

Membership Committee Policies and Procedures



Paloma Housing Co-operative
Membership Committee Policies and Procedures

Membership Committee Policies

Waitlist

Purpose

The intent of this policy is to provide guidance to the Membership Committee for managing both the internal waitlist for Members wishing to move to a new unit, and the external waitlist for applicants wishing to become Members.

Policy

1. The Membership Committee will establish and maintain internal and external waitlists for Co-op units. A sub-list of each waiting list will be established for each size of unit (i.e., one-bedroom, two-bedroom, two-bedroom-plus-den, three-bedroom).
2. When vacancies arise, the internal waitlist will have priority over the external waiting list.
3. If a vacancy results in an internal move, the suite made vacant by the internal move will be offered to the next Member on the relevant internal waitlist. However, no more than two internal moves will be allowed at any one time.
4. The Membership Committee will update the waiting lists on an ongoing basis, and annually, will contact the general Membership to confirm that Members wish to remain on the internal waitlist.

Internal Waiting List

5. Members wishing to apply to move to a new unit must contact the Membership Committee to be placed on the internal waitlist.
6. Members may request to be placed on any or all of the sub-lists that they qualify for. See the Over/Under-housing section in this document for qualifications.
7. The internal waitlist will be organized by first-come, first-served method. The Membership Committee will consider exceptions to the first-come, first-served method in cases where the applicant is under-housed/over-housed or when the Membership Committee determines that the applicant has exceptional special needs.
8. Families with two or more children will have priority on the internal waitlist; however, an exception to this may be made if a waitlisted household has been previously passed over.

9. Annually, the Membership committee will contact the general Membership to confirm that Members wish to remain on the internal waitlist.
10. Internal moves are subject to Board review and approval.



External Waiting List

1. The external waitlist will be maintained by the Management Company, on behalf of the Co-op. Applicants wishing to apply to be on the external waitlist for membership will do so through the online application process administered for the Co-op by the Management Company.
2. The Membership Committee will keep an 'Interviewed List' of applicants, interviewed and recommended for membership.

Over-/Under-housing

Purpose

This policy aims to ensure appropriate fit between the size of a household and size of a

unit. ***Policy***

1. One-bedroom suites: Any more than two adults will be considered under-housed in a one bedroom unit. Exceptions to this situation for a one-bedroom unit will be allowed only on the understanding that Members will relocate to a larger unit when one becomes available.
2. Two-bedroom / two-bedroom-plus-den suites: Any more than four adults *or* two adults and two children in a two-bedroom or two-bedroom-plus-den unit will be considered under-housed. Any fewer than two adults *or* one adult and one child will be considered over-housed.
3. Three-bedroom suites: Any more than five adults *or* two adults and three children *or* one adult and four children in a three-bedroom suite will be considered under-housed. Any fewer than three adults *or* two adults and one child *or* fewer than one adult and two children will be considered over-housed.
4. Up to 50% of two-bedroom suites may be allotted to households without children. The Membership Committee will work to maintain this balance. For the purposes of this policy, "children" refers to people 19 years of age and younger.
5. Each person who is part of a household, including children, must reside in the unit at least 40% of the time. This time may be calculated weekly, monthly, or yearly. The Membership Committee may grant exemptions to this policy in cases of chronic illness when a member is hospitalized or institutionalized for an extended period of time. Members must submit written requests to the Membership Committee for exceptions to the over-housing policy.

6. If the Membership Committee requires a Member to move due to over-housing, the Member affected must move to the first available suite with the appropriate number of bedrooms.



Exceptions to this policy of up to 12 months will be made in the event of a death within the household and may also be made for extenuating circumstances.

7. The Co-op may require that an over-housed household move to a smaller-sized unit. Members will be given two months' notice of their requirement to move. Members may request an extension by submitting a written request to the Membership Committee.
8. When a Member is required by the Co-op to move to another unit within the Co-op, the Co-op will reimburse the Member's electricity, telephone and internet connection transfer charges upon written request accompanied by supporting documents.
9. All Members must report to the Membership Committee, in writing, any change in household status or household composition within one month of the change occurring.

Suite for individuals with complex chronic disease

Purpose

The Co-op recognizes that people with chronic health issues often have incomes that are drastically reduced and are often in urgent need of affordable housing. The Co-op wishes to support those with chronic health issues within its means and abilities.

Policy

1. The Co-op will make a suite available for Members with chronic health issues. If this suite becomes vacant, the Membership Committee will offer it to an existing or incoming Member with chronic health issues.

Applicant Selection

Purpose

The intent of this policy is to provide guidance to the Membership Committee in selecting new Members, recognizing that the evaluation and selection process relies on their judgement. The policy aims to ensure that the evaluation and selection process is fair to all applicants, and to provide guidance in selecting applicants whose inclusion in the Co-op community will be mutually beneficial both to the new Members and to the Co-op.

Policy

1. In judging the acceptability of an applicant for membership, the Co-op will not discriminate for reasons of race, colour, sex, gender, national or ethnic origin, political affinity or activity, religion,



age, marital status, family relationship, sexual orientation, physical ability, record of offences, or by any other reason that is a violation of human rights.

2. Selection of applicants recommended for Membership will be based on the applicant's:
 - a. Position on the waitlist according to the chronological order when their application was first received;
 - b. Household make-up and financial suitability for the available suite;
 - c. Needs, based on their current housing situation;
 - d. Experience with co-ops, commitment to co-op principles and willingness to contribute to the Co-op;
 - e. Likelihood to be a good neighbour who will live cooperatively, respect the rights of others, and maintain Co-op property in good condition; and,
 - f. Positive attitude to living within a diverse community.
3. Interviews of external applicants will be conducted by three unrelated Members from three different households, with including at least one representative of the Membership Committee. At least two members of the interviewing committee must attend all of the interviews in a grouping to ensure consistency in committee discussions.
4. Interviewers cannot interview friends or relatives. If a Member is related or acquainted with an applicant, the Member must recuse themselves from the interview.
5. All applicants age 19 or over must attend the interview. Other people who are part of the household will be welcomed and encouraged to attend.
6. An applicant may appeal a rejection for membership by delivering written notice of appeal to the Board within seven days of the Membership Committee delivering a rejection notice.

Procedures

Phase 1: Interview Process

1. It is the Membership Committee's responsibility to ensure that the Board, Maintenance Committee, Move-in / Move-out Coordinator and the Management Company are notified of an impending vacancy.
2. One person from the Membership Committee will serve as the Move-in / Move-out Coordinator. This Member will oversee all aspects of the move and to act as a contact for the outgoing and incoming Members, and for any Members participating in an internal move.
 3. The Membership Committee will first offer the vacant suite to Members on the internal waitlist. Members will be given three days to decide if they will accept the suite to ensure the Membership Committee knows which suite will be available for a new Member from the external waitlist and can provide sufficient notice. If the Member accepts the vacant suite, the Membership Committee

will submit their name to the Board, for approval. If the Member declines the vacant suite, the Member will be given the opportunity to remain on the internal waitlist. The Membership Committee will document which suite was offered to the Member on the internal waitlist and any reasons why it was turned down.

4. The Move-in / Move-out Coordinator will coordinate with the Maintenance Committee to confirm if any of the suites being vacated have maintenance issues that will affect the move-in / move-out schedule.
5. A Membership Committee representative will contact three eligible applicants from the “Interviewed List” to confirm interest in the available suite.
6. If there are not three eligible applicants on the “Interviewed List”, a Membership Committee representative will contact eligible applicants from the external waitlist to confirm interest in the available suite, and to set up interview appointments. The notice must clearly tell applicants that all people in an applicant household who are 19 years of age or older must attend the interview. If any of the contacted applicants decline, further eligible applicants from the list will be contacted. Ideally, more than one applicant will be interviewed for each vacant suite so the most appropriate applicant can be selected.
7. The Membership Committee will coordinate interviews with the selected applicants. The Membership Committee will reach out to the general membership for interview volunteers, but at least one person from the Membership Committee must be present at every interview.
8. The Membership Committee representative will ask the questions, and the other two interviewers will take notes. Questions must be asked as they are written to ensure consistency between applicant interviews and to ensure that no questions are missed.
9. The interviewers will have current policies, share prices and housing charges on hand to inform applicants and answer questions. During the interview, interviewers will inform applicants of the expectations and responsibilities of every Member, including meeting attendance, committee membership, community tasks, share purchase, housing fees, pet policy, parking policy and move in date.
10. Interviewers will inform applicants that, if they are among the shortlisted candidates for the available suite, a Membership Committee member will contact them to arrange a viewing of the available suite or a suite with the same layout as the one they are applying for. The interviewers will inform the applicants when they should expect to be contacted.
11. Interviewers will inform applicants of the approval process during the interview: shortlisted candidates are invited to view a suite, then the applicant household that is offered a suite and accepts will be required to provide income verification and complete a credit check with the Management Company.
12. Immediately following the interview, the interviewers will discuss the applicants, decide whether they will recommend membership, and record notes of the reasons for this decision. The Membership Committee representative will collect the notes from all interviewers and attach

them to each application. The Membership Committee representative will inform the rest of the Membership Committee of the interviewers' recommendations.

13. If an applicant is recommended for membership, the applicant will be placed on the "Interviewed list." Applicants will remain on this "Interviewed list" for 12 months. During this period, an applicant can be considered for a vacancy without needing to be re-interviewed.
14. If an applicant is not recommended for membership, the applicant will be informed, in writing, and will be removed from the external waitlist.

Phase 2: Approvals Process

1. A representative from the Membership Committee will contact the selected applicants' references. If references are unreachable, the Membership Committee will request additional references from the applicant. To ensure fairness in the application process, the Membership Committee will use of consistent questions when communicating with applicant references.
2. The top applicant and any other applicants recommended by the interviewing team will be invited to view the available suite. The Membership Committee will coordinate with the applicant and the outgoing Member to arrange a viewing of the suite by the applicant. A Membership Committee representative will show the suite to the applicant. The Membership Committee will coordinate with the outgoing Member (or a Co-op master-key holder) for a key to access the suite. The outgoing Member should not be present in the suite during the viewing.
3. Prior to the viewing, the Move-in / Move-out Coordinator will confirm the following with both the outgoing Member and the Management Company maintenance representative:
 - a. Maintenance work to be completed by either the outgoing Member or the Co-op before move-in / move-out and expected timeline or deadlines for the work; and,
 - b. Any non-standard items in the suite (e.g., dishwasher, custom backsplash, non-standard paint). The Management Company maintenance representative will inform applicants that incoming Members may retain non-standard items, subsequently accepting financial responsibility and liability for these items, and collect signatures of agreement from the incoming Member. If the incoming Member does not accept non-standard items, the outgoing Members must pay to restore the item to Co-op standard.
4. If there are reasons that the suite is unavailable for viewing, a suite with the same layout may be viewed.
5. Once the applicants have viewed the suite, the Membership Committee representative will contact the selected applicant to confirm that they are still interested in the suite. Applicants will be given 48 hours to confirm their acceptance.
6. If the selected applicant declines the suite, the Membership Committee representative will ask the applicant if they would like to remain on the external waitlist, with pre-approval. The Membership

Committee will then contact the next-ranked approved applicant. All contact with all applicants must be documented in notes attached to their applications.

7. If the selected applicant is still interested the suite, the Membership Committee will forward the applicant's contact information to the Management Company and request a household income verification and credit check for the applicant. If the applicant passes the Management Company's financial check, the Membership Committee will formally recommend the Board approve the applicant as a new Member.
8. If, based on the Management Company's assessment of their financial information, the selected applicant does not qualify for membership, or if there is not enough subsidy for the applicant at the time of application, then the Membership Committee representative will inform the applicant that they will remain on the waitlist and will be contacted when a suite with more subsidy becomes available, and that they must update their application if and when there are any changes to their financial information.
9. If the Board does not approve an applicant, the Membership Committee will contact the applicant inform them of the outcome. The applicant may only be informed of the application appeal process if the applicant inquires about it. All contact with the applicant must be documented in notes attached to the application. The Membership Committee will remove the applicant from the waitlist and add notes to the application as to why the applicant was not accepted.
10. If the applicant appeals the decision, three different interviewers from the Co-op (including at least one person from the Membership Committee present) will conduct a second interview within 30 days of receipt of the appeal request, and report to the Membership Committee. No second appeal will be accepted if the applicant is rejected a second time.
11. If the selected applicant is approved by the Board, the Membership Committee will post the name of the selected applicant on the public notice boards in each of the buildings, and circulate the names of the selected applicants to the general Members via email. The general Members will have 48hours to notify the Board or the Membership Committee if there are any concerns about the selected applicant.
12. If there are no concerns raised regarding the selected applicant, the Membership Committee will contact the applicant and inform them of the decision. The Membership Committee will provide applicant contact information to the Move-in / Move-out Coordinator and inform the Management Company of the decision and any related information.
13. The Membership Committee will inform the other interviewed applicants that the suite has been accepted by another applicant, and ask them to confirm if they would like to remain on the external waitlist. All contact with the applicants must be documented in notes attached to their applications.

Move-in / Move-out

Purpose

The intent of this policy is to guide the moving-in and moving-out of Members, to coordinate communication and responsibilities of all parties involved.

Policy

1. The Move-in / Move-out Coordinator is responsible for contacting the outgoing and incoming Members, any Members involved in an internal move, and the Management Company maintenance representative, to coordinate the moving schedule.
2. The Move-in / Move-out Coordinator will be the primary contact for new Members for questions about moving and the initial contact for questions about Co-op life, rules, spaces, committees, etc.

Procedures

1. The Management Company maintenance representative will perform move-in / move-out inspections of the suites; communicate with the outgoing and incoming Members regarding member responsibilities for suite maintenance, cleaning, and non-standard items; and collect condition acceptance signatures from incoming Members where relevant.
2. The Move-in / Move-out Coordinator will meet with the incoming Members on their move-in day to welcome them, give them an orientation, and provide them with a welcome package (including keys, access to the Co-op handbook, and new-Member documentation).
3. The Move-in / Move-out Coordinator will provide the incoming and outgoing Members with an elevator stop key for use during the move. The elevator stop key must be returned to the Move-in / Move-out Coordinator after the move. Members will be held financially responsible if the key is lost.
4. The Move-in / Move-out Coordinator will welcome new Members with a housewarming gift (plant, basket of snacks, new household item, etc.) provided by the Co-op, explain what each committee contributes to the community and encourage the Member to join a committee. If the new Member expresses an interest in a particular committee, the coordinator will connect them with the chair of that committee.
5. The Membership Committee will introduce new Members at the next general meeting.

Subleasing

Purpose

The Co-op recognizes Members may wish to sublet their apartment for a period of time due to certain life events. Although the Co-op prefers that a Member's absence be no longer than six months, the Member may submit a request for the Board to approve a longer absence. Reasonable circumstances for a Member's absence and sublease approval include short-term job transfer, continuing education, extended holiday travel, and absence relating to health.

Policy

1. A Member has the right to sublease their unit, subject to these conditions:
 - a. The sublessee must be interviewed by the Membership Committee and approved by the Board of Directors. Failure to obtain prior approval constitutes a breach of the Member's Occupancy Agreement and may lead to termination of membership.
 - b. The Member must sign a sublease agreement with the sublessee, whereby the sublessee is bound by its conditions. The Co-op will provide a sublease agreement and the signing of the agreement must be witnessed by two officers of the Board.
 - c. The Member must leave contact information (phone, email, address) with the Co-op so that they can be contacted in an emergency.
 - d. The Member must continue to be responsible for the unit for the term of the sublease agreement.
 - e. The Member will be responsible for any financial losses incurred by the Co-op due to their absence (eg. Homeowner Grant).
 - f. The sublessee must make full housing-charge payments, for the unit.
 - g. The sublessee will not have voting rights within the Co-op.
 - h. The sublessee will not be permitted to further sublease the unit.
 - i. A maximum of two people will be allowed per bedroom in a subleased unit.
 - j. Sublessees will be eligible for the Member's parking stall as detailed in the Parking section of this document.
 - k. Sublessees must attend an orientation meeting with the Membership Committee or the Board as required by the Board during their term of residence.
 - l. Sublessees must sign a commitment to the Co-op stating that they agree to abide by the membership obligations as stated in the Occupancy Agreement.

- m. If the sublessee fails to abide by the signed commitment, the Member is responsible for any damages.
- n. If the Member wishes to withdraw their membership during the term of the sublease, the sublessee will not receive special consideration for membership.
- o. If the Member withdraws their membership in the Co-op, the sublease becomes invalid, subject to two calendar months' notice.

Procedures

1. The Member must provide notice to the Membership Committee and to the Board that they wish to sublet their unit.
2. The Membership Committee will set a date to meet with the Member and the proposed sublessee. At the meeting, a representative of the Membership Committee will:
 - a. Present subleasing policies;
 - b. Discuss Co-op rules and the Occupancy Agreement;
 - c. Obtain personal information from prospective sublessee relevant to the sublease (e.g., occupation, ability to pay housing charges); and,
 - d. Inform the Member and the sublessee that the Board will consider the sublease agreement application later at a Board meeting.
3. The Membership Committee will submit a recommendation to the Board regarding sublease application approval.
4. At the following Board meeting, the Board will discuss and vote on the sublease application. If the application is approved:
 - a. The Board will prepare the sublease agreement;
 - b. Two officers of the Board will meet with the Member and the prospective sublessee to sign and witness:
 1. The sublease agreement; and,
 2. The commitment to the Co-op.
 - c. The Board will obtain contact information from the Member for the period they are absent; and,
 - d. The Board will provide both the Member and the sublessee with copies of the sublease agreement, power of attorney and sublessee's commitment to the Co-op.

Visitors

Purpose

The intent of this policy is to ensure that the Co-op is informed of any long-term visitors staying with Members, and to provide opportunities for visitors staying permanently with Members to apply to become Members themselves.

Policy

1. Members may have visitors stay with them in their unit.
2. Members are responsible for the behaviour of their visitors, during their visitors stay. Members are responsible for ensuring that their visitors are aware of any Co-op policies and procedures that may affect them during their stay in the Co-op.
3. Except by Board approval, the maximum length of time a visitor may stay in a unit and remain a visitor is 60 days.
4. If a visitor is staying in a unit longer than 60 days, and has no intention of leaving, then they are a resident that is, (someone living in the unit who is not a Member) and the Board must be notified, in writing. If there are not already two Members living in the unit, the new resident may apply to become a Member.
5. The pet policy will apply to visitors' pets, with the exception of clauses regarding pet quotas, pet registration and spaying and neutering.

Parking

Purpose

There are 28 parking stalls available in the two underground parking garages. The purpose of this policy is to govern the appointment and use of the parking stalls so that the garages provide continuous and secure parking for Members who require parking space for operating vehicles.

Policy

1. One person from the Membership Committee will serve as the Parking Coordinator.
2. The Parking Coordinator will maintain a parking waitlist.
3. Each household with an insured vehicle will be allotted one parking stall if a parking stall is available.

4. If there are no vacant parking stalls when a Member moves in, or when a Member acquires an eligible vehicle, then the Member may contact the Parking Coordinator to request to be put on the parking waitlist. The next available spot will be allocated to the first household on the parking waitlist.
5. Members with unique abilities or accessibility needs, and those who are 65 years and over, will be given priority on the waitlist.
6. Members are permitted to let visitors use the Member's parking stall. Members are responsible for informing visitors of all rules, and are responsible for visitors' use of and actions in the parking garage.
7. Sublessees are permitted to use a Member's parking stall in the Member's absence for the duration of the sublet, provided there are no Members on the parking waitlist at the start of the sublet.
8. Parking spaces may not be rented out, per the Occupancy Agreement.
9. All vehicles parked underground must be insured for road use (operation) or for fire and theft. Vehicles that are not insured for road use may be stored in the parking garage for a maximum period of six months, and the Member storing the vehicle must provide the Membership Committee with evidence of their fire and theft insurance coverage. The Parking Coordinator will keep records of vehicle storage times to ensure storage time limits are not exceeded. If a vehicle is uninsured for road use for a more than six months, the Member will be required to either insure the vehicle for road use or remove the vehicle and give up their parking stall.
10. Members may not store anything in their parking stalls except their vehicles. The Parking Coordinator will walk through the parking garages every month, and report any storage of items other than vehicles to the Membership Committee. The Membership Committee will contact the Member with a dated noticed detailing the requirement to remove the stored items and a deadline. If, after two weeks, the items have not been removed, the Membership Committee will contact the member with a reminder of the policy. If after an additional two weeks, the items have not been removed, the Membership Committee will refer the issue to the Board.
11. Members must use cardboard or drop sheets when changing oil, etc. The Member associated with the parking spot will be charged removal or clean-up costs for extraordinary stains. No materials or liquids other than water are allowed to flow into the parking drains.
12. Members may exchange parking spots with other Members, if it is mutually agreeable and they advise the Parking Coordinator.
13. A Member will forfeit their parking space and be required to vacate their stall, or have their vehicle towed at the Member's expense if:
 - a. The Member does not park in their allotted space for a three-month period; b. The Member's vehicle is not insured for road use for a period exceeding six months; or, c. If the car presents a safety hazard as deemed by the Parking Coordinator or the Board.

- d. If the Member does not remove non-vehicle items from the parking stall.

Pets

Purpose

This policy is intended to provide guidelines for responsible pet ownership within the Co-op.

Policy

1. One person from the Membership Committee will serve as the Pet Coordinator. The Pet Coordinator will keep a list of all pets in the Co-op.
2. Pets generally allowed in the Co-op are cats, dogs, aquarium fish, small birds and small caged animals. Members must request approval for any other pets from the Membership Committee before acquiring them.
3. No more than two cats, two dogs or one cat and one dog will be allowed per unit. Members must request approval from the Membership Committee before acquiring additional animals.
4. No more than two small caged animals will be allowed per unit. Members must request approval from the Membership Committee before acquiring additional animals.
5. Before acquiring a new cat or dog, a Member must request approval from the Pet Coordinator.
6. All dogs must be "interviewed" with their owners, before move-in or at time of acquisition, and must be approved by the Pet Coordinator to ensure that they will be a good fit at the Co-op and with the existing pets living here.
7. Cats and dogs must be spayed or neutered before move-in, or at an age appropriate to the pet. Pet owners must notify the Pet Co-ordinator and provide documentation, if requested.
8. Cats and dogs must have current vaccinations and pet owners must provide documentation to the Pet Coordinator, if requested.
9. In accordance with City of Vancouver bylaws, dogs must have licences, and when outside an owner's unit must, at all times, be on a leash or under supervision. Owners are responsible for immediately disposing of any dog poop.
10. Balconies may not be used as housing for pets. Litter boxes placed on balconies must be cleaned regularly. Litter boxes may not be kept on patios.
11. Pets are not permitted in any indoor common areas such as the laundry or common rooms, except for provincially-certified service animals.
12. Pet owners are responsible for any damages, including flea infestation, caused by their animal to their unit or to Co-op property.

13. Members may report any problems with pets in the Co-op, such as excessive noise, damage, etc. to the Pet Coordinator who will contact the pet owner to discuss the issue. If discussion between the Pet Coordinator and the pet owner and subsequent actions by the pet owner do not resolve the issue to the satisfaction of the reporting Member, the complaint must be resolved through the Co-op's dispute resolution process.
14. Members in violation of pet policies may have their pets removed from the Co-op.

Children becoming Members

Purpose

The intent of this policy is to provide an opportunity for children who live in the Co-op to become Members when they become adults.

Policy

1. Children do not inherit the Membership from their parents.
2. Adult children, living in the co-op, may apply to become Members of the Co-op. 3.
- Children will be considered adults when they reach the provincial legal age of majority. 4.

Adult children will be interviewed and recommended for membership based on:

1. Familiarity with the co-op, commitment to co-op principles and willingness to contribute to the Co-op;
2. Demonstrated involvement in the co-op.
3. Likelihood to be a good neighbour who will live cooperatively, respect the rights of others, and maintain Co-op property in good condition; and,
4. Positive attitude to living within a diverse community.
5. Only two Members are permitted per unit. If there are not already two Members living in the unit, the adult child may apply to be a second Member. If there are already two Members living in the unit, one of the existing Members must agree to relinquish their membership.
6. Adult Children who become Members may apply to be placed on the internal waitlist for a separate unit.

Procedures

1. The adult child wishing to become a Member, along with any Member in the household intending to relinquish their membership, must apply, in writing, to the Membership Committee and to the Board.
2. The Membership Committee will review the application, and arrange for an interview with the adult child.
3. During the interview, interviewers will inform adult child applicant of the expectations and responsibilities of every Member, including meeting attendance, committee membership, community tasks, share purchase, housing fees, pet policy, parking policy.
4. Immediately following the interview, the interviewers will discuss the applicant, decide whether they will recommend membership, and make a formal recommendation to the Board.
5. If the Board does not approve the applicant, the Membership Committee will contact the applicant inform them of the outcome. The applicant may only be informed of the application appeal process if the applicant inquires about it. All contact with the applicant must be documented in notes attached to the application.
6. If the applicant appeals the decision, three different interviewers from the Co-op (including at least one person from the Membership Committee present) will conduct a second interview within 30 days of receipt of the appeal request, and report to the Membership Committee. No second appeal will be accepted if the applicant is rejected a second time.
7. If the Board approves the selected applicant, the Membership Committee will post the selected applicant's name on the public notice board in each building and circulate the selected applicant's name to the membership via email. Members will have 48 hours to notify the Board or the Membership Committee of any concerns regarding the selected applicant.
8. If no concerns are raised regarding the selected applicant, the Membership Committee will contact the applicant and inform them of the decision. The Membership Committee will provide applicant contact information to and inform the Management Company of the decision and any related information.