



**Davidson Creek Housing Co-operative Ltd.**

**Sherwood Park, Alberta**

**Membership Information and Application**

# **Davidson Creek Housing Co-operative Ltd.**

## **Our history**

Davidson Creek Housing Co-operative Ltd. was an idea whose time had come! It has fulfilled a long-standing need for attractive and affordable housing in Sherwood Park. Our co-operative was founded in 1988 by a group of single mothers. The project began with an interest survey and the assistance of the various levels of government and the community. A housing cooperative consulting group (Communitas, Inc.) worked with the founding families to help our co-operative become a reality.

Davidson Creek Housing Co-operative Ltd. was incorporated on July 5, 1989, and construction began on January 2, 1990. We are proud to have had input into the design and development of our co-operative and in the development of a “community within a community” here in one of the newest areas of Sherwood Park.

In order to provide needed assistance to many family units whose resources are stretched to the limit, we can subsidize up to fifty percent of our 52 units. The Robin Hood Association for the Handicapped has been a part of our co-operative since its inception, giving opportunity for physically and mentally challenged individuals to become productive members of our community. The Robin Hood Association has contracted five barrier-free units which are dispersed throughout the complex. Ours is a community composed of a mixture of traditional families, single-parent families, handicapped individuals, and retirees – a situation which is encouraged by the absence of a family income limit in our co-operative. One of the objectives of our co-operative from its founding has been to create an integrated community. We try to maintain 35 percent of the units for single-parent families and 10 percent of the units for physically and/or mentally challenged individuals.

## **Housing co-operatives**

What is a housing co-op? It is a legal entity holding title to the buildings and property occupied by its members. Our mortgage is held by First National Financial with the subsidy program administered through the Alberta Government. The co-op is a non-profit organization and is managed by the members of the co-operative through an elected Board of Directors. Because the co-op is non-profit, the cost of housing is kept to a minimum. In return, members are expected to attend regular general membership meetings, contribute a significant amount of time on committee responsibilities, and maintain their units and groups in good order. Each member is required to purchase 40 shares in the co-operative totaling \$1,000. This amount is refundable following move-out provided there are no outstanding liabilities to the co-operative. There is no interest paid on these shares. The co-op is established through the Co-operatives Associations Act and have by-laws similar in nature to those of a condominium complex and is not bound by the provisions of the Landlord and Tenant Act.

## **The process**

To become a member of the co-operative, you must submit an application to the Davidson Creek Housing Co-operative along with a cheque or money order to cover the application processing fee. Applications are then put on a waiting list depending on the size of unit required. As units become available, applicants will be chosen for interviews from the applicable waiting list and approved or rejected by the Board of Directors. If you would like to apply for subsidy, a Subsidy Application will be supplied at the time of interview.

### **Subsidy or non-subsidy?**

How do you know if you qualify for subsidy? The qualifications for subsidy are as follows:

1. Applicants must be Canadian citizens, landed immigrants (independent class), or refugees being sponsored by the government. Refugee claimants on a minister's permit, sponsored immigrants and foreign students are not eligible.
2. Maximum income limits for subsidized households are based on government guidelines for access to affordable and adequate housing. Non-subsidized units have no income limit.

As a general rule of thumb, housing charges for subsidized units are generally about 30 percent of the gross annual income of the household.

### **Davidson Creek Housing Co-operative**

The co-op is located at 156 Darlington Drive, Sherwood Park in the Davidson Creek housing development just off Cloverbar Road between Baseline Road and Highway 16 (the Yellowhead). The co-op offers many features including:

- 2-, 3-, and 4-bedroom townhouses (some mobility units are available)
- self-contained units with 5 appliances (fridge, stove, dishwasher, washing machine and dryer)
- a community centre with a mailbox for each unit
- creative playground (with a basketball hoop in the summer)

### **Area services**

- Strathcona County Transit bus route
- Fire Station on the corner of Clover Bar and Baseline Road
- Close to all amenities

### **Schools**

Davidson Creek Elementary and Lakeland Ridge school are within walking distance.

Children attending other designated schools for our area are bused to those designated schools. For more information on the designated schools, call the County of Strathcona Administration Office at 780-464-8111 or the Catholic School Board at 780-467-8896.

### **Pet Policy**

Pets are welcome at the co-op, but please be aware that there are restrictions on the size, number, and breeds of pets allowed. The full text of our pet policy follows (see APPENDIX F).

### **Garbage**

Garbage must be securely tied in standard trash bags and deposited in the garbage sheds for weekly pickup. In order to keep our garbage sheds clean, each unit is responsible for cleaning one shed on a rotating basis. The cleaning schedule coincides with the regularly scheduled garbage pickup day.

## APPENDIX F PET POLICY

The keeping of pets is not a right, it is a privilege, subject to the overall comfort and safety of the Members, and respect and responsibility of the Member to the Co-op's property.

- A. A household may own one ambulatory pet. Its maximum size at maturity may be no more than 20 inches at the shoulders, with the exception of seeing eye dogs. The pet must be of a good temperament, with no history of vicious behavior, either in the animal itself, or in the breed. The animal must be predictable, not a threat to other members, nor to the Co-op environment. There is no restriction on non-ambulatory pets.
- B. The household will be responsible for the total care of the pet, and all cleanup and disposal of bodily byproducts, both in the home and on Co-op property as a whole.
- C. If a written complaint has been received where a member is not properly disposing of their pet's bodily byproducts, the Board of Directors will:
  - 1. Give the offending member a written warning to correct the situation by a specified date;
  - 2. If the member fails to comply by the date, a \$50.00 (fifty dollars) fine will be assessed;
  - 3. If the feces are still not cleaned up within 24 hours of receiving the initial fine another fine of \$100.00 (one hundred dollars) will be charged and someone will be hired to clean.

If the problem persists, then it is up to the Board of Directors' discretion as to further action (e.g., eviction of pet and/or member.) (Motion passed Nov 22, 2000.)

- D. The pet must be confined to the back yard or remain on a leash at all times when outside of the yard.
- E. Upon move out, any units with pets will be assessed on additional carpet sanitizing fee. (Passed June 24, 1997.)

All pets that require it must have an annual immunization for rabies, which immunization must be verified. All pets must be spayed or neutered as applicable. A deposit, in the amount to be determined by the Board of Directors, must be posted in favor of the co-operative to cover possible damage to the home or common property. This is mandatory for all animals with the exception of fish. The deposit will not earn interest. If the animal is a dog, it must also be licensed to comply with County of Strathcona regulations. [The deposit is set at \$300.00 as of April 27, 1994.]

If the behavior of a pet causes a problem for other members or to the property, whether inside the home or in the common areas, the Member will be held responsible. A member who has a complaint against another member's pet must notify the Board of Directors in writing, stating the nature of the complaint. The Board of Directors and the General Membership shall have the authority to vary the policy on an individual case basis.

*The deposit policy applied to all new members and to those members who obtain a new pet after April 27, 1994.*

# Application for Membership and Housing

Davidson Creek Housing Co-operative Ltd.

## FOR OFFICE USE ONLY – Please do not write in this area

Date received: \_\_\_\_\_

Application fee received: Y N

Bedrooms required: 2 3 4

NACHA receipt: Y N

ALL information contained in this application is confidential and will only be used by the Board of Directors or key committee members. If more room is needed to answer any question, please use additional sheets.

A cheque or money order payable to Davidson Creek Housing Co-operative Ltd. in the amount of \$20.00 must accompany this application. Please do not submit cash. This covers our costs for credit checks, mail outs, information booklets and application forms. It is not refundable.

In cases where there are co-applicants, each question marked with a "\*" must also be answered by the co-applicant if the answers differ at all from those of the applicant. Co-applicants are defined as other adult members of the household who will be living with the applicant (i.e., spouse, adult child, or friend).

NACHA offers information sessions on Co-operatives. **Proof of attendance to one of their sessions is mandatory.** Please include a copy of the receipt from NACHA. For information on when the next session is being held, check the NACHA website ([nacha.ca](http://nacha.ca)) or you can book a session with them directly by calling 780-482-6128.

**PLEASE NOTE:** Your application will not be recorded as received until all information and the application fee is received. If you have any difficulties with this application, please leave a message on our answering machine at 780-464-1013 or email us at [info@davidsoncreek.ca](mailto:info@davidsoncreek.ca). Units may be viewed after interview and acceptance into the co-op. After viewing and accepting a unit, a \$250.00 holding deposit is required (**non-refundable**). Applications will be kept on file for 1 year. It is your responsibility to advise Davidson Creek Housing Co-operative Ltd. in writing of a change of phone number and address.

### \* Personal data

Name of applicant: \_\_\_\_\_  
(first) (middle) (last)

Present address: \_\_\_\_\_ How long? \_\_\_\_\_

City, Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone number: Home/Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Former address: \_\_\_\_\_ How long? \_\_\_\_\_

City, Prov.: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Name of Co-applicant: \_\_\_\_\_

Telephone number: Home/Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Relationship of co-applicant to applicant \_\_\_\_\_

If the co-applicant has had other addresses during the time the applicant was living at the above addresses, please list those addresses and the length of time at each:

Address: \_\_\_\_\_ How Long: \_\_\_\_\_

Other persons who will be residing in your unit (dependents):

Name: \_\_\_\_\_ Relationship to applicant \_\_\_\_\_ Age \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*Current Accommodation information**

(If the information requested below is not the same for each applicant, please provide the requested information for each adult on the back of this sheet).

My/our present accommodation is: Rented (circle) Y N Owned by me/us (circle) Y N Other (describe) \_\_\_\_\_

**\*Other Information**

How many bedrooms will you require (circle) 2 3 4

Does anyone in your household require any special design requirements? (circle) Y N

Please explain: \_\_\_\_\_

Will your unit have a pet? (circle) Y N (Co-op policy allows only one ambulatory pet).

Number of vehicles: \_\_\_\_\_

**If subsidized housing is required, a Subsidy Application will be supplied at time of interview.**

How did you hear about our Co-operative?

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Why do you want to move into our Co-op?

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In what way do you believe you can contribute to our Co-op? (List skills, abilities, past experience, etc). and which committee would you be interested in joining (Membership, Finance or Maintenance)?

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I/We hereby apply for membership in the Davidson Creek Housing Co-operative Ltd. I/We declare that all the information in this application is correct and hereby authorize Davidson Creek Housing Co-operative Ltd. to verify any or all of the information contained herein, and if and when such information is received, to perform credit, bank, and landlord checks at the discretion of our Co-operative.

Date of application: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Co-applicant's signature: \_\_\_\_\_

**Please mail the completed application (pages 5 – 8) and \$20 application fee in the form of cheque or money order payable to Davidson Creek Housing Co-operative Ltd. to:**

**Membership Committee  
Davidson Creek Housing Co-operative Ltd.  
#19, 156 Darlington Drive  
Sherwood Park, Alberta T8H 5L8**

CONSENT FOR MEMBERSHIP

I/We, \_\_\_\_\_, hereby give my/our consent for Davidson Creek Housing Co-operative Ltd. (the "Co-op") to collect the information on this application form for the purpose of determining my eligibility for membership in the Co-op.

I understand that this information will be kept in a secure location and that once it is no longer required for membership purposes, it will be destroyed.

From time to time and with my consent, the Co-op may be required to disclose personal information to outside agencies such as Canada Mortgage and Housing Corporation.

If I have any questions about the Co-op privacy practices, I can contact the Co-op at 780-464-1013 or [info@davidsoncreek.ca](mailto:info@davidsoncreek.ca) who will then direct me towards the Privacy Officer representing the Co-op.

Signature(s):

\_\_\_\_\_

Date: \_\_\_\_\_