

This policy was passed by a majority vote of the directors at their meeting on June 26, 2013.

### **Arrears Committee Policies and Procedures:**

The Arrears Committee is a subcommittee of Trafalgar Housing Coop's Board of Directors, initiated to deal with Co-op Members who have failed to maintain their financial obligations to the Co-op (i.e. Housing Charge.)

It is the philosophy of this committee to uphold the dignity and worth of each member by creating ample opportunities for arrears to be managed amicably. However, the committee has developed guidelines to address more serious problems of default.

### **Procedures:**

#### **General Guidelines:**

Members have one month to pay their Housing Charge. If the Housing Charge is not received by the end of the month, the member is no longer a "member in good standing" and is now in arrears

After a short period of the month following (i.e. 7 days) members will receive a phone call notifying them that they are in arrears and that the arrears committee will be notified if the situation is not rectified immediately.

After three business days, from notification, have elapsed the committee will contact the member to ascertain a plan for payment

#### **Guidelines for Arrears Committee intervention:**

A meeting will be arranged with all members of the unit involved and the arrears committee

A letter of intent will be obtained, signed by all parties

Progress will be monitored each month

#### **Guidelines for moving toward an Eviction:**

Defaulting on a letter of intent, at the discretion of the arrears committee, will result in the Arrears Committee and Board moving for an eviction

The member will receive a Form 1 Notice to appear before the board

Following the meeting with the board a decision will be made to proceed or not with eviction