

VILLAGE GLEN CO-OPERATIVE HOMES

Maintenance Request Forms

This form is used to request from the maintenance staff. Please fill out as completely as possible and return to the office or deposit into the office drop box.

Member Information

Name: _____ Unit #: _____

Home Phone #: _____ Work Phone #: _____

Date: _____

Work Required:

If provided with materials, would you be willing to work yourself? YES _____ NO _____

May the repair person enter your unit if you are not home? YES _____ NO _____

If YES, signature of member indicating permission to enter _____

What is the best time to reach you to make an appointment to carry out the repair? _____

Would you like someone from the Co-Op to accompany the maintenance personnel entering your unit? YES _____ NO _____

For Office Use: Date completed _____ Signature _____

Village Glen Co-operative Homes

Unit Inspection Report

Unit: _____

Date of Inspection: _____

Keys: yes () no ()
(mailbox, front, rear, both garage doors)

Blue Box: yes () no ()

Bylaws: yes () no ()

Broiler Pan: yes () no ()

| | OK | Member Repair | Co-op Repair | Problem / Comments |
|-----------------------------|----|---------------|--------------|--------------------|
| ENTRY: | | | | |
| Screen Door | | | | |
| Door lock/hinges | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Door bell | | | | |
| Glass fixtures / outside | | | | |
| Woodwork | | | | |
| Electric outlets | | | | |
| Door stop | | | | |
| | | | | |
| HALLWAY: | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Closet | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Thermostat/heaters | | | | |
| Smoke detector | | | | |
| CO2 | | | | |
| LIVINGROOM: | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Drapery track | | | | |
| Patio door/frame – 2bd only | | | | |
| Cable TV wire | | | | |
| Woodwork | | | | |
| Banister | | | | |

| | OK | Member Repair | Co-op Repair | Problem / Comments |
|--------------------------------|----|---------------|--------------|--------------------|
| DINING ROOM: 3&4 BD | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Drapery track | | | | |
| Woodwork | | | | |
| Patio door/screen/hardware | | | | |
| | | | | |
| BATHROOM 1: | | | | |
| Door/hardware | | | | |
| Floor | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Woodwork | | | | |
| Basin/taps/plug | | | | |
| Door stop | | | | |
| Water pressure | | | | |
| Toilet/flush | | | | |
| Mirror | | | | |
| Vanity | | | | |
| Caulking | | | | |
| Toilet paper holder | | | | |
| Towel bars | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Light fixture | | | | |
| Ceiling fan | | | | |
| Showerhead/rod – 4bd only | | | | |
| | | | | |
| KITCHEN: | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Woodwork | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Drapery track | | | | |
| Stove/exhaust fan | | | | |
| Fridge | | | | |

| | OK | Member Repair | Co-op Repair | Problem / Comments |
|---------------------------------|----|---------------|--------------|--------------------|
| Cupboard | | | | |
| Countertop | | | | |
| Sink/stopper/shut-off valves | | | | |
| Caulking | | | | |
| Water pressure | | | | |
| | | | | |
| HALLWAY UPSTAIRS: | | | | |
| Closet – 3 bd only | | | | |
| Flooring | | | | |
| Glass fixtures | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Woodwork | | | | |
| Handrails | | | | |
| Smoke detector | | | | |
| | | | | |
| BATHROOM 2: | | | | |
| Door/hardware | | | | |
| Flooring | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Woodwork | | | | |
| Basin taps/plug/shut-off valves | | | | |
| Showerhead/rod | | | | |
| Water pressure | | | | |
| Toilet/flush | | | | |
| Caulking | | | | |
| Mirror | | | | |
| Medicine cabinet | | | | |
| Vanity toilet paper holder | | | | |
| Towel bars | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Light fixture | | | | |
| Ceiling fan | | | | |
| Door stop | | | | |
| | | | | |
| MASTER BEDROOM: | | | | |
| Door/hardware | | | | |
| Floor/carpet | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Woodwork | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |

| | OK | Member Repair | Co-op Repair | Problem / Comments |
|--------------------|----|---------------|--------------|--------------------|
| Closet door | | | | |
| Closet shelf/rod | | | | |
| Drapery track | | | | |
| Door stop | | | | |
| | | | | |
| BEDROOM 2: | | | | |
| Door/hardware | | | | |
| Floor/carpet | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Closet door | | | | |
| Closet shelf/rod | | | | |
| Drapery track | | | | |
| Door stop | | | | |
| | | | | |
| BEDROOM 3: | | | | |
| Door/hardware | | | | |
| Floor/carpet | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Closet door | | | | |
| Closet shelf/rod | | | | |
| Drapery track | | | | |
| Door stop | | | | |
| | | | | |
| BEDROOM 4: | | | | |
| Door/hardware | | | | |
| Floor/carpet | | | | |
| Walls-paint | | | | |
| Ceiling-paint | | | | |
| Window/lock/screen | | | | |
| Weatherstripping | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Glass fixture | | | | |
| Closet door | | | | |
| Closet shelf/rod | | | | |
| Drapery track | | | | |

| | OK | Member Repair | Co-op Repair | Problem / Comments |
|----------------------------|----|---------------|--------------|--------------------|
| Door stop | | | | |
| BASEMENT: | | | | |
| Walls-cracks | | | | |
| Floors | | | | |
| Hot water tank | | | | |
| Furnace/filter | | | | |
| Leaks | | | | |
| Waterpipe | | | | |
| Switches/lights | | | | |
| Windows/locks/screens | | | | |
| Laundry tub | | | | |
| Electrical panel | | | | |
| Stairway/handrail | | | | |
| Electrical outlets | | | | |
| | | | | |
| EXTERIOR: | | | | |
| Backdoor/key | | | | |
| patio | | | | |
| Exterior outlets | | | | |
| Switches/lights | | | | |
| Faucet | | | | |
| | | | | |
| GARAGE: | | | | |
| Backdoor/hardware/key | | | | |
| Overhead door/key/hardware | | | | |
| Walls/paint | | | | |
| Electrical outlets | | | | |
| Switches/lights | | | | |
| Faucet | | | | |

Inspection completed by: Committee member: _____

 Committee member: _____

Current residing member: _____

Reveiwed by: (Director) _____

Inspection type: Annual ()

 Move-out ()

 Move-in ()

We are in this TOGETHER, and we'll get through it TOGETHER!

April 16, 2020

Dear Residents,

In the past few weeks, as we all confront the reality of COVID-19 danger to our personal life and risk to our community and society, NPH and our onsite staff teams have continuously reached out to ensure that you are informed and aware of important changes, such as how to access the management office, important information, such as preventative measures to stay safe, and important options, such as how to safely and securely make your payments.

Our entire team is committed and working hard every day to ensure that your housing community remains clean, safe and operational for you and your family.

To effectively manage your housing community's business affairs, operations, and resident services, during the COVID-19 pandemic, we have made changes to the office operations and hours of service as well as adjustments to maintenance routines and work orders. Your co-operation and support for these temporary changes has been amazing.

We want to express our sincere thanks and appreciation to each person for their continued support and understanding.

Your cooperation, personal efforts and patience through this trying time are the best indicators that we will get through this crisis together, not only in our housing communities, but also for the greater good along with fellow Canadians.

Your effort to practice social distancing, hand washing and sanitizing and other recommendations set out by Health authorities has been noticed and appreciated.

We want you to know that your co-operation and support is working!

We want to encourage everyone to stay the course and soon this time in our history will be a distant memory.

Thank you from the Board of Directors and the entire team at NPH!

Sincerely,
Jasmin Ali
Property Manager

ABOUT VILLAGE GLEN CO-OP .

Village Glen Co-op is a non-profit incorporated organization created in order to provide attractive affordable housing in the community of St. Catharines, Ontario.

Housing co-ops are collectively owned, self managed organizations that offer their members the opportunity to develop new skills while working together to create a secure community environment.

Village Glen Co-op is a 58 unit apartment and townhouse complex, located on Weststead Drive, in the community of St. Catharines. Each unit has a fridge and stove.

The co-op also has a playground, meeting room and office.

A GREAT PLACE TO LIVE . . .

Village Glen Co-op is centrally located in the community of St. Catharines.

IT IS . . .

minutes to the Pen Centre

near Westdale Elementary School

Westpark High School

and St. Anthony's Separate Elementary School

nearby a medical centre

easy access to highway 406

HOW TO APPLY . . .

Because a successful housing co-op requires the active participation of its members, it is important that prospective members have a full understanding of how a co-op works.

For this reason, Village Glen Co-op uses the following application process:

1. Attend a Co-op Information Session
2. Fully complete an application, and when necessary, a rental assistance application
3. Attend an interview or orientation session with the Village Glen membership committee
4. Receive a letter of acceptance into the co-op
5. Make appointments to select a unit, receive information about your housing charge, sign an Occupancy Agreement, and receive keys for your new home

RENT GEARED TO INCOME . . .

During its development, Village Glen has received financial assistance from the Province's *Project 10,000 funding* Program. Part of the financial assistance received is applied toward "rent-geared-to-income" housing charge assistance for a portion of the units.

UNIT MIX . . .

| Qty | Type |
|-----------|-------------------|
| 2 Bedroom | 34 |
| | 30 Regular Twnhs. |
| | 3 Acc. Twnhs. |
| | 1 Reg. Apt. |
| 3 Bedroom | 20 |
| | 20 Regular Twnhs. |
| 4 Bedroom | 4 |
| | 4 Regular Twnhs. |

WHEELCHAIR ACCESSIBILITY . . .

Village Glen Co-op includes housing that is accessible to people who make use of wheelchairs or with limitations to physical mobility.

To find out about Village Glen Co-op call:

788-0166

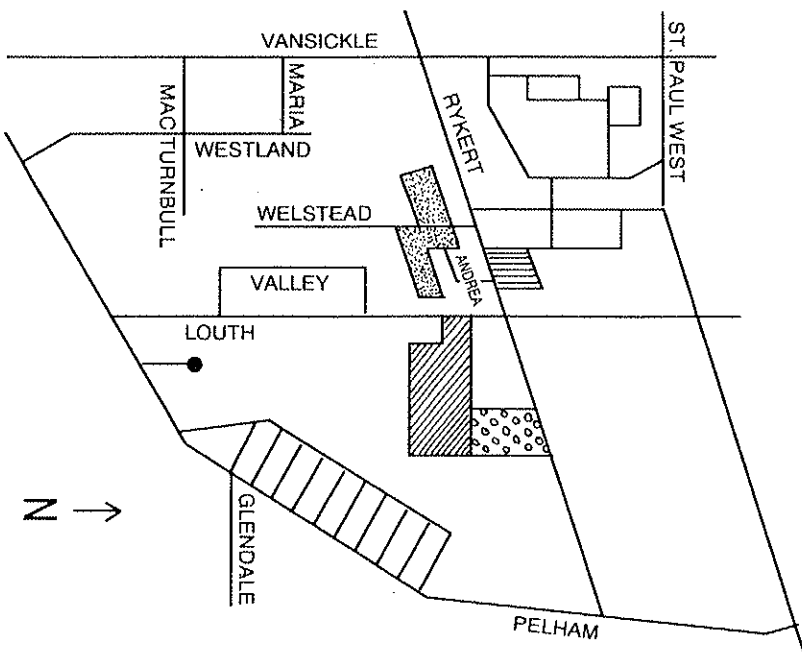
WHAT IS CO-OPERATIVE HOUSING . . .





VILLAGE GLEN CO-OPERATIVE HOMES

- co-op housing is people joining together to provide themselves with housing at cost
- co-operative housing is an exciting alternative to owning or renting
- housing co-ops are independent, self directing, legal associations
- the people who live in the co-ops make up the "co-op membership"
- the members of the co-op have a vote in the affairs of the co-op including their own budgets and housing charge (rent) increases

CO-OP MEMBERS ARE . . .

- committed to the principles of co-operation and participation
- responsible for their own financial well-being
- interested in the co-op as a long term home
- willing to encourage friendliness while respecting the rights of others
- comfortable living within a community of different race, creeds, colours, social backgrounds and income levels



-  VILLAGE GLEN CO-OP
-  WESTDALE SCHOOL
-  ST. ANTHONY'S SCHOOL
-  WEST PARK SECONDARY

Welstead Drive
St. Catharines

