

Longview Housing Co-operative Inc.

A BY-LAW ABOUT THE RIGHTS AND OBLIGATIONS OF THE
CO-OP AND THE MEMBERS

By-law No. 18

MAINTENANCE, ALTERATIONS, AND DECORATING
BY-LAW

Passed by the Board of Directors on February 24, 2026

Approved by the members on June 16, 2026

1. GENERAL

1.1 Purpose

a) The purpose of this document is to set out in detail the responsibilities of the Co-operative and of individual Members for the maintenance, repair and alterations of Co-operative property.

N.B. Throughout this policy, “Members” includes Members’ guests and tenants.

2. MAINTENANCE OF UNITS

2.1 Decorating

a) The Co-operative will repaint units for new move-ins, or for internal moves, where the condition of the unit warrants it and resources permit.

b) Members may paint their units at their own expense. Members are responsible for all painting supplies and equipment.

c) The Co-operative may provide an allowance of paint for Members to repaint their units once every five years. Requests are submitted to the office manager.

d) Painting is limited to only walls and ceilings that were previously painted. Members are encouraged to choose neutral colours. If members choose colours requiring special repainting, the additional cost may be deducted from their member deposit.

f) Members must take reasonable care when painting to protect fixtures, finishes, and common property.

g) Wall finishes such as wallpaper, textured coatings, tiles, mirrors, or similar materials are not permitted.

2.2 Floors

a) The Co-operative will refinish unit floors when the condition warrants.

b) Members may not refinish or paint their floors.

c) Members are encouraged to place area rugs or carpets to reduce noise transmitted to Members living below.

2.3 Appliances

a) Appliances may not be removed or replaced without written permission from the Co-operative.

b) The Co-operative is responsible for maintaining appliances in working order and replacing them as necessary.

c) Members must regularly clean both the interior and exterior of their refrigerators and stoves, according to the recommendations of the manufacturer.

d) Damage to an appliance caused by a Member's neglect or abuse will be repaired by the Co-operative at the Member's expense.

e) Members must not install additional appliances such as washers, dryers, or Dishwashers in their units.

2.4 Windows and Screens

The Co-operative is responsible for replacing all broken windows and torn screens. The Member will be charged for the cost of the repair if the damage is determined to be the Member's fault.

2.5 Pest Control

- a) In the event of a serious pest control problem in the building, the Co-operative has the right carry out pest control measures that it considers necessary. When determining what measures to take, the Co-operative will give every consideration to the health of Members.
- b) Members have a duty to immediately report the presence of any pests.
- c) Members must comply with all exterminator requirements in the preparation of their units for any extermination services. If Members are incapable of doing this, the Co-operative will assist.

2.6 Locks

- a) The Co-operative will maintain all locks on entrance doors to the building and to individual units.
- b) Members may not alter the locking system of their unit, add locks or remove the door closer.

2.7 Hazards

- a) Members are not permitted to store tanks of compressed gas or liquid in their units. Other flammable substances (eg. cleaning fluids, paint thinners) must be stored safely.
- b) Smoke detectors and CO detectors installed by the Co-operative must not be painted, disconnected, or removed.
- c) Members must not overload electrical circuits. The use of fuses higher than 15 amps is not permitted. Members are responsible for supplying their own fuses.
- d) No charging electrical vehicles inside of units.

2.8 Drains

- a) Members are responsible for helping to maintain the Co-operative's plumbing. Nothing may be flushed down the toilet other than bodily waste and toilet paper. Grease, oil and other kitchen waste must not be washed down the drain.
- b) Liquid and granular drain cleaners are not allowed.

2.9 Regular Maintenance Inspections

- a) The Co-operative will carry out regular unit inspections. Members must allow access to all areas of the unit, including storage lockers.
- b) The Co-operative will give each household at least one week's notice of the inspection.

2.10 Move-out/Move-in Inspections

- a) When a Member leaves the Co-operative or transfers to another unit, the Co-operative will carry out an inspection of the unit.
- b) Where a Member is responsible for damage, the Co-operative will arrange for the work to be done and the Member will be charged for the expenses incurred.
- c) The Maintenance Deposit will not be refunded until after the Co-operative has received

vacant possession of the unit and all costs of repairs have been settled.

d) On move-in, the Co-operative will carry out a unit inspection according to the Occupancy By-law. The Member and the Co-operative must sign a condition report. The Member will be given a copy.

3. MAINTENANCE OF INTERIOR COMMON AREAS

3.1 General

a) The Co-operative is responsible for:

- the maintenance, repair and periodic redecorating of all interior common areas;
- maintaining and servicing mechanical systems, equipment and appliances in the common elements of the Co-operative;
- regular testing of the fire alarm system.

b) The Co-operative will carry out regular inspections of all interior common elements.c)

Members must not allow anything to block fire exits, stairs and corridors, or public thoroughfares.

3.2 Mechanical, Electrical and Fire Prevention Systems

a) The Co-operative is responsible for the routine maintenance and repair of mechanical and electrical systems to ensure their effective functioning.

b) Members are responsible for reporting any mechanical or electrical problem (e.g. leaking faucets) to the Co-operative as soon as detected.

c) Members may not modify any electrical or mechanical features in their units.

4. EXTERIOR MAINTENANCE

4.1 Co-operative's Responsibilities

a) The Co-operative is responsible for the routine maintenance, repair and renovation of the exterior of the building (eg. roofing, masonry, windows, light fixtures, etc.).

b) The Co-operative is responsible for periodically cleaning the outside of all windows in the building and the inside of common element windows.

c) The Co-operative will carry out an annual maintenance inspection of the exterior and common areas of the building.

4.2 Grounds

a) The Co-operative is responsible for the following common area grounds maintenance (using Co-operative staff, volunteers or contractors):

- routine maintenance and repair of driveway, steps and walkways and resurfacing of pavement;
- maintenance of exterior drains;
- routine maintenance, repair and replacement of exterior common area lighting;
- care of lawns and trees;
- regular removal of snow and ice, and sanding of walkways, steps and driveways.

b) Members are responsible for picking up after their pets.

5. Garbage Disposal / Recycling / Composting

- a) The Co-operative provides a designated area for waste disposal, recycling, and composting.
- b) General household garbage, recycling, compost and other waste must be placed in the designated bins and containers, as identified by the Co-operative.
- c) Large items, including furniture and electronics, must be disposed of only on authorized pick-up days and in the manner directed by the Co-operative.
- d) The Co-operative is responsible for the regular cleaning and maintenance of all waste disposal, recycling, and composting areas.

6. Alterations by Members

- a) The Co-operative seeks to maintain the building's integrity, safety, and consistency over time. Members may replace or alter any fixtures, finishes, or equipment within their unit at their own expense, provided the alteration is approved in advance by the Co-operative.
- b) Approved alterations may be subject to reasonable conditions to ensure safety, quality of work, and compatibility with the building.
- c) Where a fixture or item owned by the Co-operative is replaced, the Member must either:
 - restore the original fixture prior to move-out, or
 - leave the replacement in place with the Co-operative's approval.
- d) The Co-operative may require a refundable deposit for approved alterations and may require restoration of the unit to an acceptable condition at move-out.
- e) Alterations completed without approval, or not completed to an acceptable standard, must be remedied at the Member's expense.

7. REIMBURSEMENT FOR EXPENDITURES BY MEMBERS

The Co-operative will reimburse Members for maintenance-related expenses only if the Co-operative has given written approval for the expenses. Receipts must be provided to the Co-operative.