

Common Area

Definitions

Common Area: Any part of the land and buildings that are not part of the member's unit and are not listed as Limited Common Area.

Examples of Common Areas:

- Roadways, sidewalks and trails
- Laundry Room
- Chlan Centre
- Playground
- Hallways
- Visitors Parking (See Parking Policy)
- Basketball Court

Limited Common Area: Common area that has been designated by the coop for the exclusive use of one or more members, or the exclusive use of the Co-op's board, management, or committees.

Examples of Limited Common Area

- Back Yards
- Balconies
- Storage
- Carport
- Office
- Archive Room
- Equipment/Electrical Rooms
- Maintenance Room
- Landscape Shed
- Emergency Prep Bin

Policy

1. This policy has procedures.
2. Members will be granted exclusive use of the Limited Common Area attached or adjacent to the unit they reside in.
3. Co-op admin, board and committees will be granted exclusive use of the Limited Common Area related to their responsibilities.
4. Members shall not allow the area around their premises to become untidy. Rubbish, debris, garbage, boxes, carpets or the like shall not be stored on any part

of the common area or limited common area, including balconies.

5. Garbage, compost and recycling bins are to be used in accordance with the city of Vancouver waste and recycling program.
6. Any material not collected by the city of Vancouver waste and recycling program must be disposed of appropriately by the member. From time to time, the coop will provide large waste bins for member use.
7. Any items intended to be used for cooking or heating are prohibited on balconies and sun decks. This includes but is not limited to barbecues, smokers, fire pits, heat lamps, torches etc. All of the above must be on concrete when in use until fully cooled.

Note: This policy must not be in conflict with our Co-op's Rules and Occupancy Agreement.

The Co-op will not change anything in the policy before checking its own Rules and Occupancy Agreement.

Policy approved by general meeting dated: NOVEMBER 20, 2018

Replaces all Common Area, Grounds, Grounds Use, etc. Policies and/or House Rules and/or Procedures previously adopted by the Kinross Creek membership and/or Board of Directors.

Procedures

1. The Board will circulate a notice twice a year as a reminder to keep common areas around their units free of personal belongings. This notice will also include a reminder to keep limited common areas around their units free of rubbish, debris, garbage, etc. as per the policy item.
2. Members not in compliance with policy item 4 will receive 1 written warning from the board requiring they remove personal items from common areas, or clean up the debris, garbage, etc. from limited common areas around their units. Members will be granted 14 days from the date of the notice to comply. Failure to comply will result in the board arranging for the removal of the member's personal belongings at the member's expense.
3. Members may be granted permission to store material and debris resulting from a short term project for a period of time at the discretion of the board. Request for this sort of storage must be in writing and an agreement on the period of time must be signed by the board and the member.
4. Members who require garbage or compost bins, or who require a different sized garbage or compost bin, should contact the office coordinator with their requests. The office coordinator will contact the city and arrange the delivery of the requested bin(s).
5. Twice a year, during spring and fall cleanups, the board may provide garbage/waste bin(s) for the use of the members and committees planning the cleanup events. Alternatively, the Board may consider more current sustainable options for dealing with Co-op refuse.
6. The board will do a bi-annual visual inspection to ensure no items intended for cooking or heating are being used or stored on balconies and sundecks. Households found to be in violation of this policy item will receive 1 written warning requiring they comply immediately. Failure to comply will result in further action up to and including member termination.

Procedures Approved by the Board of Directors: July 29, 2019.