

## Eastwood Housing Co-operative

Policy Number: 507

Policy Title: External Waiting List

Committee Approval: 26 February, 2001

Revised: N/A

Board of Directors Approval: 20 March, 2001

27 March, 2017

General Membership Approval: 26 April, 2001

30 March, 2017

The Membership Committee will maintain an External Waiting List comprised of those applicants for membership approved by the Board of Directors. The entries on this list will be placed there by the Board of Directors and may be removed in the following circumstances:

- the applicant has been offered and accepted an available unit,
- the applicant has declined an available unit,
- the applicant has withdrawn their name from potential membership, or
- the Board of Directors has reversed their original decision.

The entries onto the External Waiting List will be by date of acceptance by the Board of Directors. However, when more than one applicant is presented to the Board for approval and more than one approved, the Board will determine which applicant will be entered onto the list before the others for that date. Please note that **all** of these approved applicants will be placed **after** any others on the present list. While the criteria for such approval remains the Board's discretion, some examples for possible consideration are size of the family, need and specific abilities or talents of the applicants.

Two copies of the External Waiting List will be maintained. One copy will be a working copy kept by the Committee and a second copy will be kept on file with the Secretary of the Co-operative in case of loss or dispute with the Committee copy.

The Membership Committee will maintain a minimum of two entries and a maximum of five entries on the External Waiting List. The Committee can retain as many applications on file as they feel reasonable.

The Membership Committee will review the entries on the External Waiting List on a monthly basis. Any entries, which are six months old, must be contacted to ensure they remain committed to Co-operative membership. If they are no longer interested, the Committee will document the conversation, attach it to the applicant's file and withdraw their name from the list.

The approved applicant will be offered one unit only. If they decline the unit their name will be removed from the list. There are some factors that may change this action:

- the unit is too small for the family,
- the timeframe for occupation of the unit is too short for the giving of appropriate notice to their present landlord,

- the applicant provides special circumstances for consideration that are accepted by the Board of Directors.

It should be noted that the Board of Directors may also adjust this latter applicant's position on the External Waiting List as well.