

## Autumn Notes

### WE NOW HAVE A WEB SITE!

We now have a web site dedicated to the needs of our Co-op. The site is located at: <http://norriscrescentcoop.org> *You are highly encouraged to bookmark the site and take advantage of this new resource.*

### NEW OCCUPANCY BYLAW:

We have a new **Occupancy ByLaw** which was approved by the Membership on June 20th, 2016. A copy of this bylaw can be seen at: <http://norriscrescentcoop.org/bylaws.html> It is recommended that you review it along with copies of our ByLaws and Policies located on this page. *Thank you.*

### ASBESTOS:

Please remember to contact staff **BEFORE** making any renovations and/or repairs for details on guidelines and the proper procedures that may be required. This particularly applies if you have a stucco ceiling and report any problems in regards to any peeling or cracks to the Office. *Thank you.*

### GARBAGE & WASTE DISPOSAL:

- Please sort your waste! Garbage into garbage containers, organic waste in **green bins**. Recycling in **blue bins**, etc.
  - Be sure secure your 'garbage' properly so that paper, tins, cups, newspapers etc. so they do not fly about in the wind and making a mess for everyone.
  - Dispose of hazardous waste properly.
  - Flatten and tie cardboard boxes. Failure to do so fills the container with 'empty space' and prevents others from using the recycling bin.
  - If there is no room left in the recycling bin you may place recycling in a **CLEAR** plastic bag on the curb next to the recycling bin.
- ➡ *For more information on garbage & waste disposal you may visit the Co-op's web site for detailed guidelines.*

### PLUMBING & ELECTRICAL REPAIRS:

Please report any and all plumbing and electrical problems promptly to the Office by means of a **Work Order**. *Please do not attempt to do the work yourself!*

### SPEED LIMIT:

**The speed limit in the parking area is 10 km/hr.** This speed limit is in effect to ensure everyone's safety, including children who may be playing in the area. *All members are expected to adhere to this limit and ensure that their visitors do so as well*

### CO-OP APPEARANCE:

All members are encouraged to keep the areas around their buildings in a condition that will reflect pride of ownership. That means not leaving articles or garbage in the area. **Let us NOT forget basic litter!** *Thank you.*

### IMPORTANT NOTICES

#### COMMUNICATING WITH THE BOARD !

If you wish to communicate to the Board please put your concerns **IN WRITING** to the Office and it will be presented to the Board of Directors as a group. *This is standard practice and should be followed at ALL times.*

#### SIDE DOORS & WINDOWS !

The cold weather is approaching so **PLEASE** ensure that the side door of you building and the common are windows are closed so that we do not waste energy. *Thank you!*

#### GREEN BINS !

**Please use your green bins!** New **green bins** were delivered to each building on October 25th. Please use them for all your organic waste such as food scraps such as apple cores, eggshells or expired leftovers. Please **DO NOT** place it in your Garbage or your **Blue Bin**.

#### MAINTENANCE PHONE !

The maintenance phone is for '**emergencies**' **ONLY** during office hours. During this time contact the Office and remember, to fill out a work order. *Thank you.*

#### OFFICE HOURS

Monday:	2:00 to 5:00pm
Tuesday:	CLOSED
Wednesday:	2:00 to 5:00pm
Thursday:	CLOSED
Friday:	10:00 to 1:00pm
Weekends	CLOSED