

## INTERNAL MOVES POLICY

**ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICY REGARDING MOVES FROM ONE UNIT TO ANOTHER WITHIN THE CO-OPERATIVE WAS ADOPTED BY THE BOARD OF DIRECTORS OF FORESTWOOD CO-OP:**

DATE AMENDED BY THE MEMBERSHIP COMMITTEE: OCTOBER 15, 1996.  
DATE PASSED BY THE BOARD OF DIRECTORS: JANUARY 9, 1997.  
DATE CONFIRMED BY THE MEMBERS: APRIL 24, 1997

An Internal Move should always be considered *a privilege, not a right*, of membership.

Internal Moves are expensive for the Co-Operative. The unit desired by the member(s) has to be prepared for occupancy {maintenance costs} and will remain vacant {revenue loss} during the period of preparation. The unit vacated by the member(s) also has to be prepared for occupancy and will remain vacant during the preparation. Thus, the Co-Operative has to bear double maintenance cost plus loss of revenue, {possibly for as long as a month, depending upon the extent of repairs required.}

The intent of this policy is to practice sound fiscal management without causing undue financial hardship to the members.

Therefore, the following rules and priorities are established:

- 1} Members will have priority over new applicants for an available unit provided that they have:
  - a) a change in family circumstances which makes a move to a larger unit possible, or a smaller unit necessary;
  - b) an excellent membership record {prompt housing charge payments, participation, co-operative attitude, etc.};

*AND*

  - c) one year in residence before moving.
  - d) Even though the requirements noted above may not be met, a request for special consideration may be examined by the Membership Committee and then by the Board of Directors.
- 2} A request for an Internal Move must be submitted in writing, and shall include the reasons for making the request. In ordinary circumstances, a request to move to another unit of the same size as the current one will not be considered.
- 3} All other factors being equal, priority shall be given to the member(s) who has made a significant contribution to the operation of the Co-Operative.
- 4} All Internal Moves must be approved by the Board of Directors on the recommendation of the Membership Committee.

## POLICY – Internal Moves Policy

- 5} If two or more members are in the same situation and desire the same unit, priority shall be given to the member(s) demonstrating the greatest need.
- 6} Prior to any unit being assigned for an Internal Move, the unit of the member requesting the move must be inspected and reported in satisfactory condition. Once the unit has been vacated, the unit should be inspected again before the new member(s) receives their keys to said unit.
- 7} Once the Internal Move has been approved by the Board of Directors, a new Housing Agreement must be signed.
- 8} After a unit has been assigned, the member(s) making the move will be required to make a deposit of \$100.00. This deposit will be viewed as a "guarantee" that the unit being vacated will be left in a state of reasonable cleanliness and repair. The unit being vacated will be inspected as soon as it is empty. If this unit has been thoroughly cleaned and there is no willful damage, then the deposit will be returned to the member(s) immediately. If the unit has not been properly cleaned or if there is willful damage, then the Co-Op may hire cleaners or contract repairs and pay for them out of the member's deposit. If the cost of cleaning and / or repairs exceeds the amount of the deposit, any further costs will be borne by the member(s).
- 9} In cases of extreme financial hardship, a member requesting an Internal Move may write to the Board of Directors requesting that the deposit be waived. Such a request must be accompanied by a statement from the Property Co-Ordinator confirming that the occupied unit has been inspected and appears to be in satisfactory condition, insofar as this can be determined with the furniture in place.
- 10} Whenever possible, the schedule for an Internal Move will be worked out in such a way that neither unit remains vacant for more than 15 days.
- 11} Adult offspring of Co-Op member(s) residing with their parents who desire to establish a separate residence within the Co-Op shall be eligible for Internal Moves under these guidelines assuming that all qualifications for membership are met. When appropriate in such cases, the Board of Directors may choose the requirements outlined in Paragraphs 6, 7, and 8 above.