



## **PURPOSE**

The purpose of this policy is to provide residents of Helen's Court Housing Co-op (the "Co-op") with policy and procedures for the use of the garage. This policy is administered by the Maintenance Committee.

## **POLICY**

The primary purpose of the garage is to provide a safe and clean place for the residents of the Co-op (members and their dependents, roommates and subletters) to park their insured, operational, and regularly used vehicles (cars, trucks, motorcycles, and bicycles).

Use of the garage shall be co-operative and must comply with all Co-op policies, municipal bylaws, provincial regulations and federal law.

Members are responsible for the conduct of their dependents, roommates, subletter and visitors in the garage.

## **ELIGIBILITY FOR PARKING**

To be eligible to park in the garage, residents must use their vehicles regularly, in order to maximize availability and prevent underutilization of parking spaces. A "regularly used" vehicle is defined as one that is insured, operational, and driven at least **once every 30 days**. Residents may be asked to provide proof of regular use at the request of the Maintenance Committee, at any time.

Spaces are not to be used for long-term storage, abandoned vehicles, or vehicles that are not in working condition.

In some cases (e.g., illness, travel), an exception to the "regular use" requirement may be granted on a temporary basis. Requests for such exceptions should be made in writing to [garage@helenscourt.org](mailto:garage@helenscourt.org).

## **ASSIGNMENT OF PARKING SPACES- PROCEDURE**

Residents of the Co-op are not automatically ensured a parking space as there are fewer parking spaces than units. Wherever possible, one parking space will be allocated to every unit with an operating motor vehicle.

The Co-op also dedicates parking spaces to serve community needs as directed by the membership. Community needs for garage space evolve over time (e.g., bicycle parking, shared community/guest parking, electric vehicle charging, recycling, etc.). Parking spaces allocated for community needs are as follows: one for recycling, one for shared community/visitor parking, and two for bicycle parking. Any changes to the spaces to serve community needs (number of spots or purpose) must be voted on by the membership.

To request a parking spot, a written request must be made to [garage@helenscourt.org](mailto:garage@helenscourt.org). Once a parking spot has been allocated, the resident must inform the Maintenance Committee of the make, model, year and colour of their vehicle, and if they:

- No longer require a space;

- Would like a different parking space;
- Would like to trade a space with another resident;
- Have a concern about their parking space;
- Change their car; or
- Wish to store their vehicle in the garage for more than six months.

If, after every household with an operating motor vehicle has been assigned one space and community needs have been met, there are additional spaces remaining, residents may apply for (an) additional space(s). The number of parking spaces per household shall not exceed the number of resident licensed drivers per household. When assigning additional spaces, priority is given as follows:

1. Residents with disabilities or whose special circumstances require accommodation for parking.
2. Resident members over non-member residents (dependents, roommates and subletters).
3. Dependents over roommates and subletters.
4. Roommates over subletters.

If demand for parking spaces exceeds supply, households with more than one parking space may be required to give up a space if a household without a space needs one. At least one week's notice will be given to the household giving up a space. Parking privileges for additional spaces will be rescinded in the following order:

1. Subletters
2. Roommates
3. Dependents

All else being equal, a lottery will be held to assign all spaces not being used as primary parking spaces or for community need. If demand for primary parking spaces exceeds supply, the Maintenance Committee will maintain a waitlist. Residents on the waitlist will be ranked by the date and time of their request.

## **COMMUNITY PARKING SPACE**

Residents who use the community parking space must follow the sign-up and etiquette procedure posted in the community parking spot.

## **VISITORS**

Residents may allow their visitors to park in their allocated parking space(s) or in the community parking space. Members are responsible for their visitors.

## **COMMUNAL BIKE PARKING**

Parking in the communal bike parking area is by assignment only. The communal bike parking area is for bicycles and bike trailers. There are a limited number of spots that can accommodate bike trailers and e-bikes due to size.

Residents in units with an assigned vehicle parking spot(s) are encouraged to park their bikes in their parking spot(s). Residents may request bars and/or bike hangers to be installed in their parking spots by writing to [garage@helencourt.org](mailto:garage@helencourt.org).

To request an assigned space in the communal bike parking area, residents must make a written request to [garage@helencourt.org](mailto:garage@helencourt.org) including the make, model, and colour of their bike. Once a bike parking space has been allocated, the resident must inform the Maintenance Committee if they:

- No longer require a space;
- Would like a different parking space;
- Would like to trade a space with another resident;
- Have a concern about their parking space;
- Change their bike; and
- Wish to store their bike in the garage for more than six months.

When assigning spaces, as there are fewer bike spots than bikes, priority will be given as follows:

1. Residents that use their bikes for regular commuting and do not have a vehicle space assigned to their unit.
2. Residents that do not have a vehicle space assigned to their unit.
3. Residents that use their bike for regular commuting and have a vehicle space assigned to their unit.
4. All other residents.

At least once every two years, the Maintenance Committee will conduct an inventory of bicycles and bike trailers in the communal bike parking area. Any items that are prohibited or not accounted for will be flagged for removal and residents notified. Residents will have thirty days to remove flagged items. Any items that remain flagged and unaccounted for after 30 days will be disposed of.

## **UNAUTHORIZED PARKING**

All unauthorized vehicles parked in the garage, the fire lane or the back alley are subject to towing without notice. Any resident can call a towing company for a vehicle parked illegally outside the garage, but the resident should first check with the Maintenance Manager or Handy person to ensure the vehicle does not belong to a visiting tradesperson. For unauthorized vehicles parked in a resident's designated spot or in an unauthorized area inside the garage, the resident must ask a member of the Maintenance Committee or the Board to arrange towing.

## **OTHER ACTIVITIES IN THE GARAGE**

### **Vehicle Maintenance:**

Basic vehicle maintenance is permitted in the garage only when it is carried out in a safe fashion that is considerate of neighbours and presents no risk of harm to someone else's property. Residents are expected to exercise common sense by only undertaking basic vehicle maintenance tasks for which they are suitably trained. Vehicle maintenance may be performed only in the resident's assigned parking space.

The following activities are NOT permitted in the garage under any circumstance:

- Any activity involving an open flame (including a torch) or spark;
- Running a vehicle's engine for more than 5 minutes;
- Painting, particularly where spray paints are used (touch ups are permitted);
- Sanding;
- Grinding; and/or
- Washing vehicles (or any activity that would result in water running into the drain). This is a city bylaw.

### **Hobbies & Projects:**

Projects, such as painting or woodwork, may be carried out in the garage, so long as nothing is left in the garage overnight and any messes are cleaned up immediately. Paint, wood shavings, and sawdust are a particular concern for fire, and must always be used and cleaned up with care.

Residents without assigned parking spots who wish to use the garage for projects can arrange with another resident to use their space on a day-by-day basis.

### **Battery Charging:**

Charging car and e-bike batteries can be dangerous and result in fires, explosions, and the release of harmful chemicals. Members who charge car, e-bike, and/or similar batteries at HC, whether in the garage (recommended) or in their units, must take the utmost care to do so carefully. If charging batteries in their units, residents must ensure exit(s) are clear. When charging batteries, members must:

- Follow the manufacturer's instructions for charging, storing, and maintenance;
- Use chargers that shut off automatically once charging is complete; and
- Never use modified batteries or chargers.

## **CLEANING UP SPILLS**

Residents must clean up any fluids, leaks, spills, etc. for which they are responsible, immediately. The Maintenance Committee will supply and maintain a spill kit for the garage for residents to use.

## **SMOKING IN THE GARAGE**

In accordance with the Co-op's *Clean Air Policy*, smoking and vaping are not permitted in the garage.

## **OTHER ITEMS IN THE GARAGE**

The primary purpose of the garage is to provide a safe and clean place for the residents of the Co-op to park their operational and regularly used vehicles. In addition to their vehicles, residents may store the following vehicle-related items in their designated parking spot(s) so long as the items do not replace or impede vehicle parking. This list is inclusive:

- Bicycles, tricycles and scooters.
- Bike racks, roof boxes and roof racks.
- Car seats.
- Strollers and bike trailers.
- One metal, fully enclosed vehicle trunk/truck bed storage box no larger than 4' long, 2' deep and 2' high.

A limited number of non-motorized, non-plastic, non-wood, personal watercraft may also be stored in the garage with permission from the Maintenance Committee. Non-motorized personal watercraft must be stored in accordance with BC Fire Code (do not obstruct the sprinklers, are not stacked, secured in place and can remain in place during a fire without affecting aisles and means of egress). Residents may not store additional items inside their watercraft.

Overload must be avoided, items secured, and basic measures of good housekeeping observed. Whether a particular storage arrangement constitutes overload is determined on a case-by-case basis. Residents may not store any other items in their parking spots.

## **CURFEW**

The garage is a common area, and therefore the existing Co-op curfew for noise applies

## **BREACH OF POLICY**

Upon failure to adhere to Garage Policy, the resident responsible will receive a written notice of warning giving a time frame for a solution to occur and outlining the resident's responsibilities according to Garage Policy.

If the resident meets the conditions within the approved timeline, then no further action will be taken.

If the resident has not complied or approached the Maintenance Committee with a written explanation and suggested viable solution within the allotted time frame, or goes on to breach the policy repeatedly, then that resident is considered in breach of policy.

In this case, the matter will be forwarded to the Board with a suggested course of action which could result in towing and/or the loss of the resident's parking privileges.

## **LOSS OF PARKING PRIVILEGES**

If a resident repeatedly breaches Garage Policy, even if that resident resolves each problem after being informed by the Maintenance Committee, the Committee may recommend to the Board that parking privileges be revoked.

If a resident breaches Garage Policy and fails to resolve the problem after being informed by the Maintenance Committee, the Committee may recommend to the Board that the resident's parking privileges be revoked.

In all cases, once a resident's parking privileges are revoked, the resident must remove their vehicle(s) from the space within the time frame given. Failure to do so may result in towing. If a resident wants to re-apply for parking privileges, they must do so, in writing, directly to the Board.

## **COSTS PASSED ONTO RESIDENTS**

Any costs incurred by the Co-op in carrying out Garage Policy, such as waste removal costs, will be passed on to the resident.

## **ELECTRIC VEHICLE CHARGING**

### **About Electric Vehicle Charging at the Co-op**

In 2022, in response to community interest, the Co-op took advantage of a BC Hydro rebate programs to install two electric vehicle (EV) charging stations in the garage. They are level 2 Flo charging stations designed for residential use. The coop opted for residential chargers to avoid costly monthly subscription fees and a 10% surcharge on power costs.

The Flo chargers generally take an EV from 20% to 80% power in about eight hours. A full charge (10% to 100%) will take roughly 14 hours depending on the battery size.

Whereas the residential chargers are less expensive than commercial chargers to operate, Helen's Court does not have the ability to individually monitor and outsource direct billing to Flo. As such, EV charging policy is designed to share monthly costs between households who use the chargers.

### **Becoming approved to use the EV chargers**

To be approved to use the EV chargers, the resident must send their request for approval and the following information to [garage@helenscourt.org](mailto:garage@helenscourt.org) and the Finance Committee:

- Name
- Unit #
- License plate number
- Make & model of EV

Residents may not charge their EV in the garage until they have both Finance Committee and Maintenance Committee approval to do so. Charging without being approved is considered a breach of policy and may result in loss of parking and charging privileges.

### **Obtaining an EV-designated parking spot**

The Co-op has two charging stations that can service EVs across seven parking spots. Eligible residents with EVs wishing to charge in the garage will be assigned parking spots that have access to an EV charger. When the Co-op has more than seven EVs, this policy will be revisited.

### **Using the Chargers**

Once approved, the resident will be assigned an EV-designated parking spot. Then, they can simply plug their EV into the charger as needed. Residents may not use any other method of charging in the garage (i.e., plugging into regular wall socket power outlets).

Guests are not permitted to use the Flo chargers.

### **Billing**

Costs associated with EV charging are shared by the residents who use the EV chargers. Residents who use the EV chargers will be billed according to a procedure set by the Finance Committee. Failure to pay for costs associated with EV charging will result in loss of charging privileges.

### **Charging Electric Scooters and Bikes**

Households with electric scooters or e-bikes may use regular power-point chargers in the garage or in their units, following the principles of safe charging as previously outlined, without contributing funds. At the time of writing, these charges are minimal. If an issue presents itself this policy will be revisited.