

## **TAPSCOTT VILLAGE CO-OPERATIVE INC.**

### **OCCUPANCY BEHAVIOUR POLICY**

Members are deemed to be responsible for the acts, omissions, and behaviours of their households, guests or sub-occupants in accordance with the Occupancy By-law.

#### **1. KEYS AND LOCKS**

- a) No additional or replacement locks, new locks or bolts shall be placed upon any door of the building, without the written consent of the Co-op. A copy of the key to an additional or replacement lock must be immediately delivered to the Co-op Office.
- b) Upon termination of occupancy, the Member shall surrender all keys relating to the premises to the Co-op.
- c) The Co-op may make alterations to the locking system and change any locks in the building in which the premises are located.
- d) The Co-op will maintain all locks on entrance doors to the building and individual units.

#### **2. ENJOYMENT OF PREMISES**

The Co-op and Members shall not commit or sanction any illegal activity on the premises.

#### **3. COMMON AREAS**

- a) Members, their families, visitors and guests shall be entitled to free use of all common areas at all reasonable times for the purpose of gaining access to and egress from the premises. The Co-op shall have a reasonable time to carry out necessary repairs that may temporarily impede one's entrance or exit.
- b) Members shall not cause obstruction to the sidewalks, entrances, passageways, stairways, or other common areas.
- c) Members shall not allow their families, visitors or guests to use the entrances, passageways or stairways for purposes other than to gain access to and egress from their premises.
- d) The rules and regulations governing the use of services or amenities provided by the Co-op, such as laundry rooms, which are for the exclusive use of Members, must be adhered to; otherwise the Co-op may restrict or refuse the use of such services or amenities.

- e) Co-op storage rooms must not be used for the disposal of garbage.
- f) Members and their guests shall not engage in any games involving projectiles (such as arrows, darts) or ball playing (such as baseball, football, etc.) on any part of the Co-op property.
- g) Members are encouraged to help clean the common areas in their buildings (Please Note: a broom, mop and bucket are provided on the first floor below the staircase).

4. **DAMAGE AND LOSS**

- a) Members must observe strict care not to leave windows and doors leading to the outside open so as to admit rain or snow or to interfere with the heating of the building.
- b) Sinks and toilets shall not be used for any purpose other than those for which they are constructed and no sweepings, garbage, rubbish, rags, ashes, or other substances shall be thrown therein. Any damage resulting to them from misuse shall be borne by the Member.
- c) Water shall not be left running unless in actual use.
- d) Members shall take good care of their apartments and keep them clean and in a sanitary condition, and repair any damage they cause.
- e) No furniture shall be moved over floors of the rooms, halls, landings or stairs, so as to mark them.
- f) Members' responsibilities for the maintenance of their units, including alterations, damage or loss, are detailed in the Occupancy By-law.

5. **NOISE AND DISTURBANCE**

- a) Members, their families, guests and visitors shall not make or permit any undue noises in the building or do anything that will annoy or disturb or interfere in any way with other Members or those having business with them.
- b) No undue noise caused by a gathering, an instrument, or other device which may disturb the comfort of other Members shall be permitted in the premises or on balconies or outdoor common areas, such as lawns.
- c) Apartment floors shall be covered with rugs, or other means taken, to suppress noise that disturbs other Members.

6. **RISK OF FIRE**

- a) Members shall refrain from doing anything in the premises which would create a risk of fire or is likely to cause an increase in the fire insurance premium covering the building and/or contents; and further, not to bring or store anything whatsoever therein which would have a like or similar result.
- b) No highly inflammable substances shall be stored upon the premises.

- c) Members must store flammable substances (such as cleaning fluids or paint thinner) safely in their units.
- d) Smoke and carbon monoxide detectors must not be disconnected, removed or painted. Members will be charged for any repair or replacement resulting from interference with these safety devices.
- e) Members must not overload electrical circuits.

7. **ELECTRICAL AND MECHANICAL**

- a) If Members desire to install telephone, television, or other communication service connections, the Co-op will direct the electricians or other workmen as to where and how the wires are to be introduced and, without such direction, no boring or cutting for wires will be permitted.
- b) No installations, additions or alterations to mechanical and electrical fixtures and outlets will be permitted.
- c) No satellite dishes or antennae shall be installed on Co-op property.

8. **GARBAGE, RECYCLABLE, COMPOST, AND SURPLUS ITEMS**

- a) Members shall not place or leave, or permit to be placed or left, any debris or refuse in or upon the common areas of the building except in the appropriate areas.
- b) No garbage may be left in hallways or common areas.
- c) Members shall securely wrap or bag all garbage and deposit it in containers provided for the purpose.
- d) Members shall securely wrap or bag all compost and deposit it in the green bins provided for the purpose
- e) Recyclable items and materials must be placed in the boxes and containers provided for the purpose.
- f) Reusable household items and discarded furniture must be placed in the designated location of the Co-op.
- g) Improper disposal will result in a fine to the Member.

9. **APPLIANCES**

- a) The refrigerators and ranges in the premises that are the property of the Co-op may not be removed without the Co-op's written consent.
- b) The Co-op is responsible for maintaining appliances it owns, keeping them in working order, and replacing them when necessary.
- c) The refrigerators and ranges shall be kept clean by the Members. The Co-op will repair damage caused by a Member's neglect of these responsibilities or abuse and the Member must pay for these repairs.

- d) No washers, dryers or dishwashers are permitted within the unit. Any damage due to the installation and use of such appliances will be the responsibility of the Member.

10. **ALTERATIONS**

No structural changes to the premises are permitted, except as authorized by the Co-op.

11. **SIGNS**

Signs, advertisements or personal notices may be posted only on notice boards in the laundry room and the notice boards of the buildings.

12. **DELIVERY AND MOVING SERVICES**

- a) The Co-op shall have the right to limit the means of access to the building by delivery services.
- b) The movement of household goods and furniture on move-in or move-out shall be coordinated with the Office.

13. **PEST CONTROL**

- a) Members shall inform the Office immediately upon discovering or learning of any infestation of pests.
- b) The Co-op will take measures to prevent and control any infestation of pests. Members must cooperate with the Co-op in the performance and requirements of all such measures.

14. **INSPECTIONS AND DEFICIENCIES**

- a) Members shall permit access to the premises by representatives of the Co-op for the purposes of deficiency inspection and repair in accordance with the Occupancy By-law.
- b) Deficiencies within the premises noted by the Members shall be reported immediately to the Office.

15. **EXPIRATION OF TERM OF OCCUPANCY**

Apartments must be left clean and in good condition at the expiration of term of occupancy.


**PASSED** by the Board of Directors and sealed with the corporate seal of TAPSCOTT VILLAGE CO-OPERATIVE INC. this 23<sup>rd</sup> day of July, 2015.

  
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**Board Director**

  
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**Board Director**

**CONFIRMED** by two-thirds of the votes cast at a general meeting of the Members of TAPSCOTT VILLAGE CO-OPERATIVE INC. this 17<sup>th</sup> day of August, 2015.

  
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**Board Director**

  
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**Board Director**