

MEMBERSHIP HANDBOOK

A **Membership Handbook**, loose-leaf binder, is given to each Member upon moving into the Cooperative.

The binder should also be used to store all Cooperative documents such as the Membership Certificate and the Occupancy Agreement.

As policies are updated, an email will be sent to each Member. Any Member that does not have an email address on file with the Office, a letter will be sent. Any Member wanting an updated hard copy, will need to contact the Office.

A copy of the handbook is also available on the Highlands website. www.highlandscoperative.com.

The policies can be found on the website by clicking the Policies and Procedures tab and then click on the Handbook tab. A page will open with buttons from A – Z. Click on the appropriate button and a list of policies will appear. Click on the policy name and the policy will open.