

Marine Court Housing Cooperative Information & Application

Mission Statement: **Why We Exist**

We create & sustain a diverse cooperative community by nurturing inclusivity & maintaining affordable homes.

What We Value:

1. **Community:** A unified body of individuals with common interests & a common code of conduct who interact, participate, & who demonstrate joint ownership of policy and activity
2. **Cooperation:** The process of working together in harmony
3. **Compassion:** Understanding the suffering of others & having a deep desire to do something about it
4. **Responsibility:** Sense of duty leading to an act that benefits us personally & the community
5. **Involvement:** Willing & active participation in community activities
6. **Mutual respect:** Honouring the interests, needs, & customs of neighbours & receiving it in return
7. **Democracy:** Social equality where each opinion is valued & decisions are made collectively
8. **Safety:** Protection from all types of harm; open & trusting environment where points of view can be expressed freely

Do you share these values?

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Please visit our website for further information at www.marinecourt.org.

If we interview you, we will ask what you found of interest on the website.

Welcome to Marine Court!

The Marine Court Housing Cooperative welcomes your interest in our thriving community. We have sound buildings as a result of undergoing an extensive remediation in 2011, sound finances from years of attentive and purposeful management, and most of all, we have members who enjoy living here and with each other.

None of this happens by accident. Many members, over the years, have worked very hard to create the community we now enjoy and the work is never done. The rewards, however, are, without question, worth the effort. If you like the sound of making your own unique contribution, we hope you will consider making your home with us.

We Are Looking for Proactive People

In order to keep our community thriving, we are looking for proactive people who will act and live co-operatively by our Co-op's rules and policies by:

1. Getting involved and keeping informed about Co-op business and activities
2. Attending and contributing at meetings
3. Paying housing charges on time
4. Taking pride in maintaining their units and surroundings in good condition
5. Striving to be good neighbors

If you decide to submit an application to Marine Court, we expect that you will do your best to assess whether or not you would fit into our Co-op and, of course, we will be doing the same. There are few decisions the Co-op makes that are more important than this one.

Our Location

Marine Court is bordered on the south by 71st Ave. across from Mackie Park, on the west by hedges and gardens, the north by a lane between Marine Court and Wits End Co-op, and on the east by a lane between Marpole Terrace Co-op and a condominium. We are on a cul-de-sac that we share with Mackie Park. Fraser River Park is a 10-minute walk away and some units have views of Georgia Straight and Vancouver Island.

Services on Granville St. 1 block away include:

- Supermarkets
- Produce markets
- Bakeries
- Dry cleaner
- Restaurants
- Café's
- Vancouver Public Library
- Bookstore
- Liquor store
- Small local pub
- Thrift store
- Banks
- Medical/dental offices
- Physiotherapy
- Beauty/hair care salons
- Coffee shops
- Free family drop-in centre at Marpole Place on 70th Ave.

West Boundary

On the west side of Marine Court are community gardens that many members in the Co-op enjoy. Beyond the unused train tracks are a Montessori school, an office park, Fraser River Park and, as of this writing, a new marina is planned for the nearby stretch of the Fraser River. These are quiet neighbours, night and day.

Mackie Park

Across the 71st St. cul-de-sac is Mackie Park, a favorite for residents of all ages. Young children enjoy the sandbox and play structure, teens and adults play basketball on the court or soccer on the green, while the benches allow time to rest and chat. In the Park is Colbourne House, a heritage home and museum run by a local historical society that hosts events, concerts, and is occasionally open to the public for tours.

Buildings

The Co-op has been in operation since 1984. It is made up of 8 buildings in a beautiful setting of trees and gardens.

We have:

- 54 units with patios, decks or balconies
- 8 one-bedroom units of 645 sq. ft. [Share purchase of \$1000.00 is required]
- 34 two-bedroom units of 828 sq. ft. [Share purchase of \$1500.00 is required]
- 12 three-bedroom units of 958 sq. ft. [Share purchase of \$2000.00 is required]

Co-op life is not simply a matter of renting an apartment. In order to become a member a share purchase is required. *The lease you sign requires you to attend monthly meetings, help out with Fall and Spring Clean-up, and actively participate on one of the many committees.* To make your transition as easy as possible, you are given a Move-in Buddy who will assist you in the first few months to make sure you know where things are, how things get done, and when things happen. Participating in a democratic fashion allows all members to create the kind of community that works best for everyone.

Involvement in Co-op activities and decision-making creates pride in ownership, offers leadership opportunities, builds social and physical safety, and results in a sense of personal value from making a contribution to the lives of our neighbours.

Smoking

Marine Court is no longer accepting members who smoke on Co-op property. *Being a smoker does not stop an applicant's approval for membership but applicants will not be allowed to smoke in their unit or doorway, on their patio or balcony, nor any common space in the Co-op or on Co-op grounds.* Smokers moving into the Co-op must sign an agreement (attached) that they will smoke off Co-op property.

Committees

Committees are created by the Board of Directors and operate in support of the Boards direction. You are expected to play an active role on one of the committees. Committees currently functioning at Marine Court include:

- Board of Directors
- Finance
- Membership
- Maintenance
- Pet
- Parking
- Bicycle
- Move In/Move Out
- Social
- Gardening
- Policy
- Communication
- Education

In addition the Board of Directors may create ad hoc committees.

Marine Court is a member of the Cooperative Housing Federation of BC and Canada. We also employ a maintenance management company and a part-time administrative coordinator who has an office on site.

People

Marine Court has a cross-section of Canadian born residents as well as immigrants from all parts of the world. Co-op members represent a variety of incomes and occupations. We also welcome a variety of ages and family styles.

Schools

The University of British Columbia and Langara are both nearby and short commutes. In addition the neighborhood includes St. Anthony's, McKechnie Elementary, David Lloyd George, Vancouver Montessori, Magee High School. and Sir Winston Churchill is close-by for French Immersion, International Baccalaureate in French and English, and Ideal Mini-school.

Gardening Committee

Both public and 'private' space in the Co-op is used for gardening. On the perimeter of the Co-op and the landings between the buildings are many varieties of plants, shrubs and trees.

Green Space/Gazebo/Barbeque

This public area is for use by all Co-op occupants. Amenities are available for parties, BBQ's, and social events. The Social Committee holds Co-op wide events several times a year.

Common Room

Committee and General Meetings are held here. The Common Room has also been used for classes in yoga, karate, theater, as well as workshops and seminars related to co-op living. It is available for private parties.

Environmental Sustainability

The Co-op has, since its inception, been committed to practicing recycling, reusing, and reducing. Recycling bins are in the cul de sac; three compost bins are on site. Bicycling is also important to many Co-op members who only use bikes for transportation. Nearby public transit is another popular option.

Laundry Room

The Co-op has an inexpensive and secure laundry room.

Pets

The Policy allows two pets per unit. Visit our website for complete rules regarding having pets at Marine Court.

Transportation

Bus stops on Granville St. are located 2 blocks from Marine Court and provide service to The Canada Line and many other destinations. The airport is just across the Fraser River, a short trip by taxi.

Parking

Secure underground parking for Members' vehicles is available. Each unit is entitled to one space, providing the Member owns a vehicle.

Thank you for taking interest in our community.

Marine Court Housing Co-op
Application Form

(Note: only fully completed forms will be processed)

Return the remainder of this document to:

Marine Court Housing Co-operative
 1599 West 71st Avenue
 Vancouver, B.C. V6P 3C3 Phone: 604- 266-4181

A credit check will be done prior to final approval of membership. If you are scheduled for an interview, your most current financial (income) documentation must be submitted for verification prior to or at the time of your interview.

Number of Bedrooms applying for: (circle one) 1 2 3
 (One bedroom per adult or couple; one per child)

APPLICANT:

| | | | |
|-----------------|-----------|------------|---------------|
| First Name | Last Name | | Date of Birth |
| | | | |
| Current Address | | | |
| Home phone | | Work Phone | |
| Cell Phone | | E-mail | |

CO-APPLICANT:

| | | | |
|---------------------------|-----------|------------|---------------|
| First Name | Last Name | | Date of Birth |
| | | | |
| Relationship to Applicant | | | |
| Current Address | | | |
| Home Phone | | Work Phone | |

DEPENDANTS & OTHER APPLICANTS:

| | | | |
|------------|-----------|---------------------------|---------------|
| First Name | Last Name | Relationship to Applicant | Date of Birth |
| | | | |
| | | | |
| | | | |

of Cars/Other Vehicles: ____ Make(s)/Model(s)/Description:

I hereby acknowledge I will be required to purchase shares in the Marine Court Housing Co-operative as called for by the Board of Directors.

I hereby agree to observe and be bound by the Memorandum, the Rules, the Occupancy Agreement, and the Policies of the Co-operative.

 Applicant's Signature

 Co-Applicant's Signature

 Date

How did you hear about Marine Court?

Website ____ Friend ____ Open house ____ Print media ____ Other ____

State reason for leaving current housing:

Please state below why you would like to join our Co-op:

Have you had experience with Co-ops of any kind? If yes, what was your involvement? What benefits and/or drawbacks did you experience?

Does your family have any special requirements (i.e. wheelchairs, etc.)?

Which committees interest you most?

- | | | |
|---|---|--|
| <input type="checkbox"/> Board of Directors | <input type="checkbox"/> Pet | <input type="checkbox"/> Social |
| <input type="checkbox"/> Finance | <input type="checkbox"/> Parking | <input type="checkbox"/> Gardening |
| <input type="checkbox"/> Membership | <input type="checkbox"/> Bicycle | <input type="checkbox"/> Policy |
| <input type="checkbox"/> Maintenance | <input type="checkbox"/> Move In/Move Out | <input type="checkbox"/> Communication |
| | | <input type="checkbox"/> Education |

Outside of committee membership, what skills, knowledge, and attitude do you see you and your family contributing?

What is the estimated number of hours you could contribute per month? __ hours

VOLUNTEER EXPERIENCE (Union, church, club, etc.)

| <u>Name of Organization</u> | <u>Type of Work</u> | <u>How long?</u> | <u>Name of Supervisor or Reference</u> | <u>Contact Info. for Supervisor or Reference</u> |
|-----------------------------|---------------------|------------------|--|--|
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |

*References will only be contacted after the interview

| |
|---|
| <p>Present Landlord's Name: _____</p> <p>Address _____ Phone _____</p> <p>Email _____</p> <p>How long have you lived at this address: _____ (months/years)</p> <p>*If at this address under 2 years, please fill in previous landlord information below</p> |
| <p>Previous Landlord's Name: _____</p> <p>Address: _____ Phone _____</p> <p>Email _____</p> <p>How long have you lived at this address: _____ (months/years)</p> |

Current Occupation: _____
Employer Name: _____
Address _____ Phone _____
How long have you been employed with this company _____ (months/years)
Present Supervisor's Name: _____
Email: _____

Previous Occupation: _____
Previous Employer Name: _____
Address: _____ Phone _____
Previous Supervisor's Name: _____
Email: _____
How long have you been employed with this company _____ (months/years)

*References will only be contacted after an interview has taken place

Pets at Marine Court Housing Co-op

Please read the Marine Court Pet Policy for the rules regarding owning pets. The member agrees that maintaining pets on Marine Court property is a privilege limited by the need of the Cooperative to maintain its property and protect its membership.

| Pet Name | Breed | Male/female | Color | Age | Neuter/Spayed |
|----------|-------|-------------|-------|-----|---------------|
| | | | | | |

Signatures

We declare that all the information in this application is correct. We give the Co-op permission to verify any or all of this information, and to do a landlord check and a credit check. We understand that acceptance of membership depends on the Co-op obtaining satisfactory results from a credit check. We agree to provide our date of birth for that purpose when needed. If we require subsidy, we also agree to provide the birth-date of the co-applicant.

Signatures of all household members who are at least 19 years of age are required.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Applications are only kept on file for one year. If it has been a year since you last applied to Marine Court and you are still interested, please forward us a new application form and include any changes to your application. Thank you.

Income Information for (Name) _____

List all sources of income. Use current GROSS monthly income in all categories from all members of the household. DO NOT include T4 slips or other Revenue Canada documentation unless you are self-employed. DO attach copies of all monthly income documentation. A credit check will be done prior to final approval of an applicant offered membership. If you are scheduled for an interview for membership, your most current documentation must be submitted for verification prior to the time of your interview.

| Gross Monthly Income | Applicant | Co-Applicant | Other | Other |
|--|-----------|--------------|-------|-------|
| Salary | \$ | \$ | \$ | \$ |
| Commission | \$ | \$ | \$ | \$ |
| Self-employed earnings | \$ | \$ | \$ | \$ |
| EI | \$ | \$ | \$ | \$ |
| BC Benefits | \$ | \$ | \$ | \$ |
| Pension | \$ | \$ | \$ | \$ |
| Interest on Investments | \$ | \$ | \$ | \$ |
| Child Support/Alimony | \$ | \$ | \$ | \$ |
| Workers Compensation | \$ | \$ | \$ | \$ |
| Income Replacement (i.e. Disability Pension) | \$ | \$ | \$ | \$ |
| Foster Care Support | \$ | \$ | \$ | \$ |
| Other Income | \$ | \$ | \$ | \$ |
| Other Income | \$ | \$ | \$ | \$ |
| Total Monthly Income for each person | \$ | \$ | \$ | \$ |
| Family's Total Gross Monthly Income | | | | \$ |

Bank/Financial Institution Name & Address

I/we do hereby declare the foregoing information to be correct and I/we hereby authorize Marine Court Housing Co-operative to verify or seek verification, in whatever way or form it deems appropriate, for any or all of the information contained herein.

Applicant's Signature

Date

Co-Applicant's Signature

Date

Personal Information Protection Statement
[to be signed with Membership Application Form]

I agree that Marine Court Housing Cooperative may keep the following information about me:

1. Financial information to set initial housing charges based on household income. If I do not qualify for subsidy, the Co-op will destroy this information one year after making that decision.
2. Financial information yearly to set housing charges based on household income
3. Eligibility information to qualify for the supplementary Home Owner Grant
4. Co-op census information, including a record of all residents in each unit, to establish the size of unit for my household based on Co-op occupancy standards and/or to establish subsidy and housing charges
5. Date of birth for purposes of conducting a credit check and reporting unpaid debts to a collection agency or credit bureau
6. Date of birth to determine whether I meet the age requirements for membership (19)

I agree that this personal information may be made available to people in the following positions:

1. Co-op auditor
2. Employees of CMHC
3. Municipal employees dealing with the Home Owner Grant (for grant application)
4. Co-op lawyer
5. Co-op staff or management
6. Designated staff or committee members who have official duties for:
 - Membership applications: Co-op management company, members of the Finance & Membership Committees
 - Income review & setting housing charges: management company & Finance Committee
 - Applications for the Home Owner Grant: management company
 - Collecting signatures for the Home Owner Grant: members designated yearly by the Board of Directors
 - Collecting Co-op census information: management company
 - Credit checks: management company and Membership Committee
 - Landlord and other reference checks: Membership Committee

- Maintenance and storage of personal information (both hard copy and computer): management company
- 7. Board of Directors only if it is in connection with the Board's official duties
- 8. Credit check agency for credit check only when first applying for membership.

I understand that Marine Court Housing Cooperative will use the information to:

1. Contact me about this application
2. Determine my eligibility for housing & membership in the Co-op
3. Establish the size of unit for my household, based on co-op occupancy standards
4. Decide if I qualify for subsidy & to calculate the subsidy & housing charges yearly
5. Determine eligibility for a supplementary Home Owner Grant
6. Conduct a credit check before accepting my application
7. Comply with the Co-op's Operating Agreement or program rules with CMHC
8. Decide on any request for an internal move

I understand that the co-op will destroy personal information that it no longer needs:

- One year after a decision was made on my application for credit checks
- Seven years for financial information on members.

I have read and received a copy of this statement.

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

[All members of the household 19 years of age and older must sign this statement.]

Smoke Free Agreement

Made on _____, _____, between

Marine Court Co-op
and

_____/_____

1. No Member, Resident, or Visitor shall smoke cigarettes, cigars, pipes or any similar items which generate smoke anywhere within the boundaries of the Co-op. This prohibition shall include private units, private outdoor balconies and patios, and all indoor and outdoor common areas on Co-op property.
2. "Smoking" shall include the inhaling, exhaling, burning, or carrying of any lighted cigarette, cigar, pipe or any similar item which generates smoke.
3. Any exceptions for medical use must be approved by the Board of Directors.
4. Members and Residents who smoke at the time of the passage of this Policy (a "Grandfathered Smoker") may continue to smoke in their units and on their patios/balconies but not in any indoor or outdoor common areas on Co-op property.
5. If a Grandfathered Smoker applies to transfer to another suite, the Members in the building with the vacant suite will be polled. If any Member objects, the transfer may be denied at the discretion of the Board of Directors.
6. In the event that a Member, Resident or Visitor is in breach of this policy, the Co-op will exercise its rights under sections 7.01 of the Occupancy Agreement and rule 5.1[c] of the Rules in respect of the Member in breach of the policy or permitting the breach of this policy by a Resident or Visitor.
7. Nothing in this policy related to a Grandfathered Smoker permits a Grandfathered Smoker to breach section 8.02 of the Occupancy Agreement.

I have read and understand this policy and expect to be accountable to fulfill it.

I am / am not a smoker.

Signed: _____ Date: _____

| | | |
|----------------------------|-----------|----------|
| | | |
| Co-op Signing Officer Name | Signature | Position |

cc/Member & cc/ Member File

Involvement and Self-Education Agreement

The purpose of a signed agreement is to be able to hold each other accountable to the commitment we make when agreeing to become a member of Marine Court Housing Cooperative. Ideally, we want people who *want to be counted on* as capable and contributing members of the community.

I, _____, acknowledge as a member of Marine Court Housing Co-operative that I fully understand that I will be expected to fully participate in the tasks outlined below in order to be a Member in good standing:

1. I will join the _____ Committee
2. I will stand for election to the Board of Directors within two years of becoming a member.
3. I will attend regular committee meetings and inform the Chair when I am unable to attend
4. I will read the Rules, Policies, and Handbook for New Members provided to me by the Coordinator
5. I will attend General Meetings (10 per year) or send my regrets if unable to attend
6. I will participate in both the Co-op's Fall and Spring Clean Up Days
7. I will complete the Laundry/Common Room cleaning duties assigned to me over a one week period, usually once a year

Signed: _____ Date: _____

| | | |
|----------------------------|-----------|----------|
| _____ | _____ | _____ |
| Co-op Signing Officer Name | Signature | Position |

Copy to Member
Copy in Member File