

OLD GRACE HOUSING CO-OPERATIVE

DONATIONS AND LOANS POLICY

1. BACKGROUND AND PURPOSE

- a. Old Grace Housing Co-op members are committed to an environmentally sustainable lifestyle. They support exploring alternatives to buying newly-manufactured goods if used options (either purchased as used or offered to the co-op by members) would be satisfactory for the co-op's purposes.
- b. This policy describes how decisions will be made when co-op members offer to donate or loan goods to the co-op.

2. ADMINISTRATION

- a. Decisions to accept donations or loans of goods will be made by the Board of Directors unless delegated to the co-op committee or area team responsible for specific common areas.
- b. Where acceptance of an item may increase the co-op's annual operating costs, the offer must be referred to the Finance Committee for review. Examples include:
 - I. items with high energy or water consumption;
 - II. items requiring regular inspection or certification;
 - III. items for which a service contract will be required.

3. CRITERIA FOR SUITABILITY OF DONATIONS OR LOANS

The Board wants to be able to take advantage of members' generosity but also needs to ensure that only suitable items are accepted. They should:

- I. be in good working condition;
- II. be clean and "as new" in appearance;
- III. not represent a bed bug hazard (for example, mattresses, upholstered furniture);
- IV. be of appropriate size/weight for the space available (for example, furniture, storage units, exercise equipment);
- V. be up-to-date in terms of technology (for example, computers, printers, projectors);
- VI. meet current energy efficiency standards (for example, heaters, appliances);
- VII. meet current safety standards (for example, sports equipment, power tools, play structures);
- VIII. be durable enough to withstand 3-5 years of communal use before needing replacement.

4. DONATED ITEMS

- a. Co-op members may donate items to the co-op after consultation with the relevant committee or area team. OGHC is not a registered charity so cannot issue tax receipts for donations.
- b. The *Record of Items Donated or Loaned to OGHC* will be completed for all donations estimated to have a market value over \$500. The signed form will be scanned and kept on file by the Board until the donated item is no longer in use.
- c. Donated items become co-op property. The co-op will pay for any maintenance or repair required.

- d. Donations are understood to belong to the co-op free and clear. Donations may be disposed of by the co-op committee or area team when no longer of use.
- e. Any monies raised by selling donated items will be credited to the committee or area team for their on-going activities.

5. LOANED ITEMS

- a. Co-op members may loan items to the co-op after consultation with the relevant committee or area team.
- b. The Board cannot accept loans of items that are valuable enough to require separate insurance coverage, unless the owner is willing to pay for the insurance premiums for the full duration of the loan.
- c. The *Record of Items Donated or Loaned to OGH* will be completed for all loans, regardless of monetary value. The form documents whether the owner or the co-op will pay for any maintenance or repair costs incurred while the loaned item is on co-op property. The signed form will be scanned and kept on file by the Board until the loaned item is no longer in use.
- d. If a loaned item is no longer needed by the co-op, the original owner will be informed and given 30 days to remove it. If not removed within that time, saving an extension granted by the co-op committee or area team, the item will be considered co-op property.
- e. Members leaving the co-op must give 90 days notice of withdrawal. The member will be assumed to be removing any loaned items upon departure, unless the Board is informed otherwise. Loaned items not removed within 30 days of the lender's departure from the co-op will be considered donations to the co-op.
- f. In the event of a member's death, the Board will provide the executor of their estate with a list of all items on loan to the co-op. Loaned items not removed within 30 days of the lender's suite being vacated will be considered donations to the co-op.

See also next pages: Record of Donation or Loan

OLD GRACE NOT-FOR-PROFIT HOUSING CO-OPERATIVE LTD.

100-200 Arlington Street, Winnipeg, MB R3G 0W6

A scan of this signed form is to be kept in the OGHC Google Drive while the signed original is retained by the committee or team receiving the donation or loan.

Record of Items Donated or Loaned to OGHC

Received by (Committee or Team) _____

Donor Name: _____ Suite #: _____

Description of item(s): _____

☐ I confirm that I have read and agree with the *OGHC Donations Policy*

PART A: DONATION *(check all that apply)*

☐ I confirm that this is a donation to the co-op

☐ I agree that the item(s) may be placed in any common area for use by residents.

When the item(s) are no longer of use to the co-op:

☐ I do not want to be notified.

☐ I want to be notified.

☐ I agree that the item(s) may be disposed of in any way the co-op chooses.

PART B: LOAN *(next page)*

PART B: LOAN *(check all that apply)*

- ☐ I confirm that this item is on loan to the co-op.
- ☐ I agree to pay insurance premiums on this item which is not covered by the co-op's insurance policy.
- ☐ I agree to pay for the cost of any maintenance or repair necessary to keep the item usable.

Other conditions of this loan: _____

When the item is no longer of use to the co-op:

- ☐ I want to be notified. I will arrange for removal within 30 days of notification.

Signed: _____ Date: _____
(Member)

Signed: _____ Date: _____
(for Old Grace Housing Co-op)

Co-op Committee or Team use:

Date received: _____ Photos available: _____

Details of condition on receipt, and any damage noted: _____

