

Preparing for your interview with The Cameo Co-op Membership Committee

General

- Cameo Co-op is a non-profit housing association
- It was incorporated in 1979, and opened in 1980
- Cameo Co-op has 63 units in total
- Members are responsible for damages caused by themselves, their children, pets and guests
- We have been completely self-managed since inception
- As a housing co-operative we have no landlord
- Cameo has no paid staff, including a co-ordinator or manager
- We do contract a Bookkeeper, Handyperson and Groundskeeper
- Members must report all maintenance issues at once
- Members should take care of smaller repairs in their units
- To carry out the business in Cameo Co-op, all requested information must be submitted by the required deadlines
- Members must inform the board of guests staying in their units longer than 30 days
- Pets must weigh no more than 25 lbs when full grown
- Exotic pets are not permitted in the co-op
- Cameo Co-op is a member of CHF BC and CHF Canada

Share Purchase

- Your Share Purchase must be paid in full before your occupancy date
- Your Share Purchase will not accrue interest. It would be paid out by the co-op to the member previously living in your unit
- Your Share Purchase is refundable after move out, less any deductions for damages, other incurred debts and/or arrears in occupancy charges

Financial Responsibilities

- Occupancy charges are due on the first of every month, and are collected through post-dated cheques or by pre-authorized debit
- Cameo Co-op's operating agreement with CMHC expired on July 1, 2015. Therefore, the Co-op no longer receives government subsidy
- The members are financially responsible for any damages caused to the Co-op by themselves, their pets or guests

Voting Rights

- Each unit is entitled to only one vote
- The voting resident is called the Member; other persons living in the unit are called resident guests
- The Member is the only one in the unit who may vote at General Meetings, and run for the Board

- There are no joint shares or associate memberships in Cameo Co-op
- Non-members who reside in the unit may attend the general meetings in observer capacity

General Meetings

- The Member of each unit is expected to attend all general meetings
- Cameo holds at least two General Meeting per year - the SAGM (Semi-Annual General Meeting) in March and the AGM (Annual General Meeting) in October
- Other general meetings are held as required
- Cameo meetings are governed by an approved set of Meeting Agreements and Rules of Order

Board of Directors

- Members elect the Board of Directors every October at our Annual General Meeting
- The Board consists of at least three and up to nine (9) members
- The Board elects amongst themselves four officers - President, Vice-President, Secretary and Treasurer
- Each director liaisons for at least one committee and attends to other director related duties
- The Board meets at least once per month
- The Board are all co-op volunteers. Their personal times must be respected.

Internal Transfers

- In general, there are no internal transfers until a member has lived in the unit for at least three years
- Internal Transfers are granted **only** on the basis of an increase or decrease in family size or for medical reasons. A doctor's written confirmation will be required in the latter case.

Member Commitments

- Members are expected to contribute at least five – ten hours of their time each month to the Co-op needs, when and as required
- Volunteer hours may be served on a committee and/or by attending to regular maintenance of the common grounds, administrative duties, etc.
- Committee meetings are held as necessary and vary from committee to committee
- Members are expected to keep their front and back yards tidy. A Grounds Maintenance policy is in effect.
- We expect a degree of continued patience when waiting for action from volunteers
- Emergencies will be attended to immediately

Our Committees

- The Board constructs the committees, which report back to the Board, which in turn reports back to the members
- We have many committees to deal with the business of Cameo Co-op including: Membership, Unit Maintenance, Grounds Maintenance, Social, Hospitality, the NEPP (Neighbourhood Emergency Preparedness Program) Parking, and the GVRC Management Committee. Other ad hoc committees are formed as the need arises.

Playground

- A playground area is available for smaller children
- Children and parents must follow the rules of the playground, which are posted in the area
- Older children must not play on the smaller equipment

Membership termination

- The Board of Directors has the right to terminate the membership of a member for non-payment of occupancy charges and other monies owed to Cameo Co-op
- A member has the right to appeal the decision of expulsion
- According to the Co-operative Act, the board's ability to expel a member extends to any material breach of the occupancy agreement
- Other grounds for expulsion must be brought before the Membership in an Extraordinary General Meeting

The GVRC

- The Glentana Village Recreation Centre is a community center available to all Cameo members
- Advanced bookings are encouraged to avoid disappointment
- A damage deposit is required
- There are 166 shares in the GVRC, of which Cameo holds a majority at 63
- Cameo is 1 of 11 shareholding groups/owners of the building, who are all residents in the immediate area
- The GVRC is a non-smoking building
- The GVRC is currently managed by the Cameo Co-op Management Committee