

# Unit inspections (annual)

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## Purpose of the policy

- To set up consistent, standardized unit inspections
- To identify and complete maintenance needed to keep units in good repair and marketable
- To gather the information necessary to:
  - help prepare the annual maintenance plan and budget, and
  - review, when needed, the capital replacement plan and funding of the co-op replacement reserves

## Policy

1. Units will be inspected annually.
2. Inspections will be conducted by a contracted third party.
3. The co-op will provide at least two weeks notice prior to unit inspection.
4. The co-op will make reasonable effort to conduct inspections at a time convenient to the member and with the member present.
5. Members may request that a unit inspection be done in their absence. They must provide written permission to the co-op with the purpose, date and time of access specified.
6. If a member fails to respond to two attempts to schedule a unit inspection, the board will give 24 hours written notice that access is required, (refer to Occupancy Agreement Sections 25.03 and 25.04 in Appendix A located at the end of this document). The co-op will inspect the unit at the date and time specified in the notice. Any and all additional charges incurred by the co-op for the third visit will be charged back to the member.
7. The co-op will provide the member with two copies of their completed unit inspection form.
8. The member must sign and return one copy of the inspection form to indicate that the member concurs with the assessed condition of the unit.

## Appendix A

From the Occupancy Agreement:

Section 25.03 - Entry for Non-emergency

Where an emergency does not exist, a Co-op employee, agent, or director shall enter the Member's Unit only if:

[a] the Member consents; or

[b] the Directors give the member 24 hours written notice that access is required for a reasonable purpose

Section 25.04 - Definition of "reasonable purpose"

**"Reasonable purpose"** shall include entry to access, inspect, or repair structures or systems of the Development, entry for the purpose of determining if the Member has ceased to occupy the premises or has otherwise abandoned same, and entry for the purposes of showing the Unit to a prospective member.

**Policy approved by general meeting: April 15, 2008**