

ARGYLE PARK HOUSING CO-OPERATIVE

320 Sangster Blvd. (Sangster Blvd. & Argyle St. N.)
Regina, Saskatchewan S4R 8M1

Office: #61 - 320 Sangster Blvd.
Phone/Fax No. (306) 949-9616

For more info on Co-op Housing please visit -- www.coophousingsk.ca

CO-OPERATIVE HOUSING GENERAL INFORMATION

The Argyle Park Housing Co-operative Offers:

- ✎ Community living for all income levels
- ✎ 42 Townhouses and 18 Apartments - some disabled-accessible; private yards, balconies.
- ✎ Collectively managed by members
- ✎ Long-term, affordable housing
- ✎ Conveniently located close to schools, playgrounds, bus & shopping

What is Co-op housing?

- ✎ Co-op housing is a non-profit housing complex, collectively operated by its members.
- ✎ A housing co-operative is not a rental tenancy agency situation. Our rules and procedures are different.
- ✎ Policies are decided by majority vote at general meetings of the members.
- ✎ A condition of living in Argyle Park Housing Co-operative is sharing in the responsibilities for running the co-operative and participating in the Co-op Community.
- ✎ The members (residents) jointly manage the Co-op and lease the units to themselves. The title of the land and buildings remains in the name of the Co-op. The primary objective of a housing co-op is for its members to provide themselves with quality, self-managed housing. As members, we **are** the landlord.
- ✎ Another advantage of living in a housing co-op is that, in some cases, a member's monthly housing charge may be subsidized, making co-operative housing even more affordable.

What are the advantages of Co-op housing?

- ✎ Security of tenure.
- ✎ Members elect a Board of Directors annually, as well as committee chairpersons, giving all members a say in the running of the Co-op.
- ✎ **We are a Community** in ourselves - **a community in which you can get to know your neighbours, let your children out to play, or just lounge on your patio with the knowledge that you are not living among strangers.**

What are my responsibilities?

- ✎ Abide by the Bylaws and Policies of the Co-operative.
- ✎ Purchase shares in the Co-operative.
- ✎ Pay your housing charges (rent) on time.
- ✎ Volunteer to help run the Co-operative by **actively participating** on a committee and **attending and supporting Co-operative Community Activities**
- ✎ Meetings are held once per month in the evening.
- ✎ Keep your home and yard clean and orderly.

What are ~~the~~ housing charges?

- ✎ The same as rent and they are due the last day of the month, dated for the first of the following month.
- ✎ Housing charges pay the mortgage, taxes, maintenance and administration costs.

What about low-income households?

- ✎ We do receive subsidy funding; your housing charge is calculated based on your gross income. Regardless of income, there is a minimum and maximum housing charge.

- ✎ Members receiving subsidy must report the total income of the household. Guests/visitors staying over a month must be included in your household income and must be reported to the office. Failure to report your long term guest/visitor may result in termination of assistance and/or membership.

How do I become a member?

- ✎ **Submit your application along with a non refundable application fee of \$20.00.**
- ✎ To live in a co-op you must first become a member. All individuals over the age of eighteen (18) interested in applying for membership must submit a completed application form and are then interviewed by the co-op's membership committee.

What happens next?

- ✎ Your application will be processed, credit and references checked and you will be called for an interview/orientation. These interviews take place once a month.
- ✎ Based on the interview, the membership committee makes a recommendation to the board of directors as to whether or not the applicant would make a good co-op member.

The board then makes a motion to accept or decline the applicant as a member. You will be notified after the Board meeting.
- ✎ Once approved, you will be placed on a waiting list and contacted when a unit comes available
- ✎ It is up to you to contact us with updated information i.e. new address or phone number.
- ✎ Applications are kept on file for one (1) year. You should phone the office to renew your application in order to remain on the waiting list.

When a Unit comes available you will be contacted and at that time:

- ✎ You must purchase \$1,200. in Co-operative Shares. This shows your commitment to the Co-op, as a member and provides your damage deposit. At the time a unit is offered to you a deposit is required. We have several payment options for you to choose from.
 1. \$800.00 deposit within 24 hours of being offered a unit
\$ 50.00 per month for 8 months
 2. \$600.00 deposit within 24 hours of being offered a unit

\$ 50.00 per month for 12 months

3. \$ 1,200.00 deposit within 24 hours of being offered a unit

- ✎ **Once you agree to accept a unit and give your deposit, the deposit is not refundable if you chose not to move in.**
- ✎ One parking space is provided. Additional spaces are available on a first come, first served basis at \$10/mo. for summer and \$20/mo. for winter. There is also Visitor Parking available in designated areas.
- ✎ You are not paid interest on your share; interest is used to offset operating costs. When you move out you get your \$1,200. share capital back, less any amount owing for carpet cleaning, damages, etc.

Do I sign a lease?

- ✎ No... **but**, you will be required to sign an occupancy agreement. There is no termination date, you simply agree to give two months written notice of intent to vacate. You will be responsible for the housing charge (rent) if you choose to vacate early.

How does the Co-operative operate?

- ✎ **As a non-profit organization, it is run by it's members, therefore, IT IS MANDATORY THAT MEMBERS PARTICIPATE each month. You must join a committee, attend that committee's meeting each month and assist that committee with its activities. Members who do not participate are fined and face possible eviction for continual non-participation as per our Participation Policy. It is your responsibility to join a committee in the month following your move-in.**

Does the Co-operative have any paid staff?

- ✎ Yes, we have two staff - Office Co-ordinator, who keeps financial records, assists the Board and committees and generally ensures that the Co-op functions efficiently; and a Full time Maintenance Staff.

Who does the maintenance?

- ✎ Members are responsible for doing small repairs in their units with the Co-op usually supplying parts/materials. Major repairs that the member cannot do are done by the maintenance person.

Service calls are paid for by the Co-op providing the repair is not due to the member's abuse or neglect.

- ✎ Painting must be done by a co-operative approved professional painter using paint approved by the Co-operative.
- ✎ Carpets must be cleaned annually and at move out by a co-operative approved professional cleaner.
- ✎ Some Lino floors must be stripped and waxed annually; the Co-op supplies the wax and stripper.
- ✎ Members cut their own grass and shovel their own sidewalks. We do have some tools available, such as lawn mowers and trimmers however, members are encouraged to have their own equipment.
- ✎ The Co-op sets aside money for capital replacements such as furnaces, appliances, carpet, lino and painting. The schedule for repairs and replacements is set by the members and committees.

Are pets permitted?

- ✎ **Yes...** up to two pets (cats or small dogs). **Height of dogs is restricted; No taller than 14" at shoulder when full grown.** All pets must be spayed/neutered, vaccinated and shots maintained. Proof must be supplied of the foregoing **before** moving in. Pets must be kept principally indoors and not allowed outside unless on a leash; the owner must pick up excrement immediately. Members are responsible for any damage their pet does. The pet policy sets out very strict guidelines that **MUST**, at all times, be followed. Any other type of pet must be approved by the Office or Board of Directors prior to move in.

Move-Out:

- ✎ You are required to give two (2) months when you wish to move out.
- ✎ Move out time is 12:00 noon on the last day of the month.
- ✎ Anything less than 2 months will not be accepted and you are responsible for the rent if you choose to vacate early.

Monthly Housing Charges - Effective NOVEMBER 01, 2010

<u>Type</u>	<u>Cost</u>	<u>Includes</u>
1 Bedroom Apartment	\$ 578.00/mo	heat & soft water, water
2 Bedroom Apartment	\$ 690.00/mo.	heat & soft water, water
4 Bedroom Apartment	\$ 794.00/mo.	heat & soft water, water
2 Bedroom Townhouse	\$ 711.00/mo.	water
3 Bedroom Townhouse	\$ 770.00/mo.	water

- ✎ Nine ground-level apartments and three townhouses are disabled-accessible.
- ✎ Fridge and stove are supplied in each unit.
- ✎ Washer/dryer supplied by member. A coin-operated laundry facility is available.

Why would I want to live in a housing co-op?

☞ The biggest advantage of living in a housing co-op is that as a member, you have a say in the way your housing is operated, and that makes a big difference over for-profit rental housing.

☞ People who like to get involved and want a real sense of community will enjoy living in a co-op.

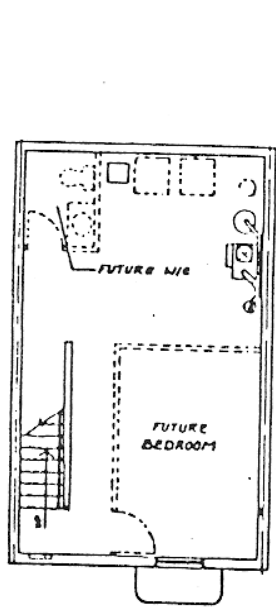
☞ Since a co-op is run by its members, the participation of every member is vital to the success and longevity of the co-op. Remember, running a co-op is as tough, and as rewarding, as running any other business.

A co-op is only as good as its membership. Fortunately, there are so many ways to contribute to the successful operation of a co-op that everyone can participate in a meaningful way.

Why wouldn't I want to live in a housing co-op?

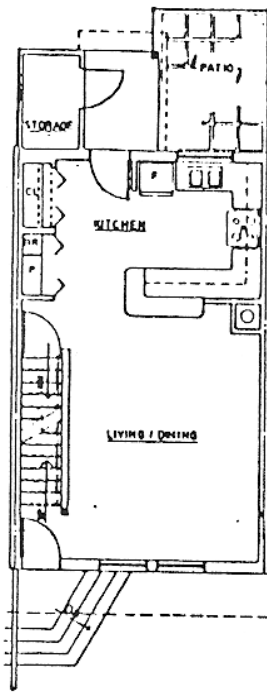
☞ If you are NOT looking for a home with a sense of community, if you are NOT interested in participating (volunteering) to help make the co-op a success--if you are just looking for a place to live, then co-op housing is not for you.

☞ Housing co-ops are not for everyone, but for many, they are the only way to live.



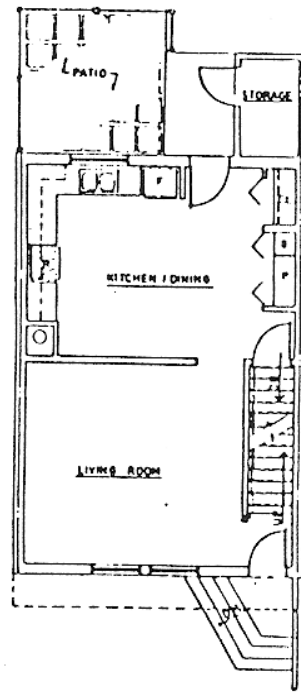
BASEMENT PLAN

TYPE 6 & 6A
(TWO BEDROOM TOWNHOUSES)



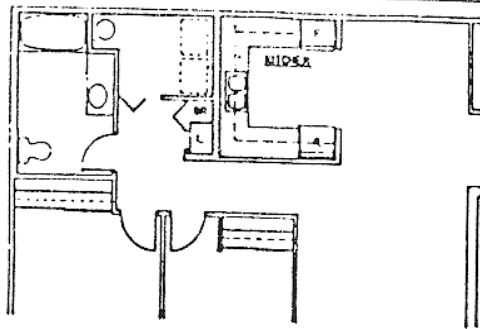
MAIN FLOOR PLAN

TYPE 6

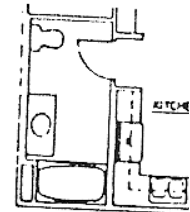


MAIN FLOOR PLAN - TYPE 7

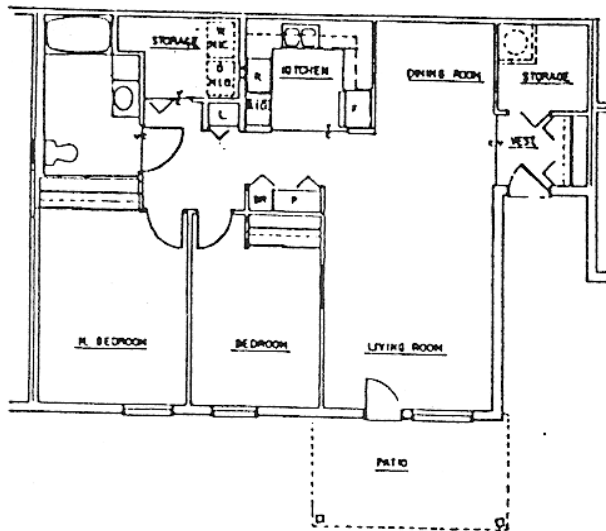
(THREE BEDROOM TOWNHOUSES)



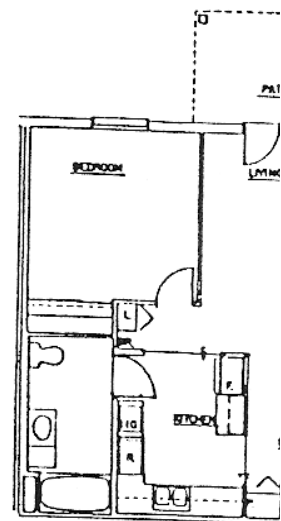
UNIT TYPE 1A (UPPER APARTMENT)



UNIT TYPE
(UPPER)



(TWO BEDROOM APARTMENT)



(ONE BEDROOM APARTMENT)

ARGYLE PARK HOUSING CO-OPERATIVE

320 Sangster Blvd. (Sangster Blvd. & Argyle St. N.)
Regina, Saskatchewan
S4R 8M1

Office: #61 - 320 Sangster Blvd.
Phone: (306) 949-9616

APPLICATION FOR MEMBERSHIP

A \$20.00 NON-REFUNDABLE APPLICATION FEE is required with each application.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

All members of your household 18 years of age and over must apply for membership and be interviewed

If you have any questions, please call our office at 949-9616.

Applicant 1 - Personal Data

Co- Applicant - Personal Data

Name: _____

Name: _____

Address: _____

Address: _____

City/Town: _____ P/C: _____

City/Town: _____

Phone: Home _____ Work _____

Phone: Home _____ Work _____

Date of Birth: _____

Date of Birth: _____

(month/day/year)

(month/
day/year)

Do you have children who will be living in the unit with you? Yes No

If Yes, How Many? _____

Children's Names and Birthdates:

<u>Surname</u>	<u>Given Name</u>	<u>Relationship to Applicant</u>
<u>Birth date</u>		
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Present Employment

Employer: _____

Employer: _____

Occupation: _____

Occupation: _____

Supervisor: _____

Supervisor: _____

Phone: _____

Phone: _____

Length of time with present employer: _____
employer: _____

Length of time with present employer: _____

Present Landlord

Name: _____

Name: _____

Phone: _____

Phone: _____

Lived here: _____ Years, _____ Months

Lived here: ___ Years, _

_____Months

Previous Address & Landlord

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Lived here: _____ Years, _____ Months

Lived here: _____ Years, _____
_____ Months

Note: **You are required to submit a minimum of Three (3) written references (Including your landords), with your application.** *(References from friends or relatives are not acceptable.) We cannot accept your application without 3 written reference letters.*

**** The Co-op will be contacting your landlord(s) present and previous for references**

Please make sure that they have been given a permission to release information letter and are prepared to release the necessary information to a representative of the Co-operative.

Unit Preference (Refer to unit diagrams attached)

First Choice: _____

Second Choice: _____

Special Needs: (ie, wheelchair access, visually/hearing impaired, etc.): _____

(A letter from your doctor will be required to obtain a disabled-accessible unit.)

Will you require an additional parking space? yes no

Do you own pets? yes no If yes, how many? _____ Please circle: **dog/cat**

(If you intend to bring your pet(s) with you, you must fill out the attached pet registration/approval form and return it with your membership application.)

Subsidy

Do you require subsidy? yes no

If you do not require subsidy, you do not need to fill out the household income portion of this form.

Household Income

(Applicant 1)

(Applicant 2)

housing unit and I/We hereby apply for membership in the Co-operative.

I/We understand that by applying for membership in the Argyle Park Housing Co-operative, I/We are agreeing to **commit to the Co-operative principals and a willingness to participate in co-op decision making and activities**, (ie, serve on committees, attend meetings, etc.)

I/We am/are agreeing to be good neighbour(s) who will live co-operatively with and respect the rights of others.

I/We will agree to maintain the co-op property in accordance with all the co-op policies.

I/We declare that all the information in this application is correct and true and hereby give permission to the Co-operative to verify any or all of the information contained herein, to perform a credit check, landlord check and other reasonable checks at the discretion of the Co-operative.

I/We understand that this application must be accompanied by a \$20.00 non-refundable application fee.

I/We understand that if our application for membership is rejected, the decision is final and the reasons are not divulged to anyone.

I understand that it is my responsibility to provide the Co-operative with changes of address and phone numbers while awaiting approval of my membership. If the Co-operative is unable to contact me because I have failed to inform the Co-operative of a change of address or phone number, my application will be cancelled.

(Applicant 1)

(Applicant 2)

Signature: _____

Signature: _____

Date: _____

Date: _____

Please feel free to attach a letter with any comments you think are relevant to your application for membership.

Comments: _____

ARGYLE PARK HOUSING CO-OPERATIVE

#61 - 320 Sangster Blvd.
Regina, Saskatchewan S4R 8M1
Phone/Fax (306) 949-9616

Consent Form for Credit Check

By signing this application I accept notice in writing and consent to your obtaining or exchanging information about me, for the purpose of obtaining housing, from the credit bureau, my employer or other persons in connection with the relationship between us or those which you or I wish to establish. I have read the terms and conditions and agree to be bound by them.

In order to access your eligibility for our services/provide you with our service/assess your ability to meet your financial obligations, you authorize ARGYLE PARK HOUSING CO-OPERATIVE LTD. and its agents or assigns:

1. to request and obtain personal information about you from credit bureaus from information they previously collected about you in order to assess your credit history;
2. to exchange your personal information with credit bureaus in order to protect you, ensure the completeness of the information and maintain the integrity of the credit granting system;
3. to co-operate with local, provincial and national authorities in the investigation or unlawful or improper activities in order to protect you and us from fraudulent transactions;
4. disclose your personal information where necessary to protect your interests, and ours.

(Applicant 1)

(Applicant 2)

Signature: _____

Signature: _____

Date: _____

Date: _____

Argyle Park Housing Co-operative Ltd.
#61 - 320 Sangster Blvd.
Regina, Saskatchewan S4R 8M1
Phone/Fax (306) 949-9616

Pet Registration Form

Member's Name: _____ Unit Number:

Pet's Name: _____

Type of Pet: _____

Breed: _____

Colour: _____ Size: _____ Sex: _____ Age:

Note: (Height restriction of dogs ☺No taller than 14" at the shoulder when full grown☺)

Proof of Neutering Attached: Yes: _____ No: _____ If No, please indicate
when this

proof will be provided:

Proof Of Immunizations Attached: Yes: _____ No: _____ If NO, please
indicate when this proof will be provided:

Name and Address of Veterinarian:

Registration Fee is \$5.00 per pet. Date Paid: _____ Receipt No.

(Member's Signature)

(Co-op Representative's Signature)

Date: _____

Date: _____

ARGYLE PARK HOUSING CO-OPERATIVE

#61 - 320 Sangster Blvd.

Regina, Saskatchewan S4R 8M1

Phone/Fax (306) 949-9616

Subject Personal Information Protection Statement

In April 2000, the federal government passed a law to protect the privacy of personal information - the *Personal Information Protection and Electronic Documents Act* (PIPED Act). This law applies to housing co-ops as of January 1, 2004.

The Board of Directors has adopted the guidelines of the Co-operative Housing Federation of Canada and are establishing related policies and procedures, and have appointed a privacy officer.

The Act requires us to tell you what personal information we have, how we use it, and how we share it. It applies to information that we have collected in the past as well as information that we will collect in the future.

Here is list of the relevant personal information that we may have about you and who may share it with.

Information

Application and Interview Form
Household size & composition
Previous housing situation(s)
Credit report
Any incident of property damage/complaints
Personal correspondence to/from APHC

Who we will share it with

Board of Directors, APHC
Member Selection Committee
Office Staff & Auditor
Subsidy Director
Privacy Officer
Saskatchewan Housing Corporation

We will use this information to:

- contact you about this application
- to determine your eligibility for housing and membership in the Co-op
- comply with our operating agreement, bylaws and policies
- decide if you qualify for subsidy

If you have any questions concerning the Privacy Act or the ~~Statement of Personal Information~~ please contact Lorraine at 949-9616 between the hours of 8:30 am to 4:00 pm, Monday to Friday. **When returning your application to APHC, please ensure that the ~~Statement of Personal Information~~ (page 14 of 14) has also been completed. Thanks.**

ARGYLE PARK HOUSING CO-OPERATIVE

320 Sangster Blvd.
Regina, Saskatchewan S4R 8M1

Personal Information Protection Statement

(For Applicants)

When you provide your personal information to us, you have and are giving us your consent to collect, use and disclose your personal information. If at anytime you wish to limit the use and disclosure of your personal information please notify us in writing.

I agree that Argyle Park Housing Co-operative may keep the following information about me:

- 1 Application and Interview Form
- 2 Household size & composition

- 3 Personal Correspondence to/from APHC
- 4 Previous housing situation
- 5 Credit Report
- 6 Any incidence of property damage/complaints
- 7 Personal Information Protection Statement

I agree that this personal information may be made available to people in the following positions:

- 1 Board of Directors of Argyle Park Housing Co-operative
- 2 Member Selection Committee
- 3 Office Staff & Auditor
- 4 Subsidy Director
- 5 Privacy Officer
- 6 Saskatchewan Housing Corporation (Division of Municipal Housing)

I understand that Argyle Park Housing Co-operative will use the information to:

- 🕒 contact me about this application
- 🕒 determine my eligibility for housing and membership in the Co-op
- 🕒 decide if I qualify for subsidy
- 🕒 comply with our operating agreement, bylaws and policies

I understand that the co-op will destroy personal information that it no longer needs.

I have read and received a copy of this statement.

Signed _____ Date _____

Signed _____ Date _____

Witness: _____ Date: _____

Applicant Questionnaire Form
Please complete and return with your application.

Part I: Information

Household Name:

Address and Phone Number:

Part II: General Questions

Why do you wish to move from where you presently live?

Why do you wish to move to Argyle Park Housing Co-op?

What do you feel are the benefits and drawbacks of living in a Co-op?

Can you move without notice? If you need to give notice, how much notice?

If you could change anything in the neighbourhood you live in now, what would you change?

Familiarity with Housing Co-ops

How do you think Co-op housing differs from other types of housing?

Part III: Financial Responsibilities

Each household pays a Share Capital of \$1200. This gives each unit 1 vote at general membership meetings. Once offered a unit you have 24 hours to put down your share capital deposit. If you opt not to move in after this point the share capital deposit is non-refundable. The share capital is refunded within 60 days of move out less carpet cleaning costs and any charges for damage above what we

consider normal wear-and-tear.

Housing charges are due the last day of the month however cheques may be post-dated to the first. Members may also pay their housing charges by Interac on or before the first of the month no later than 4 PM. If the housing charge is not paid on time a late payment fee is charged.

Argyle Park Housing is different from low income housing in that members volunteer in running and governing the Co-op. We do have subsidy available.

Question: Please explain your understanding of the share capital and housing charges. Do you have any questions about these two items?

Part IV: Participation

Argyle Park Housing Co-op has an office coordinator and a maintenance person on staff, who work together with all of the committees. Every member is required to volunteer time by joining and actively participating on at least one committee. Volunteering gives you input into the running of the Co-op.

Questions: What is some of your volunteer history? (e.g. through church, sports, work or school involvement)? Have you ever served on a board or committee? If yes, explain.

Do you have any problems with joining and participating on a committee?

How much time could you contribute per month?

What kind of contribution do you think you would be able to make on a regular basis?

Each unit is required to attend all general membership meetings and one annual general membership meeting per year. These meetings are on top of the regular monthly meetings. During these meetings many important decisions are made that require input and a vote from the membership. Some of the possible topics of these meetings include housing charges, budget approval, policy changes, and election of board members and committee chair people.

Do you have any questions regarding these meetings?

Part V: Maintenance

We are each responsible for maintaining our own unit and yard.

Questions: What is your concept of maintaining your unit inside and out?

The Co-op has a full time maintenance person however at times he is very busy and cannot attend immediately to all calls for maintenance. How would you handle small delays in the repairing of minor maintenance problems?

Every year the Inspections Committee will visit each unit to check for maintenance problems in the unit and to compile a list of carpet, lino, counters, and paint to be replaced.

**Question: Do you understand the purpose of, and need for, annual inspections?
Any questions regarding these inspections?**

Part VI: Living at Argyle Park Housing

Neighbors

No matter where we live we can have problems with neighbours from time to time. How would you handle living with common household noise such as children running upstairs, music, etc.? How would you handle excessive noise?

Guests

Anyone visiting/residing in a unit for more than three days or nights every week for more than one month is NOT considered a “guest” and must apply for membership. The guest is at all times the responsibility of the member. According to the Co-op’s Bylaw, anyone over age 18 must be a member to reside in the Co-op.

Question: Do you understand this policy or have any questions about this policy?

Question: Our Co-op is governed by a set of rules and regulations to ensure a smooth operation of the Co-op. How do you feel about living with rules and policies?

↳ Following your interview the committee will make a recommendation to the Board of Directors. You will receive a letter from the office shortly after this meeting as long as no further information is needed.