20__. This is contrary to Article ____, Paragraph ____ of the Occupancy By-law (By Law No. IV).
- ☐ 2. You have repeatedly paid your housing charges late. This is contrary to Article ____, Paragraph ____ (c) of the Occupancy By-law (By-Law No. IV).

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Schedule F

Performance Agreement – Arrears & Late Payment page 2

Any outstanding resolution to evict you will be placed on hold, that is, suspended. The Co-op agrees not to end your membership and occupancy rights as long as you do the following:

1. You agree to pay your entire debt on the following schedule:
 - (a) \$ _____ when you sign this Agreement.
 - (b) \$ _____ on or before _____, 20____.
 - (c) \$ _____ each month on the ____ day of the month until the arrears are fully paid.

In addition, you will be responsible for paying interest as stated in the Co-op's by-laws.

2. You agree to pay your monthly housing charges on or before 9:00 AM the first day of each month from the date this agreement is signed.
3. You agree to make the above payments by certified cheque, Interact, money order. You agree to make these payments to the Co-op office before 9:00 AM on the agreed dates.

If any of the agreed dates is a weekend or holiday, you can make the payment before 9:00 AM on the next business day.

4. You must meet all the deadlines in this Agreement. You must not miss any of them unless you have authorization from the Co-op.
5. If you break any term of this Agreement, the decision of the Board of Directors made on....., 2010 to end your membership and occupancy rights takes effect immediately and the Co-op has the right to apply to the Superior Court of Justice under section 171.13 of the Co-operative Corporations Act without further notice to you.
6. You acknowledge that you understand the terms of this agreement and have had the opportunity to get legal advice.

Signature(s) of Member(s):

1.	Date:
2.	Date:
3.	Date:
4.	Date:

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Schedule F

Performance Agreement – Arrears & Late Payment
page 3

Signature for the Co-op:

Forestwood Co-operative Homes Inc.

by: _____

Date: _____, 20

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FORESTWOOD CO-OPERATIVE HOMES INC.

**Schedule G
Performance Agreement
General**

Schedule G – Performance Agreement, General, is part of By-Law IV - Occupancy By-Law

List each Member in the Member Unit:

1.
2.
3.
4.

Address of Member Unit:

-11____, Forestwood Drive, Mississauga, Ont.
--

(Include this paragraph only if the board of directors has decided to end membership and occupancy rights).

The board of directors decided to end your membership and occupancy at a meeting on _____, 20____.

You admit that the following is true:

(describe the details of what the member did wrong, including date if appropriate)

Any outstanding resolution to evict you is suspended. The co-op agrees not to end your membership and occupancy rights as long as you do the following:

(fill in what the member agrees to do or not to do and any limitations if applicable)

Schedule G

Performance Agreement - General

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Signature(s) of Member(s):

1.	Date:
2.	Date:
3.	Date:
4.	Date:

Signature for the Co-op:

Forestwood Co-operative Homes Inc.	
by: _____	Date: _____, 20

By-Law IV – Occupancy By-Law – 2010

FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule H

Rules for Ending Membership and Occupancy Rights

Schedule H - Rules for Ending Membership and Occupancy Rights is part of By-law IV - Occupancy By-law.

The following is an Extract from the *Co-operative Corporations Act*.

171.8 Procedure for terminating membership, etc.

(2) The following rules apply:

1. Membership and occupancy rights may be terminated only by a majority of the board of directors at a meeting of the board.
2. Membership and occupancy rights may be terminated only if the member ceases to occupy a member unit or on a ground set out in the by-laws. Membership and occupancy rights may not be terminated on a ground in the by-laws that is unreasonable or arbitrary.
3. The member shall be given written notice that the board of directors will consider terminating the member's membership and occupancy rights. The notice must be given at least ten days before the meeting of the board of directors at which the matter will be considered.
4. The notice must be signed by a director of the co-operative or by any other person authorized by the by-laws for the purpose and must,
 - i.set out the time and place of the board's meeting,
 - ii.set out the grounds for the proposed termination,
 - iii. identify the member unit to which the member has occupancy rights,
 - iv.specify the date of the proposed termination,
 - v. advise the member that he or she need not vacate the member unit but that the co-operative may obtain possession of the unit by obtaining a writ of possession following the termination of the member's membership and occupancy rights,
 - vi. advise the member he or she may appear and make submissions at the board's meeting, and

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Schedule H

Rules for Ending Membership and Occupancy Rights

page 2

- vii. advise the member that he or she may appeal the board's decision to the members.
5. If a meeting is adjourned no new notice is required if the time and place of the continuation of the meeting is announced at the original meeting.
6. The member has a right to appear, either personally or by agent or counsel, and to make submissions at the meeting of the board of directors.
7. In a decision to terminate the members membership and occupancy rights, the board of directors may specify a date for the termination that is later than the proposed date that was specified in the notice to the member.
8. The member shall be given written notice of the decision of the board of directors within five days after the board's meeting. The notice must be signed either by the secretary of the co-operative or by a person authorized by the by-laws for the purpose.
9. The member may appeal the board's decision to the members. The effect of the decision is suspended until the appeal is disposed of or abandoned.
10. To appeal, a member must give written notice to the co-operative within seven days, or such longer period as the by-laws provide, after the notice of the board's decision has been given to the member under paragraph 8.
11. The appeal shall be considered at a meeting of the members held at least fourteen days after the notice to appeal is received.
12. If the co-operative receives written representations with the member's notice of appeal, the board of directors shall, subject to subsection (4), ensure that a copy of the representations is given, before the meeting at which the appeal will be considered, to each member entitled to receive notice of the meeting. The distribution of the representations shall be at the co-operative's expense. This paragraph does not apply if the representations exceed 5,000 words.
13. The member has a right to appear, either personally or by agent or counsel, and to make submissions at the meeting of the members.
14. The appeal shall be decided by a majority vote of the members and the members may confirm, vary or set aside the board's decision. If no decision is made by the members or if there is no quorum at the meeting or if there is no longer a quorum when the vote is to be taken, the board's decision shall be deemed to have been confirmed.

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Schedule H

Rules for Ending Membership and Occupancy Rights

page 3

Idem

- (3) Subject to the rules in subsection (2), the board of directors may by by-law determine procedures for the termination of the membership and occupancy rights of members but the procedures must be procedurally fair.

Refusal to distribute

- (4) The board of directors is not bound under paragraph 12 of subsection (2) with respect to a member's representations if it clearly appears that the right of the member to have his or her representations distributed is being abused to secure needless publicity for matters that,
 - (a) are not related to the appeal; and
 - (b) are not related, in a significant way, to the business or affairs of the co-operative.

Notice of refusal

- (5) If the board of directors refuses to distribute copies of a member's representations, the board shall ensure that written notice of its refusal together with written reasons for it are given to the member within ten days after the representations were received by the co-operative.

Application to court

- (6) Upon application by a member whose representations the co-operative has refused to distribute, the Ontario Court (General Division) may restrain the holding of the meeting at which the appeal will be considered and may make any further order it thinks fit.

Advance determination

- (7) The board of directors or any other person aggrieved by the member's representations may apply to the Ontario Court (General Division) for an order permitting the board of directors to refuse to distribute the representations and the court, if it is satisfied that subsection (4) applies, may make any such order it thinks fit.

Liability for representations

- (8) If copies of a member's representations are distributed under paragraph 12 of subsection (2), the co-operative, the directors, officers and employees of the co-operative and persons acting on behalf of the co-operative, other than the member who makes the representations, do not incur any liability only by reason of distributing

FORESTWOOD CO-OPERATIVE HOMES INC

Schedule I Policy on Member Involvement

Schedule I - Policy on Member Involvement is part of By-law IV - Occupancy By-law.

Principles of Member Involvement:

1. Participation benefits both the Co-op and the member.

The Co-op relies on the members to participate in the effective management of their community. We recognize that the members' highest priorities are likely to be earning a living and nurturing the family. It should be no surprise if these priorities place limitations on members' participation in Co-op activities. Therefore, while we expect members to take part, we resolve to be reasonable and flexible in our demands on members' time and energy.

2. Each member contributes according to his or her ability.

There are many different ways that a member can participate at Forestwood. We hope to be able to offer each member an opportunity to contribute according to his or her own abilities. We further hope that through involvement in Co-op activities members will be able to strengthen and broaden their skills.

3. Members in one household share the obligation to contribute.

Where there is more than one member in a household, it is often necessary for one member to look after children or other responsibilities so that another can be free to participate in Co-op activities. Therefore, we believe that the volunteer contribution of one family member should be credited to the household. Members are encouraged to share these activities equally according to their individual skills and interests.

4. Members are entitled to time off now and then.

We recognize that the involvement of individual members may vary greatly from year to year depending on many circumstances. We believe that after a period of heavy involvement, a member may be entitled to a period of sabbatical.

5. Member involvement operates on the Honor System.

We are aware that some co-operatives attempt to keep records of the hours each member contributes to the Co-op. Although there may be

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Schedule I

Policy on Member Involvement

page 2

some advantages to having such records, the disadvantages are more persuasive. Such practices are likely to give great weight to the activities that are highly visible, such as Board and committee membership. They rarely give much credit for the activities favored by the "quiet" member, such as delivering flyers or helping out in the office.

Furthermore, such practices can only measure time spent, not quality of the contribution.

After giving the matter serious consideration, we have concluded that there is no record-keeping system which is accurate and fair enough to measure the comparative value of one kind of participation over another. Therefore, we cannot support the concepts of a minimum number of required hours of participation, a maximum level of participation or a system of enforcement. We do, however, support the practice of marking attendance at general members' meetings and noting participation in Board, committees and special events. We believe such records will assist us in gauging the general health of the organization and identifying ways in which involvement can be made attractive and compelling to the membership.

General Responsibilities of a "Member in Good Standing":

1. Financial

Honor your financial obligation to the Co-op. Pay your housing charge on time. Make appropriate arrangements if this is not possible due to circumstances beyond your control.

2. Maintenance

Treat the unit assigned as your home, with respect and care. Does such routine maintenance as your skills permit. Request assistance as needed; co-operate with the maintenance committee in preventive maintenance efforts.

3. Organization

Attend a majority of general members' meetings, including the Annual General Meeting. Abide by the policies and regulations adopted by the Co-op from time to time. Support the democratic functioning of the Co-op by taking part in one or more specific activities each year.

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Schedule I

Policy on Member Involvement

Page 3

Specific Activities for Member Involvement:

1. Board of Directors and Committees

Standing for election to the Board of Directors and, if elected, attending and contributing to meetings regularly. Joining a standing or ad hoc committee. Participating in policy discussions; suggesting appropriate amendments or additions.

2. Special Events and Discreet Tasks

Participating in special events such as clean-up days. Assisting in the production of newsletters and flyers.

3. Social

Being a good neighbor. Organizing and/or attending social functions. Treating your fellow members with respect and consideration.

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FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule J

Examples of Complaints the Board of Directors will consider for possible Eviction

Schedule J – As per Article 5.2 of this By-Law, Examples of Complaints the Board of Directors will consider for possible Eviction is part of By-Law IV-Occupancy By-Law.

Article 5.2 states: "If the Board of Directors receives two (2) or more written complaints, the offender will receive a Notice to Appear before the Board of Directors with the possibility of eviction."

Examples the Board of Directors will consider:

- Extremely loud music. Ie. noisy party
- Unreasonable noise late at night. Ie. loud tv's, radios, moving of furniture, banging, hammering, etc
- Domestic Violence
- Criminal Activities

These are just some examples the Board of Directors will consider as written complaints for possible eviction. Other serious complaints maybe considered at the Board of Directors discretion.

By-Law IV – Occupancy By-Law – 2010
FORESTWOOD CO-OPERATIVE HOMES INC.

Schedule K
Trespassing Notice

Schedule K – Trespassing Notice is part of By-Law IV – Occupancy By-Law

Date _____

Name _____

Address _____

TRESPASSING NOTICE

Dear _____,

Pursuant to the Trespassing To Property Act, R.S.O. 1990, you are hereby notified that you are not to enter upon the lands or building owned or operated by Forestwood Co-operative Homes Inc., located at 1180 Forestwood Drive, 1186 Forestwood Drive, and 1190 Forestwood Drive, Mississauga, Ontario.

Failure to comply with this notice will result in your being charged with trespassing under Section 2 of the above stated Act.

Sincerely,

Property Manager of Forestwood Co-operative Homes Inc.

c.c. Peel Regional Police

