

**FORD ROAD HOUSING CO-OP  
#117 19041 FORD ROAD  
PITT MEADOWS, BC**

**INTERVIEW COMMITTEE**

Purpose:

To conduct initial interviews with potential members for the Ford Road Housing Co-op, present their initial findings and recommendations to the Board of Directors for their approval or denial of membership for the potential member.

This Committee will consist of an Administrative personnel and no less than two current members of the Co-op.

Responsibilities:

1. Assume the role of a Committee liaison and communicate directly to the Board of Directors.
2. Presentation to the potential new members of the Ford Road Housing Co-op general information, policies, and expectations of the members.
3. Answer any questions that the potential members may have concerning the Co-op.
4. Upon the completion of the interview meeting, a representative of the Interview Committee will present the information to the Board of Directors to determine if the potential member is accepted as a member to the Co-op.
5. All committees are under the direction of and answerable to the Board of Directors.
6. All members of the Interview Committee are to remain impartial when presenting information to the Board of Directors.
7. All information concerning the potential member will fall under the PIPA regulations and confidentiality contracts must be signed prior to coming onto the Committee.
8. Maintain a positive image of the Co-op.

Qualifications:

1. Must be over the age of 19 years.
2. Must be willing to represent and protect the interests of the potential member and the Co-op as a whole.
3. Must be capable of separating personal feelings from the overall presentations.
4. Must be well informed concerning the Occupancy Agreement and Policies.
5. Must be a MEMBER in good standing. { ie. No fines, housing charges paid on time }

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**OFFICE VOLUNTEER**

Purpose:

To aid the administrative office in delivering notices, and other office related activities.

Responsibilities:

1. To accomplish the tasks assigned promptly.
2. To be accurate with given distribution of items.
3. To be available for the task at hand when called upon.

Qualifications:

1. Must be over the age of 19 years.
2. Must be responsible.
3. Have a positive attitude.

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**CLEANING COMMITTEES - ADULT AND FAMILY BUILDINGS**

Purpose:

To aid in creating a clean and pleasant environment within the Ford Road Housing Co-op apartment buildings.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To keep clean on a regular basis the common areas of the building. This includes the parking area, hallways, stairs, laundry rooms, elevator, windows, and main entrance doors.
2. To report to the office any damages within the common areas.
3. To actively make suggestions of improvements for the building common areas, ie. Corner protectors for hallway wall corners.
4. To create a draft budget for the annual budget planning, based on the review of current actual expenses, cost increases, and future needs.
5. All committees are under the direction of and answerable to the Board of Directors.
6. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
7. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
2. The dwelling unit of the volunteers must be in good standing {no fines, housing charges paid on time}.

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**FIRE AND SAFETY COMMITTEE**

Purpose:

To aid in creating a pleasant and safe community atmosphere within the Ford Road Housing Co-op, by proactively searching out and implementing the best ways for maintaining good safety for our Co-op.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To actively search out current information on the disaster relief system, and present this to the Co-op residents.
2. Monthly inspections of the emergency lighting in the Adult and Family apartment buildings.
3. To check the outdoor lighting throughout the Co-op on a monthly basis, and report to the office any outages.
4. To aid the fire department when there is a fire alarm sounded in either the Adult Building or the Family building by helping members move to a safe distance away from buildings.
5. All committees are under the direction of and answerable to the Board of Directors.
6. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
7. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**NEWSLETTER COMMITTEE**

Purpose:

To produce on a regular basis a newsletter for the Ford Road Housing Co-op included within are the committee reports and points of interest. This will be a line of communications for the members; keeping them up-to-date on events and dates.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To create a well written, "professional" newsletter.
2. To make contact with all committees and submitters to request their input for publication. All submissions are to remain factual.
3. The final draft of the newsletter must be submitted for approval by the President of the Board of Directors prior to going to print.
4. All committees are under the direction of and answerable to the Board of Directors.
5. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**PARKING COMMITTEE: FAMILY, ADULT AND TOWNHOUSES**

Purpose:

To help regulate and monitor the vehicles on the Ford Road housing Co-op property and assign members to their respective parking stalls.

This committee will consist of three Board appointed leaders and no less than two current residents of the co-op.

Responsibilities:

1. Assigning parking stalls to members.
2. Keeping Documents of vehicle information & updating the office to any changes as needed but as a minimum, submit a report monthly.
3. Keeping track of all vehicles on the property in their respective area.
4. Writing out warning letters to vehicles that are unauthorized, damaged, improperly parked, uninsured, etc.
5. Giving recommendations to the Office / Board of Directors for any improvements in their respected parking area.
6. All committees are under the direction of and answerable to the Board of Directors.
7. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
8. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
2. Must be adapt in organizing and procedures.
3. Must be unbiased in their parking decisions.
4. Must be well informed concerning the Parking Policy.
5. The dwelling units of the volunteers must be in good standing {no fines, housing charges paid on time}.

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**PARTICIPATION COMMITTEE**

Purpose:

To re-iterate to all members that they have a responsibility and an obligation to share in the overall maintenance and operation of the Co-op, and to create an environment to encourage participation.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To be actively seeking new and various projects to encourage members to be active participates on a monthly basis.
2. All committees are under the direction of and answerable to the Board of Directors.
3. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
4. All committees will be requested to attend one Board meeting per year. At which times they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**PROPERTY MAINTENANCE COMMITTEE**

Purpose:

To assist the Board of Directors in fulfilling the minor common area repair and maintenance responsibilities.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. Meet on a monthly basis, or more frequently if required.
2. Make recommendations to the Board of Directors for the betterment of the Co-op.
3. Create a draft budget for the annual budget planning, based on the review of current actual expenses, cost increases, and future needs.
4. Make recommendations to maintain the common areas, buildings and grounds of the Ford Road Housing Co-op.
5. Keep accurate record of all tools, materials and equipment in use by the Property Maintenance Committee.
6. To accomplish tasks as assigned by the Board of Directors in a timely fashion.
7. All committees are under the direction of and answerable to the Board of Directors.
8. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
9. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestion for the betterment of their committee.

Qualifications:

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**RECYCLING AND SUSTAINABILITY COMMITTEE**

Purpose:

To provide the coop with extra recycling initiatives and instruction, while also pursuing new strategies to help the coop in it's environmental and community recycling success.

This committee will consist of a Board appointed leader and no less then two current residents of the co-op.

Responsibilities:

1. Organizing recycling days for large or miscellaneous items, including electronic equipment, metal, paint, etc. not suitable for standard bins.
2. When possible, helpfully instruct and direct members to better understand recycling practices.
3. Keeping the recycling areas of the Family and Adult buildings orderly and tidy.
4. Must follow Municipal and Provincial recycling guidelines.
5. All committees are under the direction of and answerable to the Board of Directors.
6. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors, including recycling initiatives and progress.
7. All committees will be requested to attend one Board meeting per year. At which times they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

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**SECURITY COMMITTEE**

Purpose:

To aid in maintaining general security of the Co-op.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To actively partake in regular security walk-about throughout the day and evening.
2. Any/all suspicious activities should be recorded and a record given to the 24 hr. non-emergency RCMP line {604-463-6251} and the office.
3. All illegal activities are to be reported to the RCMP {911} and a file number obtained, once obtained the office should be informed.
4. To check the outdoor lighting throughout the Co-op on a regular basis, and report to the office any outages.
5. All committees are under the direction of and answerable to the Board of Directors.
6. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
7. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**SOCIAL COMMITTEE**

Purpose:

To aid in creating a pleasant community atmosphere within the Ford Road Housing Co-op, by sponsoring social events for the younger generation and the not-so-younger generations on a regular basis.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To actively on a regular basis, generate activities and seek out new and various projects to encourage residents to participate, thus strengthening the community spirit.
2. To create a draft budget for the annual budget planning, based on the review of current actual expenses, cost increases, and future needs
3. All committees are under the direction of and answerable to the Board of Directors.
4. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
5. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**WELCOMING COMMITTEE**

Purpose:

To welcome new members and provide continuity between the application process and joining the community.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To meet with the new members after their move-in.
2. To answer the initial questions and discuss expectations surrounding co-op living.
3. To encourage the new member to join a committee and give committee information as required.
4. To make the introduction of the new member to the committees of their choice.
5. To provide Pitt Meadows community information if the members are from out-of-town and unfamiliar with the City.
6. All committees are under the direction of and answerable to the Board of Directors.
7. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
8. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**LANDSCAPE COMMITTEE**

Purpose:

To create and maintain the curb side appeal for the Ford Road Housing Co-op. This includes, but not limited to flowerbeds.

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

Responsibilities:

1. To provide regular maintenance for the gardens within the Co-op properties.
2. To provide informed input and assistance to the Landscaping company concerning the upkeep of the grass and trees on the property.
3. To provide assistance with the townhouse carport and yard inspections on a semi-annual basis.
4. To provide management of the Community gardens.
5. To create a draft budget for the annual budget planning, based on the review of current actual expenses, cost increases, and future needs.
6. All committees are under the direction of and answerable to the Board of Directors.
7. Written reports/minutes are to be submitted on a monthly basis to the Board of Directors.
8. All committees will be requested to attend one Board meeting per year. At which time they will be asked to give an overview of their activities, and present any suggestions for the betterment of their committee.

Qualifications:

1. Must be over the age of 19 years.
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**PET COMMITTEE**

Purpose:

To assist the Administrative staff in proactively applying the "Pet Policy".

This Committee will consist of a Board appointed leader and no less than two current residents of the co-op.

At least one member from the Townhouses, one from the Adult building and one from the Family building would be preferable.

Responsibilities:

1. To educate new members on the Co-op's pet policy when they move into the co-op.
2. To assist the office with the annual registration process which will include proof of neutering, spaying, vaccination of pets; and including additional water insurance if they have aquariums.
3. To meet regularly and make suggestions to the Board on ways to maintain and improve the pet policy.
4. To field incoming complaints coming into the office relating to pets and creating draft responses for incidents for approval of the Board.

Qualifications:

1. Must be over the age of 19 years.
2. The dwelling unit of the volunteers must be in good standing. no fines, housing charges paid on time.