
Cambridge New Hope Housing Co-operative

Scheduled "D"

Maintenance policy

1. Exterior Maintenance

- A) The maintenance committee is responsible for seeing that all members participate in all lawn cutting and snow removal in common areas. No member shall hinder or interfere with its maintenance (i. e. leave items on the lawn during grass cutting; fail to move vehicle off premises during snow plowing).
- B) Each resident is responsible for clearing their own walk, porch and a portion of common walk in front of their unit (i. e. Removing snow, sweeping dirt, grass, etc.) (snow must be cleared away within twelve hours of a snow fall).
- C) Each resident is responsible for maintenance (including grass cutting) of their immediate front yard (from front wall to common sidewalk) and their immediate backyard (from back wall to the end of privacy fences). This means keeping lawn relatively free of holes, rocks, rubbish and debris.
- D) The Co-op is responsible for all other next year maintenance of buildings (painting, Windows, roofs, etc.), fences, rogue waves and parking lots. Residents will be held responsible for any damage to the Co-op property caused by negligence or misuse.
- E) All members are responsible for participation in the Co-ops annual spring and fall property cleanup.

2. Interior Maintenance

- A) Appliances (stove, refrigerator, furnace, water heater) of the property of the Co-op and may only be replaced with the written permission from management. The Co-op will maintain these items.
- B) All carpeting and flooring coverings are the property of the Co-op and cannot be replaced, removed or altered without written permission from the management. Each resident is responsible for reasonable maintenance and periodic cleaning of carpets and floor coverings.

4. Inspections:

- A) Each unit will be inspected by-annually (every six months) by the and maintenance committee and Board of directors. Two weeks notice of the date and time of the inspection will be given.
- B) Upon completion of the inspection, the resident at will be given a list of items (if any) required to bring the unit up to reasonable standards. The resident will be responsible for seeing that such repairs are completed within a reasonable amount of time.

5. Move-Ins

- a) Upon move-in, a unit inspection will be carried out by the maintenance committee, in the presence of the new resident. A report on the condition of the unit will be signed by both parties and filed in the residence file.
- b) The Co-op is responsible for re-painting vacated units unless other arrangements are made with the new residents.

6. Move-Outs

- A) Upon a resident giving numeral 65 (Sixty Five) days notice of move-out, a unit inspection will be carried out by the maintenance Committee in the presence of the resident within (15) fifteen days of receipt of the notice to vacate.
- B) Upon completion of the inspection, the residents will be given a list of items (if any) required to bring the unit up to reasonable standards. The resident will be responsible for seeing such repairs are completed within thirty (30) days.
- C) After thirty(30) days, a second inspection will be carried out to ensure completion of the repairs. If repairs are not completed on the moved outs, costs of repairs will be deducted from the members deposits and /or further legal action will be pursued to recover the costs.