

BIRCH CLIFF CO-OPERATIVE HOMES INC.

Parking Policy

The purpose of this Policy is to ensure that accurate parking records are kept.

1. The Office will be the main contact for parking related questions or changes. Staff will:
 - (a) maintain a parking spot list and update as necessary;
 - (b) maintain the parking list folder;
 - (c) maintain what members have garage door opener (clickers) and ensure they are handed back in should a member move out;
 - (d) send out notices to Members when there is a vacant spot to attempt to fill the spot and create revenue for the Co-op.

The Board of Directors will:

- (e) Deal with any parking related emergencies;
 - (f) arrange a yearly clean-out of the garage (Spring). This includes disposing of all things collected over the year, sweep, hose etc. Nothing should be stored in parking spots as it is a fire hazard;
 - (g) attempt to manage any parking conflicts/complaints. ; and
2. When a member is provided with a parking spot in the underground garage they will complete the Vehicle Registration Form (Schedule A). The Schedule A will be up-dated by Members on an annual basis.
4. When available, members will be provided with a garage door opener. Otherwise your lobby key can open the garage door.
5. Each unit is allowed the rental of one parking spot. If an extra spot becomes available, members may rent the additional spot. Requests for a second parking spot must be given in writing to the office and spots will be delegated based on a first come/first served basis. However, if a new member moves in and the Co-op does not have a parking spot to offer the new member, a member with two parking spots will have to give up one of their spots to the new member before a household with 2 members and 2 cars. This also applies to members that are not new but have obtained a vehicle and need a spot.
6. Any vehicle parked in the underground parking must be insured. The Board may request

proof of insurance if it appears the vehicle is not being driven.

7. For safety reasons, any vehicle that has a leak must adhere to the following:
 - (a) Fix the leak. If this cannot be done immediately, please complete actions i to ii below:
 - i. Place a boot tray under your vehicle with oil absorbent material (cardboard boxes or kitty litter are not allowed); and
 - ii. Park your vehicle forward in your parking spot
 - (b) Any leak should be fixed within 60 days.

8. If members agree to exchange parking spots, this must be reported to the office along with a new Schedule A's that both members will need to complete.

Passed by the Board of Directors of Birch Cliff Co-operative Homes Inc. at a meeting properly held on March 14, 2013.

Amendment passed by the Board of Directors of Birch Cliff Co-operative Homes Inc. at a meeting properly held on June 11, 2015.

Amendment passed by the Board of Directors of Birch Cliff Co-operative Homes Inc. at a meeting properly held on February 11, 2016.

Director

Director

Schedule "A"
Parking Space Information Sheet
Unit # _____

In an effort to ensure that all parking spaces are occupied by the proper designated members and that all valid vehicles using those spaces are registered, please fill out this form so that we may have updated information on record. If you change your vehicle or your plates, please submit a new Schedule "A" to the Office.

Parking Spot #: _____

Member's Name: _____

Do you have a Garage Door Opener: _____

Do you currently have up-to-date Insurance on your vehicle: Yes: ____ No: ____

Primary Vehicle	
Vehicle License Plate Number	_____
Year of Vehicle	_____
Make/Model of Vehicle	_____
Colour of Vehicle	_____

Parking Spot #: _____

Do you currently have up-to-date Insurance on your vehicle: Yes: ____ No: ____

Secondary Vehicle	
Vehicle License Plate Number	_____
Year of Vehicle	_____
Make/Model of Vehicle	_____
Colour of Vehicle	_____

