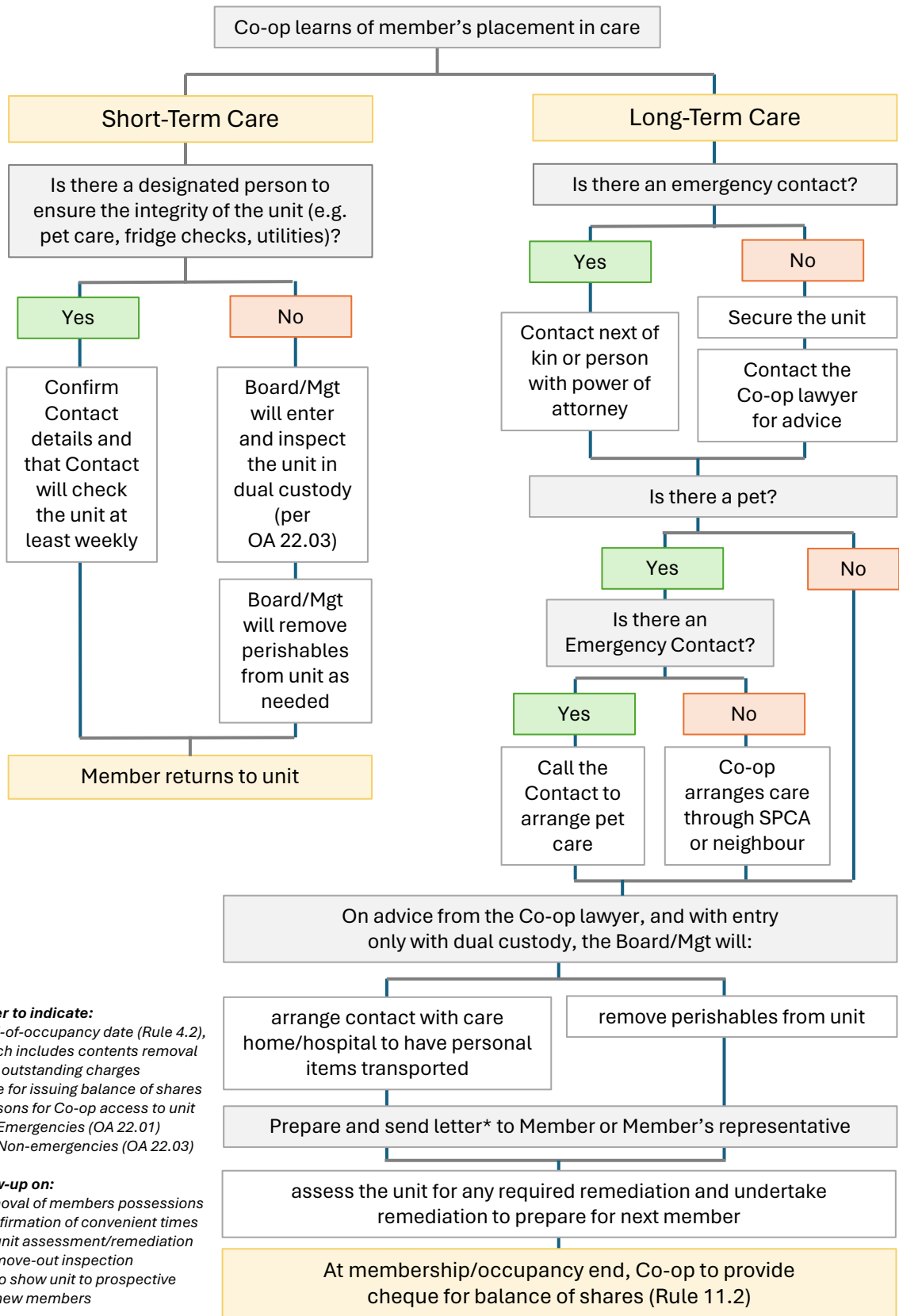


Procedures when a Member is Placed in Care: Flowchart



*** Letter to indicate:**

- end-of-occupancy date (Rule 4.2), which includes contents removal
- any outstanding charges
- date for issuing balance of shares
- reasons for Co-op access to unit
 - Emergencies (OA 22.01)
 - Non-emergencies (OA 22.03)

Follow-up on:

- removal of members possessions
- confirmation of convenient times
 - unit assessment/remediation
 - move-out inspection
 - to show unit to prospective new members