

Policies (Consensed) Highlights

These are the top **consensed** policies. Please ask a member or someone at our management company for a complete list.

Bicycle Parking Allocation Policy

Goals

ESTABLISH GUIDELINES FOR THE MAINTENANCE AND USE OF BICYCLE PARKING AT EVC;
ESTABLISH A POLICY WHEREBY EXISTING BICYCLE PARKING SPACES ARE USED BY RESIDENTS IN A MANNER CONSISTENT WITH THE EVC MISSION STATEMENT; and
CODIFY THE COMMITMENT OF EVC TO PROVIDE BICYCLE PARKING THAT MEETS THE NEEDS OF ITS RESIDENTS.

Rationale

1. A number of bicycle parking spaces are available at Eastern Village Cohousing Condominium;
2. No system for fair or equitable allocation of bicycle parking spaces has been approved by, consented to or implemented by the community;
3. There are a number of bicycles "squatting" in parking spaces, that is, since parking spaces have never been allocated, any bicycle occupying a space is doing so without the expressed consent of the community; and there are many such bicycles;
4. There are a number of residents who would like to use bicycle parking spaces but who have never been able to do so, due to the lack of available spaces or the lack of a process for allocation or distribution.

EVC Bicycle Parking Allocation Proposal

Part 1 – EVC Bicycle Parking Guidelines

The following guidelines shall be established for the use of EVC bicycle parking:

1. Bicycle parking fixtures shall be maintained by EVC Condominium Association. The type of fixtures present and accessibility of specific parking spaces varies. Broken or non-functional fixtures should be brought to the attention of the Board, or an individual or group designated by the Board.
2. EVC Condominium Association cannot ensure the security of personal property parked in common areas. All residents using bicycle parking at EVC do so at their own risk, barring negligence, etc.
3. EVC Condominium Association has the right and authority to remove personal property from public spaces under certain conditions set forth in by law (e.g. the removal of abandoned property, safety hazards, etc.). Residents are advised that this may apply to bicycles parked in common areas.
4. Bicycle parking users shall use reasonable care when parking and removing bicycles. Because space is limited and demand is high, residents acknowledge that parked bicycles are likely to come into contact with one another at various times. Neither Residents nor the EVC Condominium Association shall be held responsible for minor or aesthetic damage (i.e. scratched or chipped paint) to parked bicycles.
5. Residents shall maintain a reasonable level of cleanliness and order in and around parking spaces allocated to them. "Parking" of various bicycle accessories, such as helmets, saddlebags, child-seats, air pumps, etc., in bicycle parking locations shall not restrict access to parking spaces. Residents and users are encouraged to cooperate in seeking mutually agreeable arrangements.
6. Empty parking spaces should not be assumed to be available for use, unless so marked. Residents encountering "squatting" bicycles are encouraged make reasonable efforts to discover and contact the owners thereof, before pursuing further action.

Part 2 – Bicycle Parking Locations

This policy applies to the following common spaces that, as of February 27, 2009, have been formally authorized for bicycle parking by EVC residents:

1. Eight of the ten spaces in the bicycle parking rack, near the trash alley,
2. The 2nd floor bicycle parking room, near the elevators,
3. The courtyard bicycle parking room, next to unit 101, and
4. The 1st floor bicycle parking room.

If additional common areas are specifically designated as bicycle parking locations in the future, they shall be under the purview of this policy. Bicycle parking on walkways is NOT governed by this policy.

Part 3 – Annual Bicycle Parking Allocation

In April or May of each year, the Membership Circle (MC) shall conduct a bicycle parking allocation to distribute parking spaces among residents, effective for one year, beginning June 1 of that year, until May 31 of the following year. The allocation shall be based on the following principles:

1. As a community, we are committed to reducing our collective environmental impacts, and therefore wish to support residents efforts to use bicycles for transportation;
2. Each resident of EVC has a right to bicycle parking, and spaces should be shared if there are not enough for everyone; and
3. The process for allocation shall be public and transparent, and shall follow EVC guidelines for decision-making processes. Draft documents and meeting dates, times, and agendas shall be made available in print and online. All residents may participate in the process; residents unable to attend meetings may participate by proxy.

Bicycle Parking Inventory and Facility Audit

In advance of the allocation meeting, the MC will conduct an annual inventory and audit of bicycle parking facilities, for the purpose of enumeration and upkeep.

Residents Shall Make Requests

In advance of the allocation meeting, each resident that owns a bicycle and wishes to use a parking space shall make a request to a coordinator. A request shall include the following items:

1. The name of the resident who whose bicycle will be parked in the space,
2. The number of the unit occupied by the resident,
3. Contact information for the resident,
4. Statement, by the resident, affirming one of the following:
 1. I use a bicycle as a regular means of transportation,
 2. I do not currently use or have access to a bicycle parking space, or
 3. Neither 1. nor 2.

The Allocation Meeting

The allocation of bicycle parking spaces shall be conducted during a meeting of the MC, dedicated solely to that function (henceforth referred to as the allocation meeting). One or more residents may be designated by the MC as allocation coordinator(s).

Allocation/Distribution of Bicycle Parking

Bicycle Parking Spaces shall be allocated for use by residents based on the following priorities:

1. Residents who use bicycles as regular means of transportation shall be given first priority;
2. Residents who own bicycles and did not have access to a parking space in the previous allocation cycle shall be given second priority; and
3. Residents who do not use bicycles as a regular means of transportation or who have had access to a parking space in the previous allocation cycle shall be given third priority.

For the allocation process to be complete, the distribution of bicycle parking spaces should receive consent by all residents at the allocation meeting. Bicycle sharing arrangements, trading, borrowing, donating of spaces may be incorporated into the allocation process, but should not impede the allocation process. Such arrangements, trades, etc. may be established at other times at residents' discretion.

Task Force to Review Allocation System

Several MC members will serve on a task force to evaluate the effectiveness of the allocation method as it was carried out in April/May 2009 and recommend any needed changes to the MC.

Part 4 – Bicycle Parking For All

Eastern Village Cohousing is committed to establishing bicycle parking that meets the needs of it residents.

Community Benefit Policy

Note: The community reached consensus on April 15, 2018 on the following amendment to this policy:

The Project Champion will have one calendar year to implement the project. If additional time is required, the Project Champion will require consensus from the community prior to the end of the year. Any funds not spent within the calendar year will be returned to the Unspecified Community Benefit Funds for re-allocation. If the Project Champion for a fully or partially funded project decides that s/he can no longer champion the project, the Membership Circle or its designee should check (via listserv and via announcement at Membership Circle) whether any other member is able to take over as champion. If no replacement project champion comes forward within one month of the second of these two announcements, then the unspent funds allocated to that project will be returned to the Unspecified Community Benefit Fund.

Consensed 30-Jun-2010 (This replaces policy consensed on 15-Jul-2009.)

Intent:

This policy clarifies how Eastern Village Cohousing will select projects for Community Benefit. It also details how those projects can be funded both through general means and by members donating funds directly to specific

projects. This policy supersedes any previous agreements about Community Benefit spending, specifically the March 2007 Capital Expense Policy. It is not intended to reduce or alter the existing power of the board of directors to fund EVC projects from fund sources other than those mentioned here.

Rationale:

Over the last several years at EVC, many projects have been completed for the benefit of the community. These include items such as leasing exercise equipment, adding outdoor furniture, installing a playground on the roof, adding a second dishwasher, making a start at automatic door openers, implementing an Internet battery backup system, and hooking up a shared Satellite TV dish. However, there are more projects that would benefit the community, and we need a way to select, pay for, and complete those projects.

Policy Language:

The Membership Circle (MC) will maintain a list of consensed community benefit items. At least once per year, the MC will allocate "unspecified" community benefit funds among these items. Members will also be able to donate directly to specific items on the list.

Implementation:

A. The Community Benefit Project List

1. The Treasurer will maintain a standing list of Community Benefit projects ("The List"). This is a list of projects that have received MC consensus for implementation but are waiting for sufficient funding.
2. Each project in The List will include: (a) description of project; (b) estimated cost of project; (c) name of an EVC member who will serve as Project Champion; and (d) current amount of funds designated for that particular project (i.e. a "thermometer" showing progress toward the needed funding).
3. The List should be posted to Webcrossing, the members' only section of easternvillage.org or another appropriately accessible location.
4. Adding items to the Community Benefit Project List: At any time during the year, an EVC member may bring a proposal to the MC to add a new project to the Community Benefit Project List. This proposal must include (a) a description of the project, (b) a budget for the project, and (c) the name of an EVC member who will serve as Project Champion. When the MC consenses to the proposal, then that the project is added to The List and is approved for implementation as soon as sufficient funding is designated for that project. (Note: Consensing to the proposal does NOT result in the project's implementation. It DOES result in the project's being added to the list of approved projects waiting for funding.)
5. Items will remain on The List until they are either removed (by MC consensus) or fully funded (via the methods described below), unless the item's description indicates that it is a recurring item, in which case when fully funded the item remains on the List and can be funded again (via the methods described below).

B. Allocation of Unspecified Community Benefit Funds

1. Unspecified Community Benefit Funds are funds raised for or designated for Community Benefit through the Unspecified Donations policy, through other designated revenue streams (book sales, etc.), and/or through the annual budgeting process.
2. At least once per year, the MC will allocate Unspecified Community Benefit Funds among the projects on The List.
3. The MC will allocate the Unspecified Community Benefit Funds as follows:
 1. The MCC will select a regular meeting date of the MC for a discussion about community priorities among projects on the list (the "Allocation Discussion Meeting").
 2. The MCC will select a period of time during which the funds will be allocated (the "Allocation Period"). The Allocation Period must include the date of the Allocation Discussion Meeting, and it must include at least one complete calendar week before and after the Allocation Discussion Meeting. The Allocation Period should be no longer than 21 days.
 3. The MCC will designate the seven calendar days prior to the Allocation Period as the "Allocation Opt-in Period." The MCC will announce the dates of the Opt-In Period and the method of opting in at least 14 days prior to the Opt-In Period.
 4. Prior to the Allocation Opt-in Period, the Project Champion for each project on the List will confirm the project information is correct, or adjust as needed (i.e., if the Champion or budget requirements have changed). Also, the Treasurer will report to the MCC on the designated funding for each project on The List. The Treasurer will also report on the total amount of Unspecified Community Benefit Funds

available for allocation.

5. On the first day of the Allocation Opt-in Period, the MCC will publish the List of projects, the current funding for each project, and instructions for one Member from each Residential Member Household to follow in order to opt in to that year's allocation.
6. On the first day of the Allocation Period, the Treasurer will divide the Unspecified Community Benefit Funds into equal shares (one share for each Residential Member Household that opted in during the Allocation Opt-In Period). The MCC will announce the size of each share to Members that opted in. The MCC will also announce a simple method for Residential Member Households to declare publicly their allocation of their share of funds. Each Residential Member Household will be free to allocate its share of the funds to one or more of the projects on the List, or to contribute to operating reserves, as it sees fit.
7. At any time during the Allocation Period, any Residential Member Household that opted in may reallocate any part of its share of the funds. The method used to declare the reallocation should be the same as that used to declare the original allocation.
8. During the Allocation Discussion Meeting, the MC will discuss priorities among the various projects. If a Residential Member Household cannot attend the meeting, that Residential Member Household is encouraged to have a statement read during this part of the meeting.
9. Allocations become final when the final day of the Allocation Period is concluded. If a Residential Member Household that opted in to the allocation has not allocated any part of its share of the funds, then those funds return to the Unspecified Community Benefit Funds pot.

C. Specified Donations

1. For each project on The List, members may donate additional ("specified") funds to any specific project of their choice.
2. No household may contribute more than \$1000 in total to any individual project. (If a larger donation is offered, the membership would need to reach consensus on accepting it.) The Treasurer will keep a record of such specified donations to make sure that no household has contributed more than \$1000. This information will be available to Members upon request.

D. Fully Funded Projects

1. Once a project on The List is fully funded (i.e., the dedicated funding is equal to the estimated costs), the Treasurer will contact the Project Champion. At that time, the Project Champion will confirm that the designated funds are sufficient for the project. The Project Champion is responsible for ensuring the actual project costs do not exceed the designated funds. (For a multiyear lease, "fully funded" means funds covering the expense for all years of the lease must have been allocated.)
2. The Project Champion will coordinate with the board to ensure the project is completed in compliance with board requirements for projects.
3. The Project Champion will have one calendar year (or other time period as may have been indicated in the project's description when added to the List) to implement the project. If additional time or funds are required, the Project Champion will require consensus from the community prior to the end of the year (or agreed time period). Any funds not spent within the calendar year (or agreed time period) will be returned to the Unspecified Community Benefit Funds for re-allocation.

Courtyard Toy Management Proposal

consented 3/1/15 – with some revisions

Champion: Heidi

Summary and Intent: This proposal has 2 components and is intended to provide a long-term solution to issues of toy storage in the courtyard and related responsibility for EVC safety. The first component is purchase of a physical storage space for shared courtyard toys and placing two signs. The second is a community agreement that shared courtyard toys will be stored in this place and specifying the consequences of failure to properly store toys, shared or not, when not in use.

The community interests addressed, in whole or in part, by this proposal are all of those on the list compiled by Jessie and Jay and included on the spreadsheet attachment to this proposal. The rating of this proposal has been added to the last column on the right. Here are the interests: https://docs.google.com/spreadsheets/d/1I324DIgfp2PbW_-GCq8nls9OKhHhvfakPvMANht2P8g/edit#gid=0

Rationale:

The community has defined its interests in any solution for courtyard toy storage. This solution uses both physical and social elements to address all defined interests, including immediate and continuing mitigation of the tripping

risks that may occur when toys are not properly stored.

Owing to the safety risks of loose toys in the courtyard and the potential for litigation, this solution will be exempt from the community benefit funding cycle and implemented as soon as the EVC membership authorizes it.

Policy Language:

(a) 1) a description of the physical project

The Kids Room Steward will work with the Board to purchase and install a large, wooden storage box with at-grade access and a front (not top) opening door. The storage box will be placed against the courtyard wall to the left of the entrance (as one enters), facing back into the courtyard and not visible from the street. This box provides sufficient storage for shared toys. The low, at-grade entrance will make it possible for even the smallest children to help put away their toys. When closed, the box will hide the toys from view and provide a better courtyard aesthetic.

The Kids Room Steward will purchase and place two signs, one on the storage box itself and one at the EVC entrance. The signs will have green letters on white background and say: "We take care of each other by putting our toys away."

2) a description of the social element

i. Children and their parents or caregivers will put toys away in the storage shed, or in their unit or family toy bin promptly after finishing each session of play. No toy shall be left out unattended for any period of time. No toys will be left in the area behind the vines near the entrance.

ii. To remove tripping hazards promptly and to enforce the community interest of raising responsible kids, if any EVC adult finds an unattended toy in the courtyard, the adult will put the toy into timeout for one month. To put a toy in timeout, the adult will either take the toy home, or put the toy into the mechanical closet next to the courtyard entrance to the kids room (takes a blue key). As a courtesy, the adult will notify the Kids Room Steward (currently Heidi) that she/he has placed a toy in timeout, including the location of the toy. The Kids Room Steward will provide a date sticker (masking tape is fine) for each toy, indicating when it may leave timeout. The kid's room steward also has a blue key if needed. If toys which belong to a particular family are placed in time out, that family may request that the toy be returned to that family for the month.

iii. The Kids Room Steward will remove the sticker and put the toy back into the courtyard storage unit when timeout is over.

iv. All EVC parents will abide by this policy and not attempt to get any EVC toy out of timeout before its time, nor purchase or provide a new identical toy as a substitute. Any EVC child with a question about a particular toy's timeout will be expected to discuss the issue with his/her parent, not with the Kids Room Steward or the adult who put the toy in timeout.

(b) a budget for the project

This will cost approximately \$900 for purchase of the box, signs, tape, and shipping. The project will be funded via Building Maintenance moneys.

(c) the name of an EVC member who will serve as Project Champion

Heidi, the current Kids Room Steward will serve as the Project Champion. She will work with the board, take delivery, assemble and place the box, post the signs, and notify the community of the start of the social element.

Implementation:

Once approved the project will be implemented as follows:

1. Champion will work with the board to order the box.
2. Champion and her helpers will assemble and place the box and move all toys to it.
3. Champion will place two signs, one on the box and one near the front door.
4. Champion will notify the community when the physical actions are complete (box and signs).
5. The social elements of the policy will begin with this notification.
6. Interested parties will gather 6 months after implementation to discuss its effectiveness and consider possible tweaks.

EVC Walkway Policy

1. Purpose and Scope

The purpose of this policy is to provide guidelines on the use of the external walkways and internal corridors in the residential wing of EVC. The scope of these guidelines include:

- What may and may not be placed in walkways.
- Procedures to implement guidelines.

The scope of this policy does NOT include permissible activities, noise, etc.

2. Premise

- Walkways are COMMUNITY property – no individual member has any inherent right to place anything in the walkway unless permitted by community policies and guidelines.
- Walkways are primary means of egress, with specific code requirements. This policy obviously has to be consistent with all code requirements.
- Walkways are our “street front”. The furnishing of the walkway significantly impacts the building appearance, our property values, and the atmosphere of the community.

3. Guidelines

There are 4 types of items that may be placed on walkways: Furniture, Plants, Art, Accessories. Guidelines for each are given below.

3.1 Furniture

- Only the following are allowed: outdoor chairs, tables, and benches
- Furniture must be ≤ 2 feet in depth, in order to maintain 4 feet clear egress.
- Furniture style should be PATIO furniture (i.e. furniture that is normally used indoors is not allowed, because it makes the building look “cheap”). Due consideration should be given to aesthetic concerns – the use of plastic is especially discouraged.
- All furniture must be in good repair (e.g. metal should not be rusted, etc.)

3.2 Plants

- Potted plants may be placed on walkways provided that their “spread” does not exceed 2 feet in depth. (This is to maintain 4’ clear egress)
- All potted plants must be placed in pots or boxes, with waterproof bases. Due consideration should be given to aesthetic concerns – the use of plastic is especially discouraged.
- Ensure that plants are healthy and presentable (e.g. remove dead/dying plants)
- If plants have to be removed, do not leave empty pots or boxes on walkway.
- Planter boxes may be planted with any type of plant that meets guidelines from landscape team.

3.3 Art

- Floor-mounted art is allowed in exterior and interior walkways, provided it is less than 2 feet in depth, and 4 feet clear egress is always maintained.
- Wall mounted art is allowed on interior corridors, provided it is properly framed (if applicable) and securely mounted. Wall-mounted art is NOT allowed on any common area exterior walls until appropriate means can be found to mount it in a manner that does not compromise the wall finish.
- Relief art may be mounted on railings, with non-permanent ties.
- Art style – eclectic, with a focus on folk arts and crafts.

3.4 Accessories

The following accessories are allowed:

- Doormats that are less than 2’ in depth. Thin doormats are preferred, for ease of wheel chair accessibility into units (thickness should be less than height of door threshold).
- Door decorations, such as wreaths, stickers, etc.
- A regularly used stroller.

3.5 Exceptions to these guidelines

- Small objects such as packages may be left near a unit door for 24-48 hours.
- Note that storage of ANY sort is not allowed, even during move-in or remodeling.

4 Implementation

Individual members are allowed and encouraged to place furniture, plants, art and accessories on the walkway area in front of their unit, provided these items conform to the above guidelines.

Individual members are encouraged to consult and exchange ideas with their neighbors about the items they intend to place on the walkway.

It is intended that these guidelines are self-enforced. If a member has a concern about items that do not conform to the guidelines being placed in the walkway, they should first consider talking to the items' owner, requesting them to remove it. If the member is not comfortable doing this, s/he may ask the common teams coordinator to communicate the concern anonymously to the items' owner. If there is a conflict, the issue will be dealt with through the EVC conflict resolution process.

Fob policy and procedures

To: Eastern Village Membership Circle

Subject: EVC policy and procedures for management of EVC key fobs (MC consensus on 2-18-16)

As you know, EVC has a security audit team that has been taking several steps—or recruiting community members—to take steps to improve safety and security in our community. The following provides a summary of the major steps and their status:

1. **DONE.** a security audit
2. **DONE.** engaging police and local officials
3. **DONE.** getting security cameras in the parking garage
4. **DONE.** training for community members including children
5. **DONE.** adjusting the timing of the closing of the back door
6. **DONE.** adding a peephole to the door to the trash alley
7. **DONE.** developing and implementing a plan to install and secure a new TV in the common house living room
8. **DONE.** Raising awareness of key behavior-related risks (tailgating by uninvited visitors) and encouraging less risky behavior.
9. **Pending.** getting a new street light on Eastern Avenue
10. **Pending.** The 2-18-16 MC reached consensus on this policy and agreed to consider guest room fob policy at a later date).

While we've made progress on many of these items, this memo concerns the fob management system, an action the MC agreed that we should pursue at the 2-19-15 meeting.

The following fob management system proposal was based heavily on a similar policy developed for another condo building managed by Quantum. This fob management system will permit us to control access to the building, helping to ensure that only people authorized to enter the building will have access. Specifically, we recommend the following fob procedures and policies:

Fob Inventory Steward

EVC will assign a "Fob Inventory Steward." Devora has graciously offered to play this role.

Contacting the Fob Inventory Steward

We ask that all communications with the Fob inventory Steward go through the fobs@easternvillage.org email address. That way, we will have a record of these communications. And, in the event that Devora decides to step

down, it won't be necessary for everyone to remember who is the latest Fob Inventory Steward.

Registering Existing Fobs & Requesting New Fobs

The Fob Inventory Steward will notify all unit owners with fobs already properly inventoried and notify the entire community that any fobs not properly inventoried will be deactivated on a specified date.

The Fob Inventory Steward will also ask all unit owners to notify the Fob Inventory Steward if any fobs need to be deactivated. See section "Owners Notify for Deactivation."

The Fob Inventory Steward will ask anyone wishing to have a new fob issued for themselves, their renters, their guests, or home-based workers (e.g., housekeepers, nannies, home-based health care) to follow these steps to ensure their existing fobs remain activated or to request a new fob:

- **Owners request a fob via website. Unit owners wishing to use an existing fob or be issued a new fob will go to the EVC Fob Website to complete a web-based form. Fobs will only be issued—or continue to be activated—upon completion of the web-based Fob Request Form. (See page MOCKUP OF EVC FOB WEBSITE below for the design of the web-based form) to indicate how many fobs they wish to be issued and to whom the fobs are to be issued.**

<insert website URL here, considering approach used for guest room reservations>

1. **Website sends fob data to Fob Inventory Steward.** The information entered in the web form will be automatically sent to the Fob Inventory Steward (Devora) with a copy to a new EVC email address fobs@easternvillage.org (for record keeping).
- 2.
3. **Charge for new fob.** Unit owners will submit checks for \$10 made out to Eastern Village Cohousing for each fob issued. Note, however, that no unit owner with a working fob (where the fob code can be read directly or electronically from that fob) will be charged \$10 to activate that fob. The \$10 fee is only for ordering new fobs.

Fobs Assigned to Person Not a Unit.

Each fob will only be issued in the name of an individual. These individuals can be unit owners, unit renters, guests (friend or relative), and unit employees (housekeepers, dog walkers, home health care, etc.). Each individual, including unit owners, are encouraged to have only one fob assigned to him/her unless they have a use for additional fobs.

Owners Notify for Deactivation.

It is the responsibility of all unit owners to notify the Fob Inventory Steward immediately when they have sold their unit, or when a renter, guest, or unit employee should no longer have access to the building so the appropriate fob can be deactivated. Instead of deactivation, a unit owner who has sold his/her unit has the option of giving his/her Fobs to the Fob Inventory Steward so the Fob Inventory Steward can pass them along to new owners (so the new

owners do not have to be charged for new fobs). Unit owners can enter a deactivation date in the future if necessary for owners, renters, guests or unit employees who will be leaving at a certain future date. For any fob issued to an individual who does not reside in EVC (not a unit owner or renter), limitations on access (time or days) should be noted on the form and will be accommodated where possible and may be matched to existing sets of access rules. The EVC Fob Website can be found here:

<insert website URL here, considering approach used for guest room reservations>

Annual Inventory and Deactivation

Once a year the FOB Inventory Steward will send an email to all EVC unit owners asking them to verify that they still want all the fobs under their unit activated. The FOB Inventory Steward will deactivate any fobs no longer wanted by the EVC owners. After a period of time, failure to respond to the FOB Inventory Steward will result in the deactivation of all fobs under that unit.

Owners Notify for Lost Fobs.

If a fob is lost, the Fob Inventory Steward should immediately be notified so that it may be cancelled. A new fob will be issued to replace the lost fob at a cost of \$10. Notification of a lost fob is done through the EVC Fob Website that can be found here:

<insert website URL here, considering approach used for guest room reservations>

Monitoring Fobs

The Fob Inventory Steward and EVC board members may monitor use of the fobs for compliance with the foregoing rules.

Change Over to New Fob System

Unit owners will be asked to begin this new fob policy starting the week of ????. As of this date, all fob requests must be done via the EVC Fob Website. The Fob Inventory Steward will begin processing fob requests via the EVC Fob Website.

Guest Room Fob policy

<This section will be drafted and proposed to the MC at a later date. The 2-18-16 meeting MC reached consensus on everything in this document except for the guest room fob policy which is TBD>

MOCKUP OF EVC FOB WEBSITE—MAIN PAGE

What would you like to do?

1. Request continued use of an existing FOB
2. Request a new FOB
3. Deactivate an old FOB you have in your possession
4. Report a lost FOB

If you have any questions regarding EVC FOBs, please send them to:

fobs@easternvillage.org

1. MOCKUP OF EVC FOB WEBSITE—REQUEST CONTINUED USE OF EXISTING FOB

REQUEST CONTINUED USE OF EXISTING FOB

Owner's name:

Owner's unit number:

Owner's phone number:

Owner's email address:

Does this FOB have a readable serial number printed (or written) on it?

1. Yes.
2. No.

Since you answered "Yes," please enter the serial number: _____

Since you answered "No," please do the following when your done with this web form:

Take this FOB without a readable serial number to the FOB Inventory Steward so the serial number can be determined.

Who is this FOB for?

1. Myself
2. Another owner
3. Renter
4. Guest
5. Unit employee (e.g., housekeeper, nanny, home health care worker)

Name of person who will be using this FOB (registered FOB user):

Phone number of person who will be using this FOB:

Email address of person who will be using this FOB (not required):

Would you like to establish date/time limitations on the use of the FOB?

1. FOB should only work Monday through Fridays between 6:00AM and 7:00PM
2. FOB should only work Saturdays and Sundays between 6:00AM and 7:00PM
3. FOB should work at all times.

I understand that there will be a \$10 condo fee charge for each new FOB

1. Yes
2. No

2. MOCKUP OF EVC FOB WEBSITE—REQUEST NEW FOB

REQUEST NEW FOB

Owner's name:

Owner's unit number:

Owner's phone number:

Owner's email address:

Who is this FOB for?

1. Myself
2. Another owner
3. Renter
4. Guest
5. Unit employee (e.g., housekeeper, nanny, home health care worker)

Name of person who will be using this FOB (registered FOB user):

Phone number of person who will be using this FOB:

Email address of person who will be using this FOB (not required):

I understand that there will be a \$10 condo fee charge for each new FOB

1. Yes
2. No

3. MOCKUP OF EVC FOB WEBSITE—DEACTIVATE OLD FOB

DEACTIVATE OLD FOB

Owner's name:

Owner's unit number:

Owner's phone number:

Owner's email address:

Who was this FOB for?

1. Myself
2. Another owner
3. Renter
4. Guest
5. Unit employee (e.g., housekeeper, nanny, home health care worker)

Name of person who this FOB was for (registered FOB user):

Phone number of person who this FOB was for:

Email address of person who this FOB was for (not required):

4. MOCKUP OF EVC FOB WEBSITE—REPORT LOST FOB

REPORT A LOST FOB

Unit owner's name:

Owner's unit number:

Owner's phone number:

Owner's email address:

Who was this FOB for?

1. Myself
2. Another owner
3. Renter

4. Guest
5. Unit employee (e.g., housekeeper, nanny, home health care worker)

Name of person who this FOB was for (registered FOB user):

Phone number of person who this FOB was for:

Email address of person who this FOB was for (not required):

Governance Policy #1: Governance Structure

Structure Proposal (Consented Upon, 11/29/06)

updated with changes consented on 1/10/16

Part A: Disestablish the Coordinating Circle

Part B: Establish Membership Circle

Purpose:

1. Set community priorities and make major decisions affecting community life, welfare, and financial resources.
2. Build community among EVC members.

Members: All EVC members.

Meetings: Meet twice a month; once to consider new business, and once to make decisions.

Responsibilities:

1. Program plan: adopt an annual Program Plan, which articulates priority projects and specific goals for the coming year.
2. Oversee implementation of Program Plan and ongoing activities through a Task Coordination Group (see below).
3. Budget: adopt an annual budget, to be proposed by the board treasurer.
4. Financial review: review quarterly expenditure and income reports from the board.
5. Policy: approve policies on matters that affect community life.
6. Selections: annually select members of the board of directors.
7. Build community: hold discussions about issues and ideas important to the community to foster mutual understanding, creative vision, and community evolution.

Leadership:

1. Meetings will be led by the Membership Circle Coordinator (see Part C below) assisted by a facilitator
2. The MCC will prepare meeting agendas based upon input from the Membership Circle itself, the Task Coordination Group and the board.

Part C: Establish Board Position of Membership Circle Coordinator

Designate one or two members of the board to be the "Membership Circle Coordinator(s), elected by the community in a process distinct from the election of other board members. S/he participates in board meetings as a full board member but is not eligible to be a board officer; rather, his/her primary responsibilities are to:

1. Coordinate membership meetings (with the help of a facilitator); and,
2. Serve as the bridge between the board and the membership as a whole.

Part D: Establish Task Coordination Group

Subject to Membership Circle review, a Task Coordinator (TC) and two assistants will be selected by the board within one month of taking office. One assistant will be responsible for building and landscape, and the second for general social and living tasks. This group of three will be the Task Coordination Group (TCG). The Membership Circle may reject one or more of those selected through a consensus decision within two meetings of the selection. The TC, on behalf of the TCG, will regularly report to and consult with the board and the MC. The board and the MC may work to prioritize tasks, but it is the responsibility of the TCG to work with groups and individuals to ensure efficient completion of necessary and high priority tasks. The TCG will begin by using a provisional task coordination framework to be proposed by the Governance Task Force and consensed upon by the community, and will be empowered to modify that framework. The TCG will work with the individuals presently engaged in specific tasks or task areas as well as newly interested or recruited individuals to create workable structures and systems where they do not already exist.

By October 1, 2007 the TCG will deliver a report to the MC on the methods of task coordination that are working most effectively and make recommendations for any policy refinements they believe will improve task coordination and completion.

Part E: Incorporate the above changes into the EVC Governance Policy. Nothing herein is intended to supersede the EVC bylaws.

Gov Prop 1 Word doc

Governance Policy #2: Task ID & Management Policy

Governance Policy #2 (Consensed 12/10/06)

Task Identification

1. The TCG will actively solicit the input of teams, champions, room stewards, the Residential Board, any interested individual members, and project coordinators of all kinds to compile lists of the individual steps/tasks necessary for their jobs/teams. This initial list of tasks should be created before the CC is eliminated so that teams are represented and there are more people for brainstorming additional tasks.
2. Members submit tasks, including tasks to create policies, to the TCG. The only organizational activities that constitute "tasks" are service as a member of the Board or the TCG.
3. The TCG sponsors an annual retreat at which the MC conducts overall visioning for the community and provides input on task prioritization.
4. The board ensures that legally required tasks, per the Bylaws and Maryland condominium laws, are included in the list and adds completion deadlines to those tasks.

Task Management

1. Each task is printed onto an index card and placed in a clear pocket organizer along with a white companion card on which a person claiming a task writes their name.
2. To claim a task, a member writes their name, the current date, and a date by which they commit to complete the task on both index cards representing that task, and takes one copy. The other copy stays in the organizer so everyone can see who owns that task.
3. A member is welcome to claim a task on behalf of a group/team and recruit others to assist in the completion of a task they have chosen, but they still individually own the task and the members who are assisting should own other tasks as well.
4. When a member completes a repeating task they return the card to the organizer and cross off their name on both copies, so the next person knows that task is now available again. For one-time tasks they recycle their card and mark the card remaining in the organizer as done.

Matching Tasks and Members

1. In order to reach out to members who may be interested/willing to volunteer but are not aware of what tasks are available, the TCG will recruit a "Task List Coordinator" (TLC) for each floor. They will contact members of their person floor once per month to provide a current list of available tasks and to check in on the status of tasks previously claimed.
2. When a task involves policy establishment/amendment or a decision affecting the entire community, the member owning that task seeks consensus on that policy according to the General Meeting Approach to consensus. (To be established in part 3 of the governance proposal.)

3. If the TCG and MC are unsuccessful in brokering the completion of a legally required task before its deadline, the Board is empowered to (1) outsource its completion and/or (2) make decisions inherent to the task via internal board consensus.

These components will be incorporated into the EVC Governance Policy. Nothing herein is intended to supersede the EVC bylaws.

Gov Prop 2

Governance Policy #3: Decision Making Policy

Consensed 7/25/07

A. Core Values

- These rules are designed to establish a decision-making system within EVC which is:

civil and community-building;
welcoming and responsive to ideas;
efficient, reflecting respect for time and effort of community members;
and produces reasonable and satisfying results.

B. Definitions

Policy – a rule or guideline adopted from a proposal, which determines rights and authority to govern or guide conduct of the community or particular members and groups within the community.

Proposal – A suggestion or idea which, when adopted by the community, would:

- commit EVC to spend money;
- assign a significant particular space within the common area for a particular use;
- prohibit members from using common area space in a way that it is currently used; or
- require community members to do or refrain from particular action or conduct.

C: Decision-makers – Proposals are decided upon by the community through consensus in the MC, except as follows:

Necessary Board responsibilities – Pending proposals may be transferred to the Board for decision to the extent:

- decisions concerning the proposal are needed for financial and legal actions that are subject to hard deadlines under the bylaws, and the general membership cannot make the decision in time;
- delay in decision will have significant negative financial, legal, or other consequences, and the general membership cannot make the decision in time;
- decisions are required immediately to avoid or respond to an emergency
- the decision constitutes implementation of an existing policy.

Delegation of decision-making authority – The MC may delegate authority to a specific individual or group to make a particular decision relating to a proposal to the extent the decision

- relates to a matter of aesthetics concerning which reasonable persons may differ; or
- involves matters of method or procedure which are not viewed as of great importance by members who are not included within the delegated authority; or
- relates to dealings in which the approval or agreement of a non-member third party may be required; or
- involves other unique circumstances which in the judgment of the MC call for delegation of authority to decide.

Such delegated decisions will be subject to approval by the MC unless explicitly stated otherwise by the MC in the delegation of authority. The MC's decision to delegate authority is to be made by consensus reached under these rules, and exercise of the delegated authority also is to be made by consensus.

D: Membership Circle Decision-making Procedures

Meeting schedule: Meetings will be scheduled by the MCC.

Quorum: A quorum of the MC is required to reach consensus. Representation by 15 households physically present at an MC meeting constitutes a quorum.

Proposals Origination: Individual members, ad-hoc groups, teams, the Task Management Group, or the Board may initiate proposals. Before proposals are submitted to the MCC for consideration:

- Proponents should discuss the content of proposals with the members of the community who would be most

- significantly affected by their adoption; and
- Proponents and affected members should attempt to work together to discuss ideas and shape the proposal.

Agenda setting: The agenda for the MC will be coordinated by the MCC and determined in consultation with the interested members, including the Task Coordinator and Board president. Proposals and other items to be considered for an MC meeting agenda should be submitted to the MCC 10 calendar days in advance of the MC meeting.

Agenda and materials distribution: Agendas for MC meetings and relevant accompanying documents will be distributed by posting on the common house corkboards and the community's online bulletin board system at least 5 calendar days before the meeting. Proposals should be accompanied by a separate statement with relevant background. Minutes will be distributed similarly within 7 calendar days after the meeting.

Participation by members not present: For a meeting in which a Determination of Consensus is to be made, an absent member may provide a written statement to the MCC in advance to be read to the meeting (and recorded in the minutes) or may participate and make oral statements via phone or other technology. However, a Determination of Consensus reflects the best thinking of those present in dialogue, and members must be physically present to take part in a Determination of Consensus.

Ad Hoc Decision Making Methods: By agreement of all members present the MC may decide to use an alternate decision making method for a given decision. For example, in a case in which the MC is faced with multiple equally valid options the MC might decide to use an alternative method, such as voting or a random selection procedure, e.g., flipping a coin, to decide amongst the options.

E: Consensus

- Establishing consensus:** To establish consensus, the following must occur:
 - Meeting Procedures**
 - The goal of consensus proceedings is to produce a result satisfactory to all members of the community who are prepared to continue working in good faith to achieve a result satisfactory to all. There should be no expectation that consensus requires or will be reached within any given number of meetings.
 - Proposals and any modification of them must be in writing and available to be seen by all, including display on an easel or chalkboard in the room at the MC meeting considering the proposal or proposed modification. If, after presentation of the proposal and full discussion, all of those present wish to move forward with the proposal, the MCC may call for a Determination of Consensus.
 - If all present (with at least 15 households agreeing to the proposal) either agree to the proposal or stand aside, and if no member seeks to intervene to prevent a consensus, a consensus is established. There is no requirement that a proposal be considered at a prior meeting in order to move to consensus if all of those at the meeting are willing to adopt the proposal at that time.
 - If some members indicate a lack of readiness to join in consensus, and if the proposal has not yet been considered in at least two previous meetings, the MC will defer action on the proposal so that there can be an opportunity for proponents and questioners of the proposal to discuss the matter further and to consider possible modifications which might make the proposal satisfactory to all members.
 - If the proposal has already been discussed during at least two previous meetings, the MCC may either:
 - Call for consensus after determining whether the member(s) who have stated lack of readiness to join in consensus wish to 1) stand aside on the decision or 2) seek to intervene to prevent a consensus; or
 - Defer action on the proposal so that questioners of the proposal can, in an active and timely fashion, discuss the matter further with the proponents to consider possible modifications which might make the proposal satisfactory to all members.
 - Once adopted, the Determination of Consensus and the names of the households constituting the quorum must be recorded in the Membership Circle meeting minutes by the scribe. The MCC must post the final form of the proposal to the appropriate location on the common house cork boards and the community's online bulletin board system.
 - Intervening:**

A member who in good faith reasonably believes that a proposed action is not in the best interests of the community or its values, as explained below, and who commits to work with proponents of the proposal to seek a better course of action, may act as an intervening member and prevent adoption of a proposal under the following conditions.

1) the intervening member(s) must explain or demonstrate that there is a reasonable basis for believing that one of the following criteria is met:

- The action likely would **financially endanger** the community, meaning the decision would likely commit the community to financial obligations beyond those which could be paid with the community's current revenue.
- The action likely would **legally endanger** the community, meaning that the decision would likely lead to a violation of the community's legal responsibilities.
- The action likely would **physically endanger** the community, meaning the decision would likely lead to a serious violation of building code.

- The action likely would **endanger the security** of the community, meaning a strong possibility that the decision will threaten personal safety.
- The action would be clearly **contrary to a value** expressed in the community's statement of values.

2) one or more members from each of at least three other households must join in the intervention on grounds specified by the intervening member above.

- **Expression of concerns without intervention:** Members who have concerns about the community's state of readiness to respond to a call for consensus, or about a proposal under consideration, but who do not believe adoption of the proposal will endanger the community or violate community values according to the criteria required for intervening members to prevent a consensus, and who do not seek to oppose the will of the majority may take either of the following actions.
- **Support with reservations** – Members who have concerns about a proposal or the community's state of readiness to address the question of consensus, but who do not wish to oppose or withhold support from the proposal may express their reservations to the MC for the record.
- **Stand aside:** Members who have concerns about a proposal or the community's state of readiness to address the question of consensus, and who do not wish to appear to support the proposal, but who do not believe its adoption will endanger the community or violate community values according to the criteria required for intervening to prevent a consensus, may stand aside
- **Special Rules Regarding a Modified Proposal:**
 - **Implementation:** If during an MC meeting a proposal is changed from the form in which notice of the proposal was distributed prior to the meeting, and consensus upon the modified proposal then is reached during that meeting, the decision shall not be implemented until at least two additional MC meetings have taken place.
 - **Amendment:** Any member who seeks to amend a proposal which was modified at the meeting at which a Determination of Consensus was made, and who delivers a proposed amendment in writing to the MCC at least six calendar days in advance of the second MC meeting following adoption of the proposal, will be given the opportunity to propose the amendment at either of the two MC meetings following the consensus. The amendment may propose revisions to or entirely replace the newly adopted proposal. The MC will determine the actions to be taken upon submission of the proposed amendment and may employ ad hoc decision-making methods in doing so.
- **Role of the Facilitator**
 - The facilitator or MCC leading the discussion should work to assure that ideas and views are expressed in courteous fashion
 - The facilitator or the MCC (both must consult, agree and act together if a facilitator and the MCC are present simultaneously) should terminate MC discussions of the topic and reschedule further discussions for a later time in the meeting or for a later meeting if the atmosphere of cooperation necessary for consensus does not exist. Any member of the MC may suggest to the facilitator or MCC that such action would be in order. The facilitator or MCC may request a nonbinding show of hands as an aid in determining the sense of the community as to whether the necessary spirit of cooperation exists.
 - Before calling for consensus, the facilitator shall ask whether there are any who have reservations or wish to stand aside or intervene. Those persons should explain their concerns and how they propose altering the proposal to make it acceptable. In addition, persons who express an intention to intervene should confirm their willingness to work with proponents of the proposal to reach a satisfactory solution. The potential intervenor should also explain: (1) what, if anything, he or she has done to monitor the proposal and to raise the issue(s) about it before; and (2) why the issue is of sufficient importance to justify intervention. The facilitator or MCC may ask additional questions, and may permit other MC members to do so, and should consider the responses of these concerned or dissenting members in deciding whether to proceed with a call to consensus.

F: The EVC Governance Policy consensed on as of January 12, 2005 and the EVC Consensus Policy consensed on as of April 26, 2004 are null and void as of the approval of this replacement policy. All Policies and House Rules consensed on under said policies shall remain in effect.

GTF Proposal 3 Word doc

Governance Policy #4: Community and Membership Cohousing Roles Policy

EASTERN VILLAGE COHOUSING
COMMUNITY AND MEMBERSHIP COHOUSING ROLES

CONSENSED: MARCH 15, 2009

I. Guiding Principles

As an intentional co-housing community, we seek to create and maintain a welcoming, inclusive, and supportive culture of responsible members who work together in developing policies, making decisions, maintaining community relationships and our physical plant, and participating in our neighborhood and the world around us. These shared activities are instrumental in building community.

II. Elements of a welcoming, inclusive, and supportive cohousing culture

1. The community works to inform, orient, and welcome members.

a. We welcome new members, provide orientation materials, extend invitations to EVC events and social activities, and assign mentors to advise and assist new members. We convene periodic open meetings to help new members understand how they can become full participating members.

b. We provide information to all members through announcements and discussions at Membership Circle meetings. In addition, information is provided and communication takes place at Board and task force meetings, through posting of minutes and discussions on our electronic discussion board (currently, Webcrossing), through e-mail, in announcements posted in the common house area, and through newsletters and other methods. This is done so that members may have a full opportunity to be aware of and play a role in shaping community events and other activities, discussing issues, and making decisions.

c. We provide information to EVC sellers, realtors, and potential buyers to inform them of the goals and culture of EVC.

2. The community works to encourage and support leaders. We strive to create and maintain a culture in which leadership is supported.

III. Membership Participation

1. Activities—Key to creating and maintaining EVC is the active and cooperative participation of members in the following ways:

a. Social – Members reach out on a personal and social basis to offer neighborly helpfulness and friendship to each other and participate in EVC social and cultural events.

b. Decision-making – EVC is self-governing, and our members participate responsibly in collaborative consensus decision-making.

c. Tasks – Members participate in tasks related to governance and social events, and to maintaining our green building and landscape in ways that are aesthetically pleasing, environmentally sound, and conducive to pleasant community living.

d. Leadership – Members provide the leadership necessary to make decisions and to carry out community goals.

e. Awareness –Members actively seek and provide information about community events, activities, and governance issues and decisions.

2. Commitment—The quality of life we enjoy at EVC depends on contributions from each of us. From friendly greetings in the hallways and mail room, to participating in work-days and Membership Circle meetings, and to serving on EVC's Board of Directors, members' contributions to our community enhance life for all of us. There is no fixed formula to determine the amount of support or participation that is appropriate. EVC members lead active lives. Each member, however, is invited and expected to participate in a variety of community-building activities. A suggested guideline for each EVC member is to participate at least four to ten hours per month in the activities described above.

CONSENSED 03152009 Member Responsibilities Word doc

Guest Room Policy

EVC Guest Room Policy

Consented February 17th, 2008

Reservations:

- The host checks room availability on the EVC online calendar. Then the host contacts the GRC by email to reserve specific dates and rooms. The GRC acknowledges the reservation, but does not confirm it until the host delivers a check in the amount of \$20 (no cash please) per room per night.
- Special circumstances may require exceptions (e.g. consultants, co-housers, special guests). Co-housers from other locations will be offered two free nights, thereafter they will pay host rates for subsequent nights. In other cases the GRC will decide on a case by case basis.

Cancellations:

- Reservations may be cancelled 48 hours before move-in. In these cases, the check will be voided or returned. The GRC may waive this provision in case of special circumstances.
- If a reservation is cancelled less than 48 hours before scheduled arrival \$20 dollars will be charged for a single night reservation and \$40 dollars for a two night or more reservation.

Host responsibilities:

- Timing of guest arrival and departure; care of the room keys; and overall condition of the room.
- Hosts also provide bedding and towels and remove these items after the guests leave.
- Maximum number of guests per room is two adults and two children. No smoking. No pets.
- Check-in time is 3 pm. Check-out time is 12 noon. This allows the professional cleaning crew to prepare the room for the next guests. The cleaners will schedule their time to begin working on the rooms shortly after noon. Guests checking in following a Friday or Saturday night will receive a one night discount of \$20 on the room rental to compensate for the room not being cleaned on arrival. The room will be cleaned on Monday by the cleaning staff.

Check out:

- Guests and/or hosts are invited to complete a check-out form, and deliver it, along with the room keys, to the GRC. This form enables the committee to monitor the management and cleanliness of the rooms. The committee will evaluate the need for the form after six months.

Use of Funds:

- In the FY08 budget, guest room revenue is expected to be \$3600.
- Most of this revenue will pay for the cost of professional cleaning of guest rooms. The Guest Room Committee intends to start a fund to improve furnishings and amenities with any excess revenue.

Policy implementation:

- This policy will go into effect immediately. Reservations currently in place remain valid, but per the new policy, payment is required; hosts are asked to submit checks to the GRC.
- This policy will be revisited by the Membership Circle after a six month trial period. Ann Taylor, the Guest Room Coordinator (GRC), along with Barbara and Daniel, will closely monitor all provisions of the policy (usage, turnover, cleaning, etc.) during this period. EVC hosts and their guests are invited to provide feedback via a check-out checklist and a satisfaction form. The committee will review these forms for six months, and report back to the MC with any suggested changes or modifications.

Multi-Purpose, ShareBook, Crafts, Music Room Policy

Intent:

This policy sets out expanded uses for the Multi-Purpose Room of Eastern Village Cohousing and sets guidelines about those additional uses. This policy will address uses of ShareBooks, small meeting, small office work area, crafts, and music. This policy by no means intends to limit the use of the Multi-Purpose Room to only these uses.

Rationale:

The Multi-Purpose Room at EVC is one of the few places that is not well set-up for the uses of the room and is under-used. This policy seeks to improve the room and increase usage.

Policy Language:

1. The middle of the floor will remain open space for other uses, while bookcases will eventually line the walls to facilitate sharing of books, thus allowing us to connect better to the wider world and increase the affordability of living at Eastern Village Cohousing.
2. The crafting/small work area will include storage for crafting items placed in the room for use by the community (only items that can be shared, no personal storage of crafting items and no out-gassing items) as well as a portion of a cabinet for a copy of the Bylaws and contract copies along with a fold-down work area.
3. The book sharing space also includes the current library — both spaces will now be known as “BookShare” spaces, without official check-in and check-out procedures and without cataloguing of books. Extending this collection to the Multi-Purpose Room will allow for more EVC members to contribute books, as they’ve been asking to be able to do for 4 years.

Implementation:

- 1) No money will be requested for this proposal.
- 2) At all times after use the room must be returned to the cleared & clean state with the floor empty.
- 3) ShareBooks
 - a) At the room stewards’ discretion, members may contribute books to the either the Multi-Purpose Room or 3rd Floor Nook BookShare space by donating, if sufficient space is not already available, a full-height light-wood bookcase and money for bookends first and then putting their books on it.
 - b) In order to keep the quality of the books up and the chance of book sprawl down, members with a Masters of Library Science degree may weed (or remove from the collection) books that are excess, duplicate, or otherwise not

appropriate in their professional opinion.

i) Weeded books will be placed for at least 1 week on a "to be recycled shelf" from which members may take the books for themselves or to donate to a public library or other appropriate causes. After one week the books will be placed in the recycling bins.

c) On EVC Workdays a volunteer may order the books on the shelves by category.

4) Small Meetings

a) Two folding tables and 8 of the black overflow chairs will be kept folded and stacked in the corner of the room for use during small meetings.

b) Prior to a meeting the team meeting will set up the table and chairs and return them to their storage position after the meeting.

5) Crafts/Small Work Area

a) Approximately 6 cabinets will be obtained from FreeCycle, Craig's List, donations, or other such sources. One of these cabinets will be, or be modified to be, a fold-down work surface. (In the future these may be replaced with nicer cabinets/fold-down surface, but that would be a separate budget request through standard processes.)

b) With room steward approval, members may donate crafting materials to be stored in the cabinets. As with other EVC sharing spaces, material may be freely used and members are requested to replace items if they use the last of something.

6) Music

a) Members may play the piano or other instruments at reasonable hours at volumes that do not disturb the members with homes adjacent to the room.

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Pet Policy

Consensed 15 May 2008

Intent:

This policy sets out how pets will be a part of Eastern Village Cohousing.

Rationale:

Many members of Eastern Village Cohousing have pets. To best live together we need to reach a common understanding of how those pets should be a part of EVC.

Policy Language:

1. The Montgomery County Code Section 5-203(a) sets out the rules for pets in Montgomery County and thus for Eastern Village Cohousing.

2. A summary of selected Montgomery Animal Control Laws is located at:

<http://www.montgomerycountymd.gov/animalservices/asd/laws.html>

3. In addition to the Montgomery County Code, Eastern Village Cohousing adopts the following rules:

a. No pets are allowed in the interior common areas other than for brief periods for transit through the halls.

b. Due to members' allergies, pets are not allowed at any time in the kitchen, living room, exercise room, kids room, game room, laundry room, quiet room, multi-purpose room, or on the bamboo floor in the dining room.

Implementation:

1. Interested members are encouraged to work with other members to work out problems as a first option.

2. Infractions of the Montgomery County Code may be reported to the Montgomery County Animal Services Division.

3. Infractions of the additional rules may be reported to the Eastern Village Cohousing Residential Board.

Residential Board and "Super" Board Selection Process Policy for 2008 Boards and Future Boards

updated with changes consensed on 1/10/16

Purpose:

To allow the community to select members of the Eastern Village Residential Board and the residential members of the "Super" Board. (This does not address selection of members for the Eastern Village Commercial board.) As was done in 2004 to select the 2005 board and in 2005 to select the 2006 board, a selection process will be performed to determine the members' selection of board members. This selection will be used as a voluntary guide in the actual vote that legally must happen at the Eastern Village Cohousing Condominium annual meeting in January.

Process:

Selection of the Residential Board

Prior to the day of the selection, members are urged to post on WebCrossing and the Board's corkboard their interest in being on the next board. They should include their unit number, time they have lived at EVC, any boards they have served on previously, and other applicable qualifications.

The community will ask Tena Meadows or John Buck (or an appropriate substitute certified facilitator if she or he is not available) to attend the December 15th Eastern Village Membership Circle Meeting (or a meeting within 90 days of that date should the meeting be moved or time be available only at on a different meeting date) to lead the Eastern Village membership in a board selection process. (Since this will not be the yearly Eastern Village Cohousing Condominium annual meeting, this selection will be used as a voluntary guide for our voting at said meeting.) We will request Tena or John (or an appropriate substitute) to use a process similar to the one used for the 2006 and 2007 board selection, but with increased emphasis on civility, niceness, and positive aspects of each member's character. Furthermore, we will request that people present the positive reasons that a person should be on the board and not negative reasons that they should not be on the board. Beginning with selection of 2008 board, the process will be modified to facilitate a more positive and less divisive selection meeting. Individuals will be able to choose to stand aside if they strongly oppose the selection of a particular member and do not want to be a part of the consent selecting that person, but also do not want to hold up the process.

We will select at least 5 and possible 6 or 7 members, one or two of whom are earmarked to serve as Membership Circle Coordinator(s). Of those selected for the Residential Board, 5 will serve as Residential Board members. If another 1 or 2 members are selected, they will serve as the Assistant Secretary and/or Assistant Treasurer to the Residential Board at the discretion of the new Residential Board members. The 5 to 7 members selected will determine amongst themselves the 5 members who will serve in required roles of president, vice president, treasurer, and secretary, and those who will be assistants. The 5 members that the 5 to 7 members select to serve as full board members shall be considered as having been selected by a consensus of the community for the purpose of guiding the voting at the Eastern Village Cohousing Condominium annual meeting.

Selection of the Super Board

Immediately after the Residential Board is selected, the membership will continue to select the Super Board.

Also prior to the day of the selection, presently serving board members will indicate if they would be willing to be considered to either stay on the Residential Board or serve on the following Super Board. If there are not five board members who want to serve on the following Super Board, the Vice President of the current board will post a notice to WebCrossing and on the bulletin boards indicating that present and prior members of the Residential Board and Super Board are needed to serve on the following Super Board. The Vice President will call a meeting, open to the public, at which those who are interested in serving on the Super Board are invited to attend, and among themselves agree on a list of five members who will stand for selection by the community. This slate of candidates will then be considered for selection all together at the same meeting in which the Residential Board is selected. If agreement is not reached in advance about a slate to stand for selection, or an agreed upon slate does not pass selection by the community, the selection of the Super Board will then proceed in the same manner as the Residential Board. A slate does not pass selection if four or more members from three units choose to intervene.

This policy applies to the selection of the 2007 Eastern Village Residential Board and the residential members of the "Super" Board and to all future selections of these boards in future years until a replacement policy is consensed on by the membership. It does not mean that this method will be used for other activities.

When selecting board members, the goal will be to select up to 3 of the board members who would be willing to serve 2 consecutive 1-year terms. The remaining board members will be selected to serve for 1 year. (Since the Bylaws state 1-year terms, the selection of a member to serve 2 consecutive 1-year terms will be used only as a voluntary guide in the following year's selection.) If no one selected is willing or able to commit to 2 consecutive 1-year terms, then all members selected will serve for 1 year.

The cost of this policy will be \$400 or less and will be in the form of a payment for services rendered to the person leading this selection, a portion of these funds will be used, if needed, to hire a sign language interpreter for this meeting.

Residential Fee Collection Policy

Intent: to define expectations for collecting residential condominium fees on a timely basis.

Rationale: to ensure that our community meets our fiduciary responsibilities by collecting both regular condominium fees necessary to cover expenses listed in the Annual Budget as well as special assessments.

Authority: Paragraph 15 of the Declaration of Covenants provides the obligation to pay assessments. Bylaw

sections 5.1 and 5.1.1 provide the general authority of the residential board of directors. Bylaw sections 7.3, 7.4 and 7.5 provide the authority to adopt the budget. Bylaw sections 14.6 and 14.9 provide the authority to collect assessments.

Proposal: to adopt the following as the Eastern Village Cohousing Fee Collection Policy:

1. All fees are due and payable in full on the first of each month. Any amount, including any special assessments, due and payable in full on the first of any month but not received by the 16th day of that month constitutes a delinquent balance.
2. The management company will notify owners with a delinquent balance on the 16th day of the month by first-class mail sent to the owner's last known address. The 16-day notice will state both the balance and what constitutes it.
 - a) The account incurs a late fee of \$15.00 upon issuance of the 16-day notice.
 - b) In accordance with the bylaws, interest at the rate of 10% accrues on delinquent balances.
3. Amounts received will be applied in the following order: delinquent balances, accrued interest, late fees, current regular fee installments, and then special assessments. All payments will first be credited against the oldest outstanding balance for each aforementioned category.
4. The management company will notify owners with a delinquent balance of at least \$100.00 and that is at least 45 calendar days delinquent by first-class mail sent to the owner's last known address. The 45-day notice will state both the balance and what constitutes it, and this notice will also state that if the account is not made current within 10 calendar days after issuance of the notice then the account may be turned over to an attorney for collection.
 - a) The management company will inform the residential Board of Directors regarding delinquent accounts.
 - b) The management company may turn over delinquent accounts to an attorney for collection only upon express authorization from the residential Board of Directors.
5. If an account has been turned over to an attorney for collection, then:
 - a) All communication by the owner regarding this matter from this point forward must be made exclusively with the attorney's office. The management company will cease to issue 16- and 45-day notices where an account has been turned over to an attorney.
 - b) The account will be accelerated requiring all association fees to be paid for the balance of the fiscal year.
 - c) Attorney's fees and costs will be assessed to the account.
 - d) From this point forward, notwithstanding any other section of this policy, all payments on the account will be credited in the following order: attorney's fees and costs, delinquent balances, accrued interest, late fees, accelerated regular fee installments, and then special assessments; all payments will first be credited against the oldest outstanding balance for each aforementioned category.
 - e) The attorney will notify the owner of the intent to file a lien against the unit.
6. After 30 calendar days of issuance of the notice of intent to file a lien, a statement of lien shall be recorded against the owner's property for the amount of any unpaid attorney's fees and costs, delinquent balances, accrued interest, late fees, accelerated regular assessments, and special assessments.
7. The attorney may undertake additional collection actions if the owner fails to bring the account current within 30 days following the filing of a statement of lien against the unit. Such action might include filing a suit against the owner or foreclosure of the condominium lien.

This action was approved by the Eastern Village Cohousing Condominium Residential Board on X X 2005.

Signed by: the Residential Board, Eastern Village Cohousing Condominium	Date:	President of
Signed by: the Residential Board, Eastern Village Cohousing Condominium	Date:	Secretary of
