

Share Reconciliation Procedure

Purpose of the procedure

- This procedure is developed to enable the Maintenance coordinator to assess the unit and charge the outgoing member the appropriate amount and to standardize the process. Based on the move in/ move out form.

Procedure

The process for members and the co-op

Painting (10 years)

- If a member has been here for more than 10 years they will not be charged for replacement painting from their share.
- If a member has been here for less than 10 years they will be charged at a rate of 10 % per year of declining balance for cost of repainting.
- In situations where a member painted an extreme colour, such as red or black, they will be charged the full cost of painting, including walls and trim.
- If wall paper was used then the member will be charged the cost of removal and re-painting of walls.

Flooring (carpet 10-15 years) (vinyl 12-20 years)

- If the flooring is damaged through extra wear or willful damage, the member will be charged to correct the damage.
- If the vinyl flooring is past its life span and in need of replacing then the member will not be charged.
- Carpet will be assessed an approximate 10 year lifespan. If the carpeting is older than 10 years and requires replacing the member will not be charged.
- Other floor surfaces such as wood or laminate will be judged on their expected life span.

Doors including closet door (15-20 years)

- If a door in the unit has been damaged from extreme wear then the member will be charged for replacement.
- If a door has worn out from normal wear or is older than 20 years it will be replaced at Co-op's expense
- If a door was missing when the unit was first occupied by the member then they will not be charged for replacement.



Interior walls

- If members damage walls they will be charged for repair.
- If damage is caused from external damage to the unit then the member will not be charged for repair.

Cabinets and counters (20-25 years)

- If the member has damaged a counter or cabinet, the member will be charged with repair or replacement.

Appliances, Plumbing fixtures, Lights, Mirrors

- If the member has caused damage to the above items they will be charged to repair or replace.

Cleaning of Unit

- On move out a member will be charged for the cleaning of the unit if left in a dirty state.
- This includes courtyards, balconies and parking space.

Procedure approved at Board meeting: January 29, 2013

