

HUNTER ESTATES HOUSING CO-OPERATIVE LTD.

ARREARS POLICY

Type of Policy: Major Policy – This policy can only be passed, amended or rescinded by special resolution at a General Membership Meeting.

Supervising Authority: Board of Directors

1 – INTRODUCTION

According to the Hunter Estates Housing Co-operative Ltd. (“Hunter Estates”) Shareholders’ Agreement, which all members signed prior to moving in to Hunter Estates, the Housing Charge is to be paid in full by noon on the last business day of each calendar month. The designated amount is to be made payable to Hunter Estates Housing Co-operative Ltd. no later than the first day of each calendar month.

2 – DEFINITION

A member is considered to be in arrears if the Housing Charge, or any other monies owed, are not paid by the first day of each calendar month.

PROCEDURE FOR PAYMENT

- 2.1** Payment can be made by cheque, bank draft, money order or debit. **UNDER NO CIRCUMSTANCE WILL THE OFFICE ACCEPT CASH PAYMENT.**
- 2.2** The preferred method of payment is to submit twelve post-dated cheques prior to the end of the financial year for the following year.

3 – MEMBER RESPONSIBILITY

- 3.1** Housing charges must be paid in full.
- 3.2** Any bank fees incurred by Hunter Estates for an NSF cheque will be charged back to the member. After Hunter Estates receives notification of an NSF cheque, late fees will begin accruing retroactively to the end of business on the 1st calendar day of that calendar month. The member will be considered in arrears until the total monies owed are paid in full.

- 3.3** If the member knows that they will not be able to make their housing charge payment by the first of the calendar month the member must notify the office, in writing, at least two business days before the end of the prior calendar month. The member will need to include a brief note about why the payment will be late and state when the payment will be made. This does not exclude the member from paying any late fees.

4 – GENERAL

- 4.1** If housing charge payments are late there will be a **late penalty fee of \$5.00 per day** up to a maximum of one month's housing charge.
- 4.2** A member will be charged the late penalty starting at the end of the first business day of that calendar month.
- 4.3** If a member is in arrears they are considered to be a member not in good standing as described in the Hunter Estates By-Laws.
- 4.4** If a member is late paying their housing charge twice in any calendar year it will be considered a violation of this Arrears Policy and could lead to termination of membership and occupancy rights.

This policy expands on the following By-Laws:

- Section 9.1(a) – Automatic Termination of Membership
- Section 12.12 – Disqualification of Directors
- Section 28.1(b) – Major Policies/Primary Policies

and, to the Shareholders' Agreement

- Section 4(f) – Housing Charge

Arrears Policy