

Birch Glen Co-operative Homes Inc.

By-law No.14

Administration of Housing Charges & Arrears Payments

Passed by the Board
of Directors on
December 20, 2005

Confirmed by the
members **March 2,**
2006.

1. Purpose of This By-law

This By-law sets out Co-op's rules for the administration of housing charges payments and arrears.

2. Priority of this By-law

This By-law takes the place of or amends all previous by-laws or decisions that deal with the administration of housing charges payments and arrears.

3. Payment of Housing Charges

- 3.1 Housing charges shall be paid monthly in advance by 12:00 noon on the first day of each month in as set out in the Co-op's *Occupancy By-law*.
- 3.2 Payments of housing charges must be delivered to the Co-op office and can either be deposited in the office mailbox or given to the Manager in person. Cash payments will not be accepted.
- 3.3 Members are encouraged to file post-dated cheques with the Co-op office to facilitate prompt processing.

4. Arrears Payment Agreements

- 4.1 If a member is unable to pay the housing charges on the first day of the month for reasons of financial hardship, and advises the Co-op of this in writing *before* the first day of the month in which payment is due, the Board may approve an *Arrears Payment Agreement*.
- 4.2 The Board may authorize the Co-op's manager to approve *Arrears Payment Agreements*.
- 4.3 Post-dated cheque(s) must accompany *Arrears Payment Agreements* unless the payment of housing charges by certified cheque or money order is required.
- 4.4 A notice to consider eviction will be issued if the *Arrears Payment Agreement* is broken.

5. Returned Cheques

- 5.1 A **\$50** administration charge will be applied if a cheque for payment of housing charges is returned by the bank or credit union for any reason. Failure to pay administration charges will be considered non-payment of housing charges.
- 5.2 The returned cheque must be replaced by certified cheque or money order within two (2) days of notification by the Co-op.
- 5.3 A notice to consider eviction will be issued if a returned cheque is not replaced within two (2) days of notification by the Co-op.
- 5.4 If two (2) cheques are returned within a twelve (12) month period, the member will be required to pay housing charges by certified cheque or money order. Payment in any other form will not be accepted.

6. Late Payments

- 6.1 A **\$50** administration charge will be applied if housing charges are not paid in full on the first day of each month unless an *Arrears Payment Agreement* has been approved and signed by the Co-op. Failure to pay administration charges will be considered non-payment of housing charges.
- 6.2 If housing charges are not paid in full on the first day of each month a *Notice of Late Payment* will be sent by the close of business that day unless an *Arrears Payment Agreement* has been approved and signed by the Co-op.
- 6.3 If housing charges are not paid in full on the third day of each month a *Second Notice of Late Payment* will be sent by the close of business that day unless an *Arrears Payment Agreement* has been approved and signed by the Co-op.
- 6.4 If housing charges are not paid in full on the fifth day of each month a notice to consider eviction will be issued by the close of business that day unless an *Arrears Payment Agreement* has been approved and signed by the Co-op.
- 6.5 If a payment specified in an *Arrears Payment Agreement* is not made, a **\$50** administration charge will be applied. Failure to pay administration charges will be considered non-payment of housing charges.

Passed by the Board of Directors at a meeting properly held on December 20, 2005 and confirmed by at least two thirds of the votes cast at a general meeting of the members of the Co-operative properly held on March 2, 2006.

Secretary

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