

The CRCA Hand Book

Welcome to the Co-op!

The Co-op is formally known as the Campus Residence Cooperative Association (CRCA). It resides in two Edwardian houses that were built in 1910. The Co-op, established in 1967, is the oldest housing cooperative in B.C. It was founded by a group of radical Simon Fraser University students who desired a new, communal style of living.

Known as a "commune" in the early days, the Co-op it has evolved to reflect the changing times. Individuals from all lifestyles live here; our residents range from student to professional. There are also a variety of occupancies, including singles, couples, and parent/child.

The common denominator among all Co-op members is a desire to live in a shared environment. There are great benefits to living in such a "network", as well as difficulties involved in running a household with many people. We hope that for you, Co-op living will be a unique and rewarding experience.

A. Becoming a Member

When a room becomes available, Co-op members first deal with internal room shuffles. Then the membership selects an applicant from the housing list, or places an advertisement for more applicants.

The house votes on whether an individual may move in for a four-month probationary or trial period. A trial member can move in after they pay a security deposit (one month's rent), rent, and provide a number of post-dated rent cheques.

1. Trial Membership

The purpose of trial membership is to allow Co-op members to assess a potential member.

- a) Is the trial member able to perform regular Co-op duties?
- b) Do they make an extra effort to contribute?
- c) How do they get along socially?

These are all concerns that Co-op members will have.

After a period of approximately two months, there is a trial membership review. Co-op members meet to share their assessments of the trial member. The general content of this review is communicated to the trial member via their Buddy. If there are any problems, the trial member then has the opportunity to address those concerns before the final membership vote.

Approximately four months after the review, Co-op members vote on whether the trial member can become a full Co-op member. If there are doubts about the trial member, the probationary period may be extended. Trial membership can be revoked at any time during the trial period. For example, if a trial member goes into arrears this could result in immediate termination of the trial period.

Note: Membership is a serious issue. It is important that any concerns a member has about a trial member be brought forward as soon as possible. These concerns will be taken seriously.

When someone becomes a full Co-op member they must pay the secretary-treasurer a \$1.00 membership fee. Full Co-op members may be subject to a membership review if there are problems between them and other Co-op members.

2. Buddies

When a trial member moves into the Co-op, they are assigned a Buddy. The Buddy's job is to help the trial member settle into the Co-op, and to act as communicator between the trial member and other members. If, as a trial member, you have any questions or concerns about Co-op living, ask your Buddy. If members have concerns about you at any time during the trial period,

they may talk to your Buddy, who will then inform you of those concerns. If you are unaware of having a Buddy, bring this to the attention of Co-op members.

B. Obligations of a Member

There are great advantages to living at the Co-op. One of which is a very inexpensive place to live. As well, there is probably less required of you here than when you lived on your own or with fewer people. Instead of having to do all of the household chores, you only have to do a few, because many people share the chores. The Co-op is a generous place. In return, there is a minimum required of all Co-op members. If you shirk these duties, people will probably get mad at you (or at least grumble). Regular neglect of Co-op duties is grounds for a membership review.

1. Paying rent on time (the assessments we pay encompass much more than rent, but for the purpose of this manual the term "rent" is used throughout).
2. Cooking or cleaning on one of the daily teams.
3. Saturday cleanup.
4. Bathroom cleanup.
5. Special committees or areas of individual contribution.
6. Attending house meetings.

These are not an option, but an important part of being a member.

1. Rent

Rent is based on room size. Your monthly rent includes: food, utilities, laundry, cablevision, Internet, household products (toilet paper, cleaning products, etc.), and a shared phone. You may wish to add extra services to your room, such as a private phone. You must pay for this yourself.

Rent is due on the first of the month. You are required to provide a number of post-dated cheques to facilitate the job of the rent collector. You will be advised where to leave your rent-if not, please ask. A security deposit equal to one month's rent is also required.

If you intend to move out, one month's notice is required (i.e., from the first of one month for departure on the first of the next month). Post a notice stating the date you are giving notice for as well as the date on which the notice is posted. If notice is not received in writing by the first of the applicable month, you will be charged for the month.

If you plan on being late paying rent, you must explain why, and when you will be able to pay rent, at a house meeting prior to going into arrears. If you cannot attend a meeting, post a notice on the stash fridge with the aforementioned explanation. Note: going into arrears is not a luxury

of Co-op living. It is a last resort. It will be very uncomfortable for you. Also, it drains our finances. Abuse of this can lead to review and expulsion.

2. Cooking/Cleanup

Co-ops cook or do dinner clean-up one day per week on a team of three or four. Cooking/cleaning teams may divide the duties to suit their own schedules. The required tasks are:

Select menu and order vegetables: ordering form is posted on the big fridge. Specify the quantities you need. Order must be filled prior to Saturday, when veggies are purchased. The need for extra "house" produce will be determined by buyer.

- Tidy up the kitchen if necessary
- Prepare and set out the meal
- Save meals for anyone who has so requested
- Ensure tables are ready
- Put away leftovers in covered containers (not in pots), labelled with contents and date
- Wash and put away all dishes, pots, etc.
- Wipe tables and counters, put up chairs
- Clean stove
- Sweep and mop kitchen and dining room floors
- Take out garbage and compost
- Do kitchen laundry

Please note:

- Dinner is served between 5:30 and 6:00 pm, Sunday through Thursday (may be later on Sundays).
- Other than Vegan foodstuffs, we do not accommodate special diets (ie: concerning allergies, intolerances).
- Co-ops wash their own dishes and put them in the sterilizer rack.
- Large cooking knives do not go in the sterilizer, for reasons of safety. Rinse and put away.
- If something is out or running low, add it to the storeroom shopping list.
- Return any unused canned goods, onions, potatoes etc. to the storeroom.
- Never leave pots, plates etc. on the stove. The pilot lights are too hot for this.
- Do not wash cast iron with dish soap; soak as little as possible. Dry cast iron on stove and then coat with inexpensive oil. This will preserve finish and prevent rusting.

3. Saturday Cleanup

You need to do Saturday kitchen cleanup with a team approximately every six weeks. Check your team number on the kitchen corkboard and calendar. (If you are unable to clean one weekend -- you are sick or going out of town, for example -- ask someone from another team if they will temporarily switch with you). Confer with your partners as to how you will divide the tasks:

- Dishes: Wash, sterilize and put away all dirty dishes.
- Sinks: Scrub and rinse sinks and under sterilize trays. Wipe outside of sinks and sterilizer.
- Fridges: (Large) Discard previous week's food, wash veggie containers and inside and outside of fridge, (Tiny) wash inside and out.
- Stove: Clean top, back, shelf and cooking surface. Replace foil on surface beside sink, under burners, and in ovens.
- Toaster: Wipe outside surface and remove crumbs from inside.
- Microwave: Wipe down the inside and out.
- Counters & Tables: Wash and tidy counters and tables.
- Vegetables: Clean crisper bins. Put away vegetables in cellar and in crisper bins. Organize cellar veggie area; throw out rotting fruit etc.
- Storeroom: Tidy, sweep and wash floors. Throw out any dead mice and reset traps.
- Boxes: Break down boxes and put beside Rice fridge in corner of basement.
- Laundry: Wash, dry, fold and put away tea towels and tablecloths.
- Floors: Put up chairs. Sweep and mop floors as for after the evening meal.
- Garbage: Take out garbage. Disinfect container if necessary. Wipe wall behind garbage.
- Other: Notice any extraordinary contribution you can make, such as organizing inside cupboards and drawers, arranging spices, etc.

4. Bathroom Cleanup

There is a calendar in each bathroom with a cleaning schedule. Your week is marked.

At least once during your week:

- Clean and sanitize all fixtures
- Clean shower enclosure, including doors if there are any
- Sweep and wash floor
- Empty garbage
- Do any other miscellaneous cleaning
- Task may include cleaning the hallway... consult your neighbours for details
- Make sure there is enough toilet paper at all times.

Bathroom notes:

- Do not flush anything except two-ply toilet paper down the toilet, or we may have plumbing problems.
- You must provide your own bathroom soap, shampoo, etc.

5. Committees and Contributions

All Co-op members are appreciated for their level of contribution. As a trial member, you are judged by what and how much you do. You may be unsure of what you should do. Ask around about what needs doing -- there is always something! What skills do you have to contribute? Pick a combination of jobs that best suits your abilities, or take on a project. Take the initiative!

You may also be unsure of how much you should contribute. Notice how much time and effort other members put into the Co-op. It takes a lot of work to keep these houses running.

The following is a list of Co-op committees and jobs:

- Cheque Signers: Divided into writers, who "cut cheques", and two signers, whose signatures allow payment of goods and services the Co-op require.
- Offices: At the Annual General Meeting (AGM) the following positions are chosen: President, Vice-President, Secretary, and Treasurer.
- Finances: Budget/record, financial statements, tax preparations. (See Austerity)
- Housing: Keep housing list of potential members, post vacancies, interview applicants.
- Renovations: Electrical maintenance, Plumbing repairs, Carpentry.
- Food: Responsible for purchasing within set budgets: Bread, Produce, Bulk food, and Meat.
- Chair & Secretary: Call bimonthly meetings, AGM, record minutes, policy changes, and mediate meetings.
- Austerity: Spending watchdogs
- Vermin: In the late Fall our little friends return for more traps and poison
- Rent: Deposits rent cheques, keeps track of arrears, and makes a monthly spreadsheet.
- Turnkey: Keeps copies.
- Ongoing: Cleaning of a particular area: T.V. room, Living room, Library, Laundry room, Kitchen (extra work).
- Yard: Lawn mowing, pruning (see Composting), tidying Patio, shovelling or sweeping sidewalks.
- Recycling: The CRCA recycles cardboard, newspapers, mixed paper, tin cans, and plastic bottles.
- Parking: Keeps the path clear for garbage day, discourages park-n-dash.
- Petty cash: Reimburses some food and emergency items.
- Sally Ann: Boxing up, putting out, calling.
- Internet: Ongoing " installation of in rooms.
- Composting: When you see the bucket of vegetable scraps is full, take it outside, dump it, and return.

6. House Meetings

The two houses meet for democratic meetings bimonthly, at 7:00 on Sunday and Thursday nights. The schedule for meetings is on the kitchen calendar. An "M" denotes meeting nights. There are not usually meetings during July, August, and Christmas vacation, since a significant number of people are vacationing. The date of the Annual General Meeting (AGM) is posted well in advance.

All Co-op members and trial members must attend house meetings and are expected to participate.

Before the meeting, an agenda is available in the kitchen. You may add agenda items (with your name) that you deem necessary. Categorize your item as one of following:

- Announcements: a general announcement.
- Action Items: an item that needs immediate attention.
- Motion: a proposal to take action or vote on an item.
- Notice of Motion: (some motions require that notice be given to members before hand.)
- Discussion: discussion of an item before further action is taken.

Meeting procedure is based on *Roberts Rules of Order*.

The chairperson calls the meeting to order, and the agenda proceeds as follows:

- 1) Announcements
- 2) Old Minutes
- 3) Action Items
- 4) Membership Issues
- 5) Motions
- 6) Discussions

The chairperson will ask individuals to speak to any items they have written on the agenda. After each item, other members have a chance to comment and ask questions. They must first raise their hand to indicate they want to speak. The chairperson will ask individuals to speak when it is their turn. Please do not speak out of turn or interrupt others when they are speaking. Brevity is appreciated.

A procedure used mainly during membership issues to determine everyone's opinion is the swing-around or "talking stick". A member on either side of the chair is asked to speak their mind (uninterrupted) on the subject. Then the next person speaks, and so on, until everyone has had a say. In this manner the concerns and opinions of all present are brought to the table.

Voting is usually done by a show of hands, except for membership votes, which are done by ballot. Members can vote for or against, or abstain on an issue. If you cannot attend a meeting at which you would like to vote, you can vote by proxy (having someone else vote for you). Trial members cannot vote on any issue.

If you are unable to attend a house meeting, it is courteous to inform the chairperson in advance. If you miss a meeting, check the minutes afterward (they are available in the kitchen); you may have missed an important announcement or a policy change. (Archives of house meeting minutes are on file, although our long-term records are by no means complete).

Participating in house meetings is your opportunity to have input into policies and other decisions. As they say, if you were not there to cast your vote, there is little point complaining about the outcome.

C. Living Together

1. Subletting

The sublet of a room must be approved at a house meeting. A member who is subletting is responsible for paying rent to the Co-op, not the subletter. The member is also responsible for all actions of the subletting person (i.e.: any monies owing against the room for outstanding rents or damages).

2. Guests

Members may have guests stay at the Co-op. Each member has the equivalent of 3 free guest days per month. After that time, guests are charged \$13/ day. Free guest days can be used in a variety of ways. For example:

- If a member has 2 guests stay for one night, this uses up 2 free guest days. If the 2 guests stay for another night, this uses the final free guest day, and one daily fee must be paid as well.
- A member may have one guest stay for free one night. Later in the month, the member may have another guest stay for free for 2 nights. This will use up the 3 guest days. Etc.
- A guest can be the guest of 2 members. The guest can then stay for free for 6 days.

Children under the age of 2 stay for free. Ages 3-12 pay 10% of \$13 for every year above the age of 2 (e.g.: Age 7: $7-2=5$, $5 \times 10\%=50\%$, 50% of \$13= \$6.50/ day... got it?).

Any overpayment made by a guest will be taken as a generous tip. We will not keep records of overpayment beyond the month of payment. The guest fee is to pay for food. This rate applies whether the guest stays in a member's room or in an available guest room. The guest room may be rented out on a daily, weekly, or monthly basis.

3. Eating Guests

- If you would like to have guests for dinner, ask the cook first if there will be enough food. The priority is to feed Co-op members first.
- You can have a plate saved if you anticipate being late for a meal. Ask the cooking team to do so.
- If you want to save a serving of leftovers for yourself, wait until a couple of hours after dinner. This will ensure there is enough food for latecomers.

4. Personal Food

There is a stash fridge, freezer and cupboard for the storage of personal food. Always label your food with your name and the date. Putting a date on your food will help those attempting to clean old food out of the storage areas.

If you use the stash fridge:

- Do not store food in Co-op dishes or pots. These are required in the kitchen.
- Do not keep food in large bags that are visual obstructions.
- Label your food with the name and date, or it will be thrown out.
- Throw out your old food.
- Since there is limited space, do not store items that do not require refrigeration.

If you store food in the cupboard, you must keep it in your own mouse-proof container and labelled with your name. All Co-op food must be mouse-proof - even dirty dishes in your room can attract mice.

Food left out in the kitchen, in the main fridge, or improperly stored may "disappear". Be warned!

5. Reimbursements

There is a Petty Cash fund for the reimbursement of certain purchases. Petty Cash is used exclusively for:

- Items necessary to the immediate functioning of the household.
- Food items required for a Co-op dinner or to replenish a staple item regularly purchased by the Co-op.

Do not ask the Petty Cash to reimburse:

- Items, or materials, for individual use.

- Materials meant for someone's personal renovation or addition to their private living space.
- Items for the Co-op that are not deemed emergency items.
- Items over \$30.

To be reimbursed by Petty Cash, you must submit your receipts within the same month of the purchase. Write your name, the item of purchase, and what the item was for, on the receipt and post it on the Petty Cash bulletin board. When paid you will get a stub. Sign the stub and leave it on the Petty Cash bulletin board. For a purchase that is outside the Petty Cash guidelines, you must first get approval at a house meeting. If you make a purchase before getting house approval, you may not get your money back.

The Co-op will often reimburse the cost of renovations to private rooms. If you are interested in doing such renovations, bring this up at a house meeting beforehand.

6. Laundry

The Co-op has survived a long time with a limited laundry facility. This is only possible if everyone co-operates and is fastidiously courteous about the laundry room. Here is the Laundry Policy:

- Members may book at maximum a two-hour block, or two one-hour blocks, per week. There should be a "blank" hour before and after each block. A member may also do laundry anytime that is not booked.
- The time marked "H" is reserved for kitchen laundry.
- No member is entitled to do laundry during another member's time block without explicit permission each time. This includes use of the washer and dryers.
- Any member who, during their time block, finds another member's laundry in either machine may remove it and set it aside carefully.
- If there is wet laundry in the washer, transfer it to a dryer. Do not leave laundry sitting out wet unless there is either a sign indicating not to put it in the dryer, or it is during your time block and you need the dryer. In case of the latter, put the wet laundry in the dryer when you are done.
- When you remove someone else's laundry from the dryer, consider folding it or at least laying it flat.
- Do not cram the washing machine full of clothes; leave some space between the top of the machine and your clothes.
- Do not use more than a quarter cup of detergent.
- Since there is limited space in the laundry room, please remove your finished laundry immediately.

7. Shared Phone

- Local use of house phones is included in your rent. Long distance calls are not possible on house phones.
- Taking messages is usual. You are not obligated to go running after people if there is a phone call. It also is legitimate to tell a caller that the person they are seeking may be in the other house. Since both houses share the same line, ask the caller to call back and then let it ring next door.
- You are responsible for retrieving your own messages from the answering machine.

8. Library

The library is for everyone's use. If you would like to reserve the library (i.e.: for a social gathering), post a notice stating the date and time on the stash fridge or library door. Enjoy the gas fireplace, but please turn it off when you are done (gas is very expensive).

9. T.V. Room

The T.V. room is equipped with Cable and a VCR. You may reserve time to watch a program or video by posting a notice in the T.V. room or kitchen.

10. Storage

The Co-op has limited storage space. If you are interested, ask if there is any space available. You will probably have to wait for a space to open up. You might want to consider renting a storage locker.

11. Sally Ann

The Sally Ann box is located at the bottom of the basement stairs in 607. Any items in this pile are up for grabs. Items left in other common areas of the Co-op belong either to individuals or to the Co-op and are not up for grabs (this includes furniture). If you are cleaning up and would like to remove abandoned items, try to find the owner first (by using signage, for example). If nobody claims the items, deposit them in the Sally Ann box. Do not put garbage or strictly recyclable material in the Sally Ann box. After looking through the Sally Ann pile, please leave it in a tidy state.

12. Security

Your security at the Co-op is a priority. If you have concerns about the security of your room, bring this to the attention of the Renovations Committee. Use your own discretion in locking your room-just because you are in a secure building does not ensure it is safe to keep your door unlocked. Do not hand out the outer door code.

13. Respect

Please keep it down between 11pm and 9am (this includes: music, showers, cooking, yelling, running)-- members are sleeping. During this time, do not use the main stairwell in 609 or any showers except the basement shower in 607. There should be no incoming calls on the house phone after 11pm, unless it is an emergency.

Please remove your shoes before walking on carpeted areas. This will help preserve the carpets and increase awareness of the collective conscience, i.e. "We are the House."

Smoking is not allowed anywhere inside the houses.

You must use the kitchen fan when cooking. Fumes and smoke tend to permeate the house and can aggravate health problems.

14. Safety

- Do not keep open flames (such as candles) in your room.
- Do not leave your children alone or unattended.
- There is a first aid kit with Band-Aids, an Epee-pin kit, and instructions, located above the garbage can in the kitchen.
- Do not put flammables (i.e. boxes, clothing, paper) near, above, or around furnaces in either house.
- Fire extinguishers and escape instructions are located on every floor. Familiarize yourself with their location. Our fire drill meeting place is behind both houses in the back alley (Liverpool).
- If there is an emergency, pull the fire alarm. Ring the dinner bell. If necessary, do not hesitate to call for help: Dial 911. Seek help from nearby neighbours, the churches, or the cop shop on 6th St. and Columbia. Remain Calm. Help is on the way.

15. Survival Tips

For a successful co-operative experience, it is helpful to have pursuits and relationships outside of the membership. Get out for a walk at least 3 times a week. Drink plenty of water. Do not take it too seriously; laugh. Moreover, remember the rules of mediation:

- No Accusing
- No Blaming

- No Criticizing

16. The Co-op LAN

1. You will need to install a NIC, or, Ethernet, Card. Get a phreak to help if you are not familiar with this.
2. Go to your Control Panel directory (double click "My Computer" icon on desktop, then "Control Panel"), choose "Network", and then click the "Add" button. Choose "Protocol" in the left-hand box, then "Add". In the next window, choose "Microsoft" and on the right hand scroll down to NetBEUI. Click "OK".
3. " On your desktop, double-click "Network Neighbourhood" to see who is on.
4. C:\WINDOWS\WINPOPUP.EXE is where the windows LAN messaging program is. Winpopup allows one to leave messages to the workgroup or computer user. If you put it in your "Start-up" folder it will always be on.

Campus Residence Cooperative Association

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