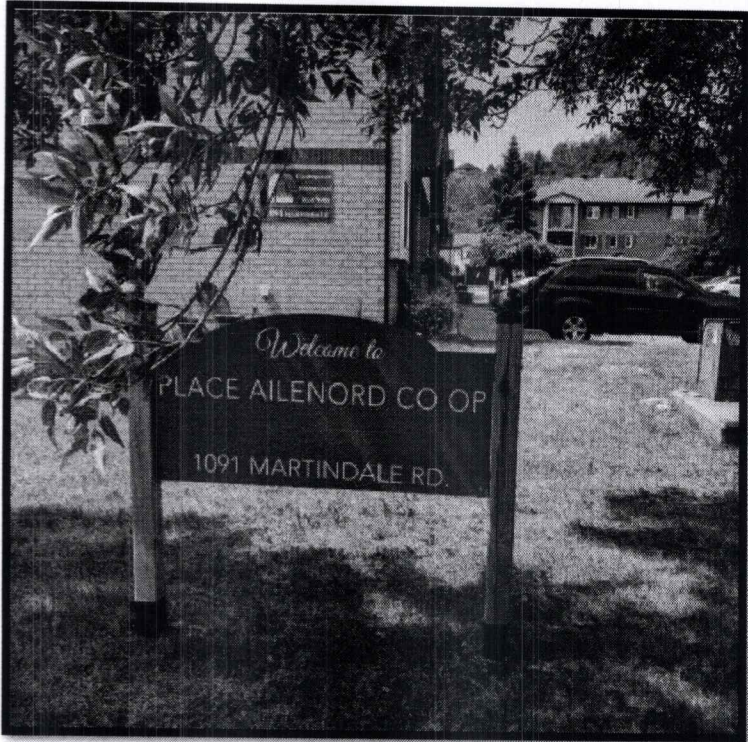
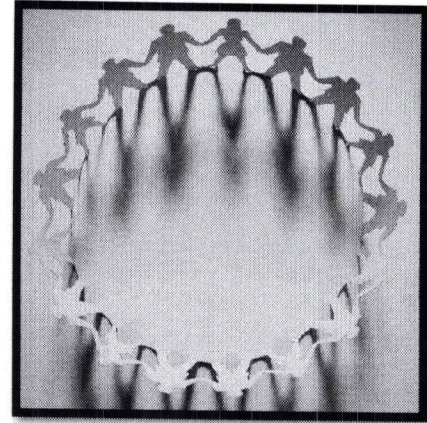


Welcome to Co-operative d'Habitation Aile Nord
Member Orientation



MEMBER ORIENTATION



The Story of Our Co-op

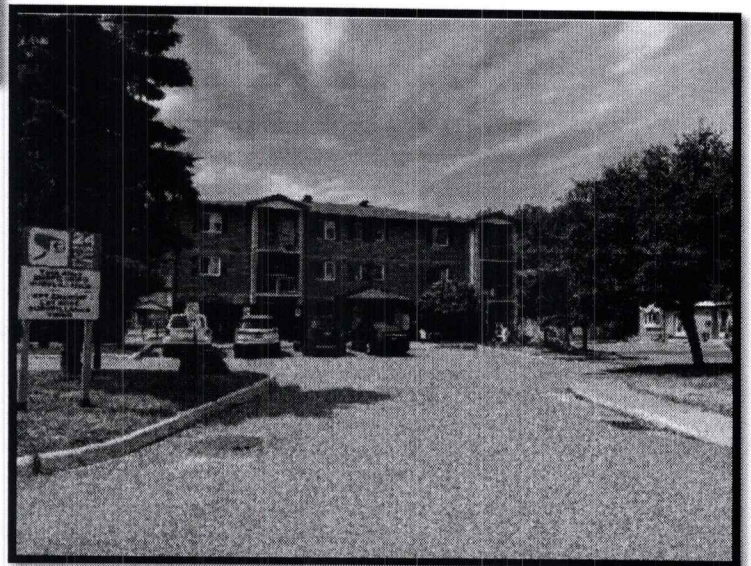
Co-operative d'habitation Aile Nord Inc. is a community which houses adults, children, and seniors from all walks of life.

We are located on Martindale Road, off of Regent Street.

The bus stop is a two-minute walk from the driveway and a fifteen-minute bus ride to downtown. The Co-op is in the south end of Sudbury, close to all amenities; the Southridge mall, the hospital, science north, and Laurentian University.

Our first members moved into the Co-op in November of 1992.

The Co-op is made up of 42 townhouses which are a mix of 2 bedrooms and 3 bedrooms, most with basements. The apartment building hosts 10 apartments, of which 4 are 1 bedrooms, and 6 are 2 bedroom units.



Inside the apartment building you will find the community center, office, and coin laundry machines.

Each townhouse is equipped with a high efficiency furnace, fridge, stove, laundry hook-ups, outdoor shed, and on demand hot water.

First floor apartments have a private fenced in patio space. Second and third floor apartments have a balcony. (sorry – no elevator).

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What is Co-op Housing?

Co-operative Housing was built for the purpose of providing affordable housing to its members. A cooperative organization is a non-profit association of persons that is controlled by the people (known as members) to meet their common economic, social, and/or cultural needs and aspirations through a jointly owned and democratically controlled process. In the case of Aile Nord, the common need is to maintain and run affordable housing. The affairs of the Co-op are governed in accordance with the Co-operative Corporations act of Ontario.

Co-op's do not fall under the jurisdiction of the Landlord Tenant Act.

Living in a Co-op has advantages over renting from a landlord, these include the following. monthly housing charges cover operating costs such as mortgages, taxes, utilities, and repairs; Members have an equal voice in decisions about the Co-op; Co-ops are democratic, run by members for members; Co-ops provide an opportunity to build community, and create the type of environment you want to live in.

Co-op members come from various backgrounds, with different incomes, races, religions, and abilities.

Member's Meetings

The Board of directors will call at minimum an Annual General Members Meeting (Usually in February), and a General Members Meeting (Usually in July) every year. These meetings are where the memberships approves policies, procedures, and financial decisions about the Co-op. Agendas are sent to members approximately 10 days or more prior to the date of the meeting.

The Board of Directors

The Board of Directors is made up of 7 elected volunteers from the Co-op. Elections are held annually at the annual general membership meeting, and elected directors serve a 2 year term. The board meets at least once a month to discuss the management and direction of the Co-op. Minutes of the meetings are posted in the apartment building outside the office. Members are welcome to attend the office to review previous minutes as well.

Committees and Volunteering

Committee and volunteering opportunities come up regularly in the Co-op. Members are encouraged to participate on one or more of the committees to contribute back to the Co-op. Since policies, social functions, repairs and improvements impact your life in the Co-op. Committees meet either monthly or on an as needed basis. Some options include the policy committee, member selection committee, social committee, maintenance committee, and playground committee. If there is a committee or task you would like to volunteer for that is not already in place, members are welcome to let the office know and set it up.

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Office and Staff

The Co-op has one regular staff person, the property manager, Keara Duchesne. The office is open Mondays, and Tuesdays between 12:30pm and 5:30pm, then Thursdays from 8:00am until 1:00pm. Outside of office hours members can send in emails to [ailenordcoop@gmail.com](mailto:aillenordcoop@gmail.com) or call and leave a voicemail at 705-670-9558.

By-Laws and Policies

The Co-op has by-laws and policies that set out significant aspects of our Co-op. They are available upon request to members at any time should you need a new copy. All new move ins should receive a copy of applicable by-laws and policies. Interpretation of the by-laws is not always consistent amongst members; therefore, should you need clarification please contact the office for assistance.

Housing Charges (Rent)

Rent in Co-ops is referred to as your housing charges. Housing charges are due to the office on the 1st business day of the month. Methods of payment include cheque, money order, debit, or e-transfer. If for some reason you are unable to pay on the 1st of the month, contact the office in advance with a date payment can be anticipated to avoid late fees.

Unit Maintenance & Improvements

Members of the Co-op should feel that their unit is their home. This extends to decorating or improvements to their unit. The Unit Maintenance and Improvements Policy outlines any restrictions and when a change to the unit requires board approval.

Pets

Pets are not permitted to be walked on Co-op property for the purpose of relieving their self. Pets can urinate and defecate in the back patio/yard space of the unit, or off of the property. Yard spaces should be cleaned up regularly of pet waste. We understand that accidents happen, and ask that should your pet have an accident on Co-op property that it is cleaned up immediately. All dogs must be leashed and in control of a responsible person when on the property. See the Pet Policy for more information.

Vehicles & Parking

Each unit is assigned one parking space. Second spots are available for an additional \$20 a month based on availability. All units are only permitted to have a maximum of two parking spaces due to limited availability. Visitor spots are available, marked by a yellow V on the pavement. Please be advised that residents in the Co-op are not permitted to use guest parking for your own vehicle, it is only for non-residents. Snowmobiles, all-terrain vehicles, boats, trailers, and heavy equipment are not permitted to be parked on Co-op property.

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What to do in an Emergency

In the event of an emergency members should first contact the office. If it is outside office hours, members must call the maintenance emergency line at 705-562-9502. If prompted to leave a voicemail, please leave a message with your phone number, name, address, and unit number.

To avoid the potential emergency of being locked out of your unit, it is recommended to leave a back up key with a trusted friend or neighbor.

Move-in Inspections

Every effort is made to have the unit clean and in good order when you move in. Shortly after moving in, members in the inspection committee or the Board of directors, will visit you for a move-in inspection. The purpose of the inspection is to record any existing problems or damages in the unit, so that in the event you move out, the Co-op will have record of the issues being there before, and therefore you will not be held responsible. Any noted repairs still needed will be reported to the office to Co-ordinate completion.

Mail Boxes

The Canada Post mailbox is located on the front – right side of the apartment building, outside the office window. The mailbox outside your unit door is for mail or memos from the Co-op, and newspapers.

Maintenance & Repairs

Should your unit require any repairs or other work, you must fill out a work order form. The forms can be found inside the first set of doors to the apartment building. Once filled out, please submit into the black box on the wall to the side of the forms. From there maintenance, and office staff will follow up on co-ordinating the work.

Lawn & Garden Care

Ultimately members are responsible for the lawn and grounds around their unit. The Co-op currently hires a contractor who mows all lawns, and provides other lawn care services. Members must ensure to keep the grounds around their unit free of pet waste, belongings, and garbage to ensure lawn services can be performed. Town houses have small garden areas in front that the members are responsible for maintaining & keeping clean. Common gardens are available for any member to work on, simply notify the office in advance if you wish to do so.

Mysterious Light Switch

Every townhouse and apartment has a light switch inside the entrance that control a parking spot plug. For the townhouse units this switch is connected to the outlet at the front of your unit. Apartment units

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are asked to leave the switch on at all times as the switch in your unit may be connected to a different parking spot than the one assigned to your unit.

Snow Removal & Sanding

The Co-op has a contractor to clear snow in the parking lot of the Co-op. Members are required to move their vehicle out of the lot when the plows attend. If for some reason the vehicle cannot be removed, it is the owners responsibility to shovel their spot and the neighbouring spots.

Members are responsible for the clearing and salting of the walkways and doorsteps in front of their unit. Bags of salt are available in the front or rear entrance to the apartment building.

Some of our members have disabilities that prevent them from clearing their walkways. If you see an area needs to be cleared for one of these members please lend a hand or advise the office so that we can have a volunteer attend to it.