

# Birch Cliff

CO-OPERATIVE HOMES INC.

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## MAINTENANCE COMMITTEE POLICY

### Committee Structure:

The Maintenance Committee shall aim for a maximum of seven and a minimum of five members.

### Attendance:

Maintenance Committee members are expected to attend all maintenance committee meetings. Members who miss three consecutive meetings without cause may have their term on the committee reviewed. The Chair will approach the Member to see why they have missed the meetings. If the Member continues to be absent from the Committee, the Chair will report such absences to the Board and the Board will follow up with the Member to determine a course of action.

The purpose of this committee is to:

- Process all work orders given to them by the office (If members are not skilled to handle the request - contact a Board member for assistance with an outside contractor).
- Conduct Move-Out and Move In Inspections
- Work with Board and/or Manager to set up a maintenance plan.
- Review preventative maintenance plan; and
- Report to the Board of Directors

### Responsibilities:

#### Planning & Review:

- Work with staff and the Board to develop long-term preventative maintenance plans
- Develop a list of goals each year and provide a copy to the the Board

#### By-laws, Policies and Procedures:

- Work with staff to administer the maintenance and improvements by-laws, policies and procedures by:
  - o Making recommendations on improvements to units
  - o Co-ordinating annual unit inspections
  - o Organizing annual clean-up (i.e., balconies, stairwells, lockers, hobby room, maintenance supply room)
- Oversee by-laws, policies and procedures that relate to maintenance by:

- Making sure that they are in place
- Reviewing them every year and making suggestions for changes
- Educating members about their responsibilities

**CERTIFIED** to be a true copy of the Maintenance Committee Policy of Birch Cliff Co-operative Homes, passed by the Board of Directors at a meeting held on April 14, 2011.

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Director

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