

To-Do List: Moving In

Here is a to-do list for moving into the Co-op:

- ✓ Conduct a move-in inspection of the unit with the property manager to identify any issues that need to be fixed before you move in.
- ✓ Set-up electricity, phone, and cable services
- ✓ Familiarize yourself with the garbage pickup schedule
- ✓ Read and understand the Co-op's rules, policies, and by-laws
- ✓ Sign the Occupancy and other agreements
- ✓ Provide information about your pet and vehicle (if applicable)

Shared Community Values

Members of Stoa Cooperative Homes are connected through shared values, mutual respect, and an understanding of how Members' care and concern for our community make a meaningful difference.

Co-op members help to build community pride by:

- Treating other members with respect
- Upholding and following the Co-op's rules, policies, and by-laws
- Keeping rented units (including yards, garage, and lawn space) and common areas clean and free of garbage, litter, and graffiti.

Good Neighbors

Co-op members also play a key role in maintaining our Co-op's relationship and reputation with the City and larger community by being aware of our curb appeal (the way others look at and think about our property and building) and by complying with the City's garbage removal program.

Membership Obligations and Responsibilities

Each Member is expected to:

- Contribute to the ongoing development of our co-operative as a community
- Actively participate in the ongoing maintenance and operation of the Co-op by joining a committee, attending meetings, and making constructive suggestions for improvement
- Follow the rules, policies, and by-laws'
- Treat other Co-op members and staff of the Co-op with respect
- Approve by-laws, policies, and rules
- Participate in voting to:
 - elect fellow Member to serve on the Board of Directors
 - appoint a financial auditor
 - approve the annual budget and audited financial statements

Volunteer as much as possible to help care for and maintain the Co-op's property and building and to grow our Community Spirit!



Welcome to STOA COOPERATIVE HOMES

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Shared
Values and Expectations
of Membership in
our Co-operative
Housing Community

Living in a housing co-operative

As a not-for-profit housing provider, Stoa Cooperative Homes provides affordable housing to eligible members.

Members of Stoa Cooperative Homes do not own any physical asset of the Co-operative but are entitled to remain in the Co-op as long as housing charges are paid and the obligations of membership, such as following all rules and by-laws, are met.



Members' Financial Contribution

Members pay a monthly housing charge to live in a housing Co-operative.

As a not-for-profit housing provider, Co-op members pay housing charges to cover the cost of operating and maintaining the Co-op's property and building. Members also have input on the budget for operating and maintaining the Co-op.

As a member of Stoa Cooperative Homes, you are expected to pay your housing charges on time so that the Board of Directors is able (through the property management company) to pay for the Co-op's monthly expenses to manage and maintain the property including staff costs, maintenance costs, repair costs, energy costs, insurance, and mortgage payments.

Education

Directors of the Co-op participate in workshops to ensure that they are trained on the roles and responsibilities of serving on the Board of Directors.



Members are also provided with learning opportunities throughout the year to share and learn new skills.

Through the Canadian Housing Federation (CHF) and the local federations, our Co-op has access to various workshops and resources about dealing with government agencies.

Each year Stoa Cooperative Homes tries to send a Member (in good standing) to represent our Co-op at the CHF Annual General Meeting.

Democratic Member Control

Each member is entitled to one vote.

Two to three members' meetings are held each year and members are expected to attend to help make decisions about the Co-op and to contribute where needed.

Other meetings for Co-op members include an Annual General Meeting, to review the Co-op's business and elect new directors, and Special Members' Meetings, which are called in response to urgent matters. An Annual Budget Meeting is called to review the costs of operating and maintaining the Co-op and to approve the annual budget.



Stoa Cooperative Homes is a family-oriented housing community. Our members also include seniors and new Canadians.

Members of the Co-op participate in developing rules, by-laws and policies which govern how the Co-op is to be managed. Each member is required to read and understand all rules, by-laws and policies.

Here are a few examples of policies, rules, and by-laws at Stoa Cooperative Homes:

- 1) Enter a policy
(common area, pets, parking)
- 2) Enter a by-law
(internal transfer, parking, etc)
- 3) Enter a rule (BBQs, use of backyard, etc.)

Members are expected to read, understand, and respect our policies and by-laws.



Each housing community is unique.