



GENERAL INFORMATION

1. All members are required to do a minimum of 2 hours of volunteer work per month. Refusal by capable members can result in termination of membership.
2. **Good neighbour policy is in effect at all times.** All complaints will be assessed by the Board of Directors and addressed accordingly. Excessive or undue noise between 11:00 pm and 7:00 am will not be tolerated.
3. Intercom calls connect directly to your landline or cell phone. When a visitor buzzes your unit, your phone will ring: press 9 to open door.
4. If back entrance handicap door needs to be propped open, **motor must be shut off.** Switch is located on top panel of door frame on right side. **Please turn switch on thereafter.**
5. All members must have comprehensive and general liability insurance at a minimum of 2 million dollars. The Co-op does not carry unit content insurance for Members. Annual proof of content insurance is required for all members.
6. All vehicles in underground parkade must be insured, either active or storage, at all times. Uninsured vehicles will be towed at owners' expense.
7. Members are provided 1 entrance fob and 1 parking fob only, which are strictly controlled for security reasons.
8. When entering and leaving underground parkade, members must ensure gate closes fully before driving away to prevent unauthorized entry.
9. Visitors staying overnight may park their vehicles in any available space in the outside parking lots. There are only 2 visitor parking spaces in the underground parkade, so sheltered visitor parking is on a first come, first served basis. All visitors must obtain parking tags from the members they are visiting. Visitor vehicles without a displayed tag will be towed at owners' expense. Visitors requesting underground parkade gate fobs will be charged a \$45 refundable deposit.
10. Vehicle keys must be left with the Board of Directors when members go on vacation, or are absent for an extended period of time, in case vehicles must be moved due to major repairs and services, or emergency.
11. Surrey City Bylaws prohibit the use of charcoal and gas barbecues on balconies and patios. Electric barbecues are acceptable.
12. Laundry hours are from 7:00 am to 9:00 pm. Only use laundry facilities on your floor.
13. For easy disposal, there are garbage chutes near elevator on every floor. Garbage bags must be tied securely to prevent spillage inside chutes.
14. Garbage dumpster and recycle bins are taken out to collection area every Monday afternoon and brought back in on Tuesday night. Doors to garbage chutes on every floor are locked during this period.
15. Wastebasket near mail boxes in lobby is for recycled paper only.
16. Maintenance Request forms are located in envelope in lobby.
17. Bicycles must be stored in the underground parkade bike rack by the tractor room.
18. 60 days' notice is required to terminate your membership. Unit must be vacated a minimum of 3 days prior to month end to avoid daily unit rental charges for clean-up and painting, in preparation for next member occupancy.
19. Hawthorne Co-op is a non-smoking building.
20. Members are permitted 1 indoor cat OR 1-2 small birds. Certificate of spay or neuter required for cats. No dogs are allowed. Pet deposit is \$100.