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## ABC Housing Co-op


# Annual Unit Inspections Procedure

### Purpose of the procedure:

1. To set up professional, consistent, and standardized unit inspections
2. To identify and complete maintenance needed to keep units in good repair and marketable
3. To gather the information necessary to:
  - help prepare the annual maintenance schedule and budget, and
  - review, when needed, the capital replacement plan and funding of the coop replacement reserve.

### Procedure

1. Units will be inspected annually by a licensed inspector.
2. The coop should provide at least one week notice prior to unit inspection so members can make arrangements. The coop will provide formal written notice at least 24 hours prior to unit inspection identifying a specific date(s) the inspection will occur on.
3. Members may be present during the unit inspection. The inspection can be conducted in the member's absence. The member is responsible for arranging access if they will not be present.
4. If a member fails to arrange suitable access after two attempts to schedule a unit inspection, the board will give 24 hours' written notice that access is required (refer to Occupancy Agreement Section 22.03 Entry for non-emergency). The coop will inspect the unit at the date and time specified in the notice. Any costs incurred to arrange access will be charged back to the member.
5. The coop will give the member a copy of their completed unit inspection form, upon request. If the member is required to make repairs, the Co-op will provide written notice giving the member a reasonable period to perform them (at least ten days).
6. The co-op will complete the co-op responsible work (per Member vs Co-op Responsibility Policy) identified in a timely fashion, according to the urgency of the repair and budget available.
7. The member will complete the member responsible work (per Member vs Co-op Responsibility Policy) identified in a timely fashion. If the member chooses not to or fails to do



so in a reasonable time the co-op will arrange for the work to be done, and the member will be charged back for costs.

Effective date: August 5, 2022