

Unit Inspection (Annual)

Purpose of Policy

To provide members with guidelines for annual unit inspections.

Policy

1. Unit inspections will be conducted on an annual basis by a neutral third party hired by the board of directors.
2. The focus of the inspection will be to determine if there are any issues detrimental to the Co-op, either by impacting the Health and Safety of the community and/or compromising the value and long-term viability of the property. Such as:
 - Health and Safety issues:
 - Fire Hazard
 - Pests
 - Mold
 - Property Damage
 - Non-approved changes to the unit
 - Structural damage
3. Members will be notified in writing at least one week prior to the upcoming inspection. All unit inspections will be scheduled at a mutually agreed upon time.
4. Member is required to permit access to the unit by the board appointed inspector, as per the Occupancy Agreement, Section 25 **Right to Enter**, subsection 25.03 Entry for non-emergency.
5. Failure of the member to show up or to allow access at the mutually agreed upon time, will result in a fee to cover the cost of the tradesperson's time and an immediate rescheduling of the appointment will be required.
6. As a follow-up to the inspection, the Co-op will submit to the member a list of any repairs and/or cleaning required that are the responsibility of the member. All other repairs will be prioritized and coordinated by the Maintenance Coordinator.
7. Failure of the member to allow access for the follow up repairs at a mutually agreed upon time, may result in a fine to cover the cost of the tradesperson's time and an immediate rescheduling of the appointment will be required.
8. Failure to permit access for inspections and/or repairs will be considered **Conduct Detrimental to the Co-op** (Rule 5.2)

Policy approved by general meeting: February 5, 2013

Replaces policy dated: 1997

Procedures needed to carry out the policy

1. If a member is unable to schedule a mutually agreed upon time for their unit inspection, they may designate another person to provide access.
2. Should you need to reschedule the inspection or the repairs, 24 hours notice is required.