

# Oak Bay Housing Cooperative

## APPLICATION FOR MEMBERSHIP

obhcmembership@outlook.com 2200 Oak Bay Avenue PO Box 42067 Victoria, BC V8R 6T4

- We are a self-governing, **55 and over**, non-profit housing cooperative **run by member volunteers**.
- We have a volunteer board of directors, with assistance from a bookkeeper.
- Housing charges include heat, hot water, laundry, parking (wait list).

Housing charges current as of 2023 are up to \$922 for 2 bedrooms; \$756 for 1 bedroom; and \$640 for studio apartments.

*Please print or type your responses*

Month \_\_\_\_\_ Year \_\_\_\_\_

I/We are applying for a studio \_\_\_\_\_ 1 bedroom \_\_\_\_\_ 2 bedroom \_\_\_\_\_

### INFORMATION ABOUT APPLICANTS

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_ AGE \_\_\_\_\_

NAME \_\_\_\_\_ OCCUPATION \_\_\_\_\_ AGE \_\_\_\_\_

PHONE (PERSONAL) \_\_\_\_\_ (OTHER) \_\_\_\_\_

EMAIL \_\_\_\_\_

CURRENT ADDRESS \_\_\_\_\_ HOW LONG? \_\_\_\_\_

HOW MUCH IS YOUR MONTHLY RENT? \$ \_\_\_\_\_

LANDLORD'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

IF LESS THAN TWO YEARS, PREVIOUS ADDRESS:

\_\_\_\_\_ HOW LONG? \_\_\_\_\_

PREVIOUS LANDLORD'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

HAVE YOU PREVIOUSLY LIVED IN A CO-OP? YES \_\_\_\_\_ NO \_\_\_\_\_



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**What previous volunteer activity do you have?**

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## VOLUNTEER REFERENCES

Aside from contacting your landlord, please provide at least **two references for volunteer activities**.

*Please avoid listing friends or relatives, unless **directly involved** in the volunteer work.*

1) NAME \_\_\_\_\_ TEL \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE/RELATIONSHIP \_\_\_\_\_ LENGTH OF TIME \_\_\_\_\_

2) NAME \_\_\_\_\_ TEL \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE/RELATIONSHIP \_\_\_\_\_ LENGTH OF TIME \_\_\_\_\_

3) NAME \_\_\_\_\_ TEL \_\_\_\_\_ EMAIL \_\_\_\_\_

TITLE/RELATIONSHIP \_\_\_\_\_ LENGTH OF TIME \_\_\_\_\_

Are you acquainted with any of our co-op members? YES \_\_\_ NO \_\_\_

NAME(S) \_\_\_\_\_

Are you willing and able to participate in our co-op’s various committees? YES \_\_\_ NO \_\_\_

**Parking**

One parking spot may be available on-site on a seniority basis, with a waiting list in place. We have more apartments than parking spaces, and we cannot predict how long a member will have to wait for an on-site space. There is ample street parking.

Will you require a parking space? Yes \_\_\_ No \_\_\_

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**Signatures**

I/we apply for membership, as set out below.

We understand that if the co-op accepts us for membership and offers us a unit, we must buy a share purchase of **\$2,000**. That amount will be returned at the end of our tenancy, minus any amount required to cover repair costs.

We understand there are **No Pets** and **No Smoking** in the buildings and on the grounds. We agree to comply with these policies.

SIGNATURE(S) \_\_\_\_\_  
\_\_\_\_\_

We declare that all the information in this application is correct. We give the co-op permission to verify this information, and to do landlord, reference, volunteer and financial checks.

We understand that acceptance of membership depends on the co-op obtaining satisfactory results from these checks.

SIGNATURE(S) \_\_\_\_\_

DATE SIGNED \_\_\_\_\_

**ABOUT OUR CO-OP — KEEP FOR YOUR RECORDS**

- **LOCATION** on Newport Avenue, approximately a 5-minute walk from shopping, banks, and library, as well as Oak Bay and the marina.
- **FEATURES/STRUCTURE no elevators**; there are stairs at the front and back entrances. Most units have balconies facing east, towards the bay. Some have ocean views or partial views. The building is a **three-story walk-up** and divided into **four sections**; each section has a separate entrance: 1418, 1422, 1426, and 1430 Newport Ave.
- **LAUNDRY ROOMS** (free) on the first level of each section.
- **PERMANENT RESIDENCE** Members must occupy their apartment as their year-round permanent residence. Persons who live elsewhere for extended periods do not qualify for membership.
- **SENIORITY**: this applies where an option exists, such as having a covered parking space.
- **CONFIDENTIALITY**: guaranteed for member's finances. We employ a bookkeeper to handle matters involving income.

**ABOUT HOUSING CO-OPS IN GENERAL**

- All co-ops operate under the Co-operative Association Act, its Regulations, and in-house policies.
- Co-ops are non-profit and are run by the members of the co-op; members elect a volunteer board of directors.
- A board of directors is responsible for the overall governance and management.
- **members are advised that affordable housing of a high standard relies on the full participation of its members.** Members should be willing to volunteer their time and effort on co-op committees and/or the Board of Directors.
- **SHARES**: to become a co-op member and thus qualify under the Cooperative Association Act and Regulations, you must buy shares. The share for Oak Bay Housing Cooperative is \$2,000.

**KEEP YOUR APPLICATION UP TO DATE**

To keep this application current, please inform us of your continued interest at least every six months. After six months, if you do not renew your application, it will be put in an inactive file for one year before shredding.

Email us (preferred): [obhcmembership@outlook.com](mailto:obhcmembership@outlook.com)

Or write to : The Membership Committee, Oak Bay Housing Cooperative, 2200 Oak Bay Avenue, PO Box 42067, Victoria, BC V8R 1G4

**Thank you for your interest!**

*The Oak Bay Housing Co-op is located on the ancestral lands of the Xwsepsum (Esquimalt) and Lkwungen (Songhees) who shared traditional land resources with neighboring families of Scia'new (Beecher Bay), T'Sou-ke (Sooke) Nations, and many others.*

## Oak Bay Housing Co-op (OBHC) Information Sheet

Some of the material below is subject to change.

### **Preamble**

If you are offered a suite, a second meeting will be scheduled with the Membership Committee at our mutual earliest convenience. At that time, your share purchase and first month's housing charge will be required. If you change your mind, and despite our best efforts we cannot fill the suite, your refund will be minus our expenses.

### **The Occupancy Agreement (OA)**

The *Occupancy Agreement* (Appendix A of the Model Rules) is a legally binding document.

Please make sure you are given a copy when you move. Important OA rules include:

- Members must have apartment insurance covering fire, water damage, liability, etc. Please provide documents.
- Members may not be away for a period exceeding 30 days without prior consent of the board. This is to ensure the co-op is the member's primary residence. (see OA 13.02, Failure to Reside)
- Municipal by-laws and our OA do not permit home businesses that "receive visitations from persons in relation to the business," with exception for "supplementary school tuition (ie tutoring) or the instruction of music, to not more than one student at a time." (See OA 8.01; Zoning Bylaw Section 4.2.8)
- Alterations and changes to your suite require the written consent of the board.

### **House Policies**

- **Mandatory annual suite inspections:** currently these occur in the fall. 1–2 weeks' written notice is given
- **Balconies:** for your safety and peaceful enjoyment, and that of your neighbours, please:
  - avoid excessive weight (planters, etc.)
  - try to avoid dripping water on balconies below or chemicals that might damage the surface
  - do not hang wind chimes or other noise makers
  - ensure that all items are properly secured
  - do not feed birds (other than hummingbirds) or other wildlife
  - do not hang anything to dry on the balcony
  - do not shake cloths, rugs, or implements over the railing
- **Barbeques:** can be a fire hazard and are not permitted on balconies. For your enjoyment, there is a barbeque available for members to use in the backyard.

- **Bicycles:** there is space for 20 bikes in the bike shed. If you use a bicycle let us know and we shall do our best to find you a space.)
- **Blinds:** Existing blinds, owned by the co-op, will be maintained.
- **Draperies:** ensure draperies and blinds show a neutral colour to the outside.
- **Christmas decorations and trees:** Please ensure they are non-combustible.
- **Common Room:** available for members' use. Please check with the board to ensure a prior event does not conflict. Members are responsible for guest behavior and leaving the room in clean condition.
- **Disputes — Grievance procedure:** please attempt to resolve any dispute with a neighbour with civility and respect. In the event that this is not possible, submit a complaint to the Board, in writing, and leave it in the mailbox in the Common Room.
- **Dishwashers & Washing Machines:** are incompatible with our aging plumbing and hence are not permitted in suites.
- **Dumping:** please don't leave large items by the waste and recycling bins.
- **Garbage:** please securely wrap and tie in plastic bags prior to disposal.
- **Home businesses:** ((See OA 8.01; Zoning Bylaw Section 4.2.8)) "the premises of a residential business shall not be used to receive visitations from persons in relation to the business." Oak Bay zoning permits only two exceptions: music lessons or tutoring. Music lessons need to be approved by the board.
- **Housing charges:** are done by direct debit and may increase annually.
- **Laundry:** please adhere to scheduled time and leave the laundry area clean and tidy. If another time is needed, please confer with your neighbours about an alternative time.
- **Locks:** must be keyed to conform to our master key.
- **Negligence:** members will be held responsible for any damage incurred by themselves and their guests. [See Model Rules 11.03]
- **Noise:** our building and floors are wooden, and noise travels. Please consider the rights of your neighbours to enjoy quiet occupancy of their units at all times. TV, radio, and other devices should be at reduced volume between 11:00pm–8:00am.
- **Paint:** anything but a neutral colour requires consent from the board.
- **Parking:** there are not enough spaces for all members. Street parking is readily available. When a vacancy arises it is advertised and assigned on the basis of seniority. Assignment may be subject to any physical restrictions due to size of the space relative to the size of vehicle. Improperly parked vehicles are subject to tow away at the owner's expense.
- **Participation:** Our mission statement: Members cooperating to provide affordable, safe, secure, and sustainable housing. — The co-op is a non-profit organization, the proper functioning of which depends upon the participation of its members. We expect, encourage, and need each member to do what they can to fulfill this mission for the benefit of themselves and fellow members.
- **Pets:** are not allowed to reside or to visit, unless a registered service animal.
- **Recycling:** please separate your recyclables and use the appropriate bins (plastic/metal; paper; plastic film; Styrofoam) at either end of the building.

- **Right to enter:** except in emergencies, a minimum of 24 hours' notice is usual for repairs, to show a suite when vacating, etc. One or two weeks' written notice is typical for Annual Inspection.
- **Smoking:** recreational or medicinal smoking is not permitted in the building or on the grounds.
- **Storage lockers:** please keep your contents within the assigned space. For our safety: no hazardous, inflammable, or combustible materials, produce, or anything that might rot or attract rodents.
- **Workshop:** The workshop is open to all co-op residents for projects not requiring the use of the tools. Tool use is for workshop members only, requiring a one-time membership fee of \$40 and a signed waiver. Do not use the workshop for potentially dangerous activities. Please leave in a tidy condition.

### **Some Advantages of Living Here**

Within walking distance (5–7 minutes) of most amenities — grocer, P.O., drugstore, etc

Two parades pass along Newport. In June the Oak Bay Tea Party, in December Lighted Trucks

Summer barbecue

Christmas party

Eagles fly by

Cozy, sought after, mid-century modern vibe

Kiwanis Manor at 2075 Milton offers one inexpensive bachelor suite for guests

Almost monthly municipal events

Water views (at least partial) in most 2<sup>nd</sup> and 3<sup>rd</sup> floor suites

One short block from Oak Bay and the marina

Thirty minute walk from Cattle Point and Uplands Park

Easy access to bus stops

Oak Bay Marina is a short walk away

### **A Few of Many Nearby Services and Resources**

Recycle: Oak Bay Municipal Yard less than a kilometer away (at the end of Elgin St) for recycling glass, paint, and other materials not accepted by the building recycling service

Reuse: Excellent thrift store operated through the United Church at Granite and Mitchell less than a mile away. Recycling clothing, and unwanted items, large and small

Monterey Seniors Centre is a 5-minute walk on Monterey off Oak Bay Ave

Oak Bay Library is next to the Seniors' Center on Monterey Several art galleries in the area.

Find out about more local services and resources from the library and Seniors' Centre



# Values & Mission Statement

## Values

- Responsible management
- Financially responsible
  - Education / training
  - Security
- Sound physical structure
  - Principled leadership

## Mission Statement

Members co-operating to provide affordable, safe, secure, and sustainable housing.

[ OBHC 2020 Meeting, August 25, 2011 ]

## Operating Principles

The Co-op is founded on the international principles of co-operation as set out in the Statement on the Co-operative Identity originated by the International Co-operative Alliance. In particular, **the Co-op relies on the active engagement of its members to foster good governance and principled leadership in the exercise of democratic member control.**

[ Occupancy Agreement, Schedule A to Model Rules 2.0 ]