



INTERNAL MOVES POLICY

ON MOTION DULY MADE, SECONDED AND UNANIMOUSLY CARRIED, THE FOLLOWING POLICY REGARDING MOVES FROM ONE UNIT TO ANOTHER WITHIN THE CO-OPERATIVE WAS ADOPTED BY THE BOARD OF DIRECTORS OF SHAMROCK CO-OP:

Date passed by the Board of Directors:	<u>October 4th, 1989</u>
Date deferred by the Members:	<u>November 29, 1993</u>
Date revised by the Board of Directors:	<u>June 27, 2005</u>
Date confirmed by the Members:	<u>April 30, 2006</u>

An internal move should always be considered a privilege, not a right, of Membership.

Internal moves are expensive for the co-operative. The unit desired by the member(s) has to be prepared for occupancy (maintenance costs) and will remain vacant (revenue loss) during the period of preparation. The unit vacated by the member(s) also has to be prepared for occupancy and will remain vacant during the preparation. Thus, the co-operative has to bear double maintenance costs plus loss of revenue (possible for as long as a month, depending upon the extent of repairs required).

Therefore, the following rules and priorities are established:

1. Members will have priority over new applicants for a more desirable unit provided that they have:
 - A. an excellent Membership record (prompt housing charge payments, participation, co-operative attitude, etc.);
 - B. a change in family circumstances which makes a move to larger unit possible or a smaller unit necessary; and,
 - C. one year in residence before moving.
2. If two or more Members desire the same unit, priority shall be given to the member(s) demonstrating the greatest need.
3. All other factors being equal, priority should be given to the member(s) who has made a significant contribution to the operation of the Co-op.
4. Members will be required to pay a sum of \$100.00 as a cleaning and repairs deposit, which will be refunded to the member if the previous unit has been thoroughly cleaned after vacated. If the previous unit has not been properly cleaned, the Co-op may hire cleaners to do it and pay for it with the member's cleaning deposit. If the cost of cleaning exceeds the amount on deposit, any further costs will be borne by the member.
5. Members requesting an internal move must do so in writing.
6. Prior to any internal move being granted, the unit of the member requesting the move must be inspected and reported in satisfactory condition.
7. All internal moves must be approved by the Board of Directors on the recommendation of the Membership committee.
8. Once the internal move is approved by the Board of Directors, the \$100.00 cleaning deposit must be paid and a new Housing Agreement must be signed.



Member Handbook - Section III - Policies



9. If the unit requested and approved for an internal move is found to be in satisfactory mechanical and sanitary condition, the Board of Directors will allow the member to move into the unit "as is". Painting and/or redecorating will be the responsibility of the member.
10. The notice period will be worked out (based on repairs and other factors) and will be such that both units not remain vacant for more than 15 days each, as far as possible, to save the Co-op revenue.
11. Adult offspring of Co-op member(s) residing with their parents who desire to establish a separate residence within the Co-op shall be eligible for internal moves under these guidelines assuming that all qualifications for Membership are met. When appropriate in such cases, the Board may choose to waive the requirements outlined in Paragraphs 4, 6 and 8 above.