

Unit Assessments

Purpose of the policy

- To set up consistent, standardized unit assessments
- To identify and complete maintenance needed to keep units in good repair.
- To establish a tool that ensures members are aware of their own unit maintenance responsibilities.
- To gather the information necessary to:
 - Help prepare the annual maintenance plan and budget
 - Review, when needed, the capital replacement plan and funding of the co-op replacement reserves.

Policy

1. Each unit will be inspected a minimum of every 3 years.
2. Members will be provided with a Unit Self Assessment form to complete, prior to the independent unit assessment.
3. Assessments will be conducted by an independent contractor.
4. The co-op will provide at least two weeks' written notice prior to unit assessment.
5. The co-op will make reasonable effort to conduct inspections at a time convenient to the member and with the member present.
6. Members may agree that a unit assessment be done in their absence, but they must provide written permission.
7. If a member fails to respond to two attempts to schedule a unit assessment, the co-op will give 24 hours' written notice that access is required (refer to Occupancy Agreement Section 25.03). The co-op will inspect the unit at the date and time specified in the notice.



8. The co-op will provide the member with a copy of their completed unit assessment form.
9. The co-op will provide the member with a list showing the maintenance responsibilities of the member and of the co-op.

Policy approved by Board: June 27, 2006

Replaces policy dated: Mau Dan Gardens Member's Handbook "The Red Book"

