

Beechwood Co-operative Homes Inc.

Housing Charge Payment Policy

Section 1: Policy Purpose

The Co-op's mortgage payment must be made on the first day of each month. Therefore, the purpose of this policy is to:

- 1.1 Establish a procedure to ensure there is enough money in the Co-op's bank account to meet this monthly payment.

Section 2: Housing Charge Payment Procedure

- 2.1 Housing charges are due and payable by 9:00 a.m. the first day of each month, as stated in the Housing Agreement signed by each member. All payments must be delivered to the Co-ordinator or deposited in the box provided in the office on or before the last day of the month.
- 2.2 Members are encouraged to file post-dated cheques with the Co-ordinator to facilitate prompt processing.
- 2.3 It is preferred that the housing charge be paid by personal cheque or money order. Under no circumstances should cash be left in the office mail box. If for some reason the housing charge must be paid in cash, the member should arrange to meet with the Co-ordinator in order that a receipt may be issued.
- 2.4 If a member is aware of personal hardships which will prevent payment on time, the member must arrange to meet with the Co-ordinator or Treasurer before the last day of the month prior to the month affected to explain the circumstances and make alternate arrangements.
- 2.5 If a cheque is returned by a bank marked N.S.F. [not sufficient funds], it must be replaced within one banking day by a certified cheque, money order or cash.
 - a. The current bank rate will be charged for the first N.S.F. cheque. There will be a charge of \$10 plus bank charges for subsequent N.S.F. cheques.
 - b. If an N.S.F. cheque is not replaced within one banking day, or if a member has two N.S.F. cheques within a twelve-month period, the member may be requested to attend a Board of Directors meeting at

which the member's occupancy rights may be terminated. The Board may request that the member pay future housing charges by certified cheque or money order.

- 2.6 Any member whose housing charge is not received in the office by the last day of the month who has failed to contact the Co-op Office as outlined in 2.4 will be considered to be in arrears and will receive a reminder letter immediately.
- 2.7 If the member in arrears does not respond immediately to the reminder letter, a second reminder letter will be sent before the 5th day of the month. If the member does not respond within 2 days to the second reminder letter, a third letter will be sent requesting the member's attendance at the next meeting of the Board of Directors.
- 2.8 When the housing charge payment of a member is late four times within a twelve-month period, the Treasurer may request that the member attend a meeting of the Board, at which time termination of the member's occupancy will be considered.

Adopted by the Board of Directors: January 16, 2006

Confirmed by the Membership February 28, 2006