

ISLAND COHOUSING COMMUNITY POLICIES
March 2008 version

PREAMBLE

The spirit of Island Cohousing's Community Policies is drawn from the Island Cohousing Guiding Principles and is based on shared purpose, common sense and respect for one another. The intent of these Policies is to outline accepted community principles and standards, alter and change these as necessary, and allow disputes or disagreements that may arise to be settled through a dispute resolution process as outlined in the Association By-Laws. These Policies are in addition to and consistent with the By Laws and the Covenants, Conditions, and Restrictions of the Island Cohousing Community Association (and Deed Rider in the case of the subsidized homes).

GENERAL STANDARDS

- 1.1 Occupancy in and use of the Community and its common area is limited to Members, their guests, and such renters as are permitted in accordance with paragraphs 9.1 through 9.7 herein.
- 1.2 These Policies shall apply to all Members, tenants, contractors, occupants, and guests residing in or using the common areas or facilities of the Community.
- 1.3 These Policies may be amended by consensus of the Member Households, or a 75% majority affirmative vote, in accordance with the By-Laws.

BEHAVIORAL STANDARDS

- 2.1 No Member shall do or permit to be done anything in or about his or her house or in common areas which shall interfere with the rights, comfort or convenience of other Member Households, it being the intent that the Community shall be a residential community wherein all residents shall live in a peaceful and tranquil environment.
- 2.2 No Member shall cause or permit to be caused any excessively loud noise, which shall cause disturbance to any other Member or occupant. Objectionable noise that extends beyond the private property of the Member Household or common house shall not be permitted between the hours of 10:00 p.m. and 8:00 a.m.
- 2.3 No smoking shall be permitted in common buildings.
- 2.4 Members shall be responsible for the actions of their children, tenants, occupants, guests, contractors and pets.
- 2.5 No firearms shall be permitted to be discharged on the property.
- 2.6 Any child found to have committed an act of vandalism or theft shall: 1) take full financial responsibility, 2) perform 2-3 hours of community service, and 3) lose privilege to use all common property including but not limited to the pond, basketball court, field, playground, center green, and common house for a period of two weeks. *Following any incident of theft or vandalism, it shall be the responsibility of the current facilitators to see that the terms of the*

policy are carried out. The facilitators shall select two appropriate adult volunteers to participate in 2-3 hours of community service with the perpetrators.

- 2.7 Any child found to be engaging in bullying or aggressive behavior may be sent home and the parent notified. Particularly hurtful or objectionable behavior may result in the child losing privileges to use common property (including pond, basketball court, center green, field & playground) for a limited time and/or requiring the child to do community service, as up the discretion of the Parents Committee.
- 2.8 Every child resident who wishes to use the common facilities and to play on common property shall attend a minimum of one kids meeting per year, to be attended with an adult. The purpose of this meeting is to review guidelines and discuss behavioral conduct.

LOTS

- 3.1 All areas surrounding the units shall be kept well-cared for and free from storage of items not in immediate use.
- 3.2 Any additions or major exterior changes must be in conformance with the Covenants, Conditions, and Restrictions.
- 3.3 All garbage and recyclables shall be stored in designated areas

MOTOR VEHICLES

- 4.1 No vehicles may be parked except in designated parking areas.
- 4.2 On the pedestrian ways, emergency vehicles and regularly scheduled delivery vehicles (such as propane and fuel oil trucks) shall be permitted. Household members shall also be permitted to drive vehicles on the pedestrian ways when articles must be moved that are too heavy, cumbersome, or large to fit into carts, or for other such purpose. The Community agrees that this is an occasional and exceptional right that should be exercised as seldom as possible. Vehicles shall drive on pedestrian paths at no more than 4 MPH and all repairs necessitated by vehicles shall be the responsibility of the driver. There shall be no overnight parking on the path or alongside the homes.

PETS

- 5.1 All pet owners shall act responsibly so as not to allow their pets to cause unreasonable disturbances in occupied common areas and/ or facilities which shall interfere with the rights, comfort or convenience of other Member Households.
- 5.2 No outdoor livestock or structures for livestock can be located on house lots. Livestock is defined as any animal other than cats or dogs. Livestock can only be kept in the field or garden area of the common lands, and only with the approval of the community. (10/04)

HOME OCCUPATION

- 6.1 Home businesses shall be limited to no more than one hired employee per Member Household.

WAIT LIST

- 7.1 Island Cohousing maintains a standing wait list for those who wish to join the community by renting or purchasing a home.

- 7.2 The following steps must be taken to join the wait list:
- a. Meet with or talk to a member of the Administration Committee to ask questions, tour the community, and go over the basic dynamics of the community.
 - b. Send a letter to announce your intentions and give brief background about yourself (and other household members) and why you are considering moving to ICoho.
 - c. Attend at least one general meeting.
 - d. Attend at least one social event or Community dinner.
 - e. Request acceptance to the Wait List.
 - f. Pay the \$20.00 annual fee (to Island Cohousing Community Association) to cover copying and mailing. Keep fees current each year to demonstrate continuing interest.
 - g. An applicant officially becomes a member of the Wait List upon receipt of a letter from the Icoho Administration Committee.

HOME SALES

- 8.1 Island Cohousing is a community of year round homes. Island Cohousing wants to remain a year round community. All members are strongly encouraged to sell homes only to those who expect to occupy them year round. All members are encouraged to sell (or rent year round) their home if at any time they are occupying their home less than nine months per year for two years in a row except in the case of special circumstances. The rental and resale of subsidized homes must comply with Deed Rider and follow the process outlined in the Subsidized Home Sale and Rental Selection Process document.
- 8.2 If a home is for sale, the owner shall first notify the community, to see if a community member wishes to purchase it. At the same time, the Owner shall notify the Administration Committee, who in turn shall notify all members of the Wait List. Wait List members shall deal directly with the Owner.
- 8.3 Before a home is sold, the prospective purchaser shall go through steps a-d of the wait list process and be provided a copy of the Covenants, Conditions, and Restrictions (CC&R); Island Cohousing Community Association By-laws, Community Policies, and Guiding Principles (and Deed Rider in the case of the subsidized homes). It shall be the responsibility of the owner to make sure this happens.
- 8.4 Prior to waiving its option to purchase, the Community shall request that the prospective purchaser sign a notarized affidavit stating that they have read, understand, and agree to abide by the Community Policies.
- 8.5 The following policy is a recommended process for Island Cohousing homeowners who are planning to sell their house (9/04). The purpose is to give the community sufficient time to find a suitable buyer before houses go on the open market.

A specific process governs the sale of the four subsidized houses, but the remaining 12 have no constraints except that the community has a right of first refusal that it may exercise. But it is difficult and expensive to exercise that right, and rather than reaching that point the process below may achieve the goal by being beneficial to both the seller (avoid some or all real estate commissions) and the community (find a compatible buyer) if followed.

The recommended guidelines, once a household has decided to sell:

1. Member household has one or two market analyses done by real estate brokers to determine price (hire only to set price, not to handle sale). Even better is to hire a real estate appraiser to do an actual appraisal of value.
2. Once the price is set, offer the house to the community for a period of two months to find a buyer who will *meet the set price*. This is a key variable. If Owners set an unrealistically high price, we will have a hard time finding a buyer.
3. Once the house is offered, the Admin Committee will notify all parties currently on the wait list to give them an opportunity to meet the price. Potential buyers will speak directly to the owner unless the owner requests that the Admin Committee help them with this.
4. If nobody on the wait list responds positively, Admin will notify community and all will try to think of a suitable year round buyer who might be an asset to the neighborhood.
5. If a buyer is found, real estate commissions (normally 6% of the sale price, payable by owner), can be avoided.
6. Once a buyer is found, the Owner has the following options: 1) deal with all complexities of the sale personally, thereby avoiding all real estate commissions (it would be good if sellers will donate 1% to Icoho for doing the work of finding a buyer who meets the price); 2) ask Admin to handle the sale in exchange for 1.5% of the sale price; 3) hire a realtor to complete the sale (indications are that a realtor, once buyer is found, will handle the rest for a 2% commission.
7. If no buyer is found who meets the price (or a lower price acceptable to the seller) within 60 days of notifying community, seller would begin work with their selected realtor.

RENTAL OF UNITS

- 9.1 Island Cohousing is a community of year round homes. Island Cohousing wants to remain a year round community. All members are strongly encouraged to rent homes only to those who expect to occupy them year round. All members are encouraged to rent year round their home if at any time they are occupying their home less than nine months per year for two years in a row except in the case of special circumstances. The rental and resale of subsidized homes must comply with Deed Rider and follow the process outlined in the Subsidized Home Sale and Rental Selection Process document.
- 9.2 Any person or persons who intends to live at Island Cohousing or lives at Island Cohousing (with or without a lease) for a period of more than 60 days is considered a resident.
- 9.3 Before a home is rented, or a portion of the home rented for more than 60 days, the prospective resident must go through steps a-d of the wait list process and be provided with a copy of the Community Policies and Guiding Principles. If the resident has children they shall meet with a member of the Parents Committee to review the guidelines and are strongly encouraged to attend Parent Committee meetings. Further more, each adult resident shall be expected to contribute four hours of community work per month or the owner shall be billed \$40.00 per month to defray cost of community work, unless otherwise exempt by the Community. It shall be the responsibility of the owner to make sure this happens.
- 9.4 Member Households may rent a portion of their house if the house is owner occupied without approval from the Member Households of the Community. The tenant shall sign a lease that incorporates these Policies and obligates the tenant to comply with them. A signed copy of the lease with referenced and attached Community Policies shall be provided to the Community.

- 9.5 In an effort to minimize disturbances related to outdoor pets (i.e. dogs & cats), Member Households shall not be permitted to lease to tenants with outdoor pets without the approval of the Community.
- 9.6 If any Member Household wishes to rent their entire house and not remain in residency in that house, such rental shall be allowed only by notice to and approval of the Member Households of the Community, which shall not be unreasonably withheld. The Community shall approve the rental term, but tenant selection shall be up to the individual unit owner. Community compatibility is most important in the selection of tenants. Year-round rentals shall be encouraged and summer rentals shall be discouraged. A 60-day minimum lease provision shall be required to encourage longer-term participation within the community by renters, and this shall be varied only when there are extenuating circumstances that the group deems worthy of exception. Low turnover is essential, and all Member Households shall be encouraged to have no more than one tenant per year. Rentals shall be permitted only if the tenant signs a standard Community lease (to be prepared) with the Member Household which states that all of the Member Household's community responsibilities shall be assumed by the tenant, other than the monthly fee to Association which shall remain the responsibility of the Member Household. In the event the tenant is in violation of the lease the Member Household shall be responsible for taking appropriate measures.
- 9.7 The rental policy does not apply to loaning of houses to friends or families, but in these cases it is still the responsibility of both Owner and Occupant to comply with community responsibilities. Any time a house is to be loaned out (or otherwise occupied by other than the Member household), notice shall be posted in the Common House as a community courtesy.
- 9.8 If any owner rents or leases their house for less than 60 days without written permission of the Community they will be fined \$200 per day for each day the house is rented. In addition, tenants, their family members and /or guests shall not be allowed to use any of the Community's facilities (i.e. common house, garden, pond, basketball court, field, etc.).
- 9.9 When a portion of one of the four subsidized houses are rented, and the Owner remains in residence, the Owner need only comply with these policies. The Dukes County Regional Housing Authority shall not be involved when an Owner rents only a portion of their house, but must approve rental of the entire house.

WORK

- 10.1 Everyone must sign in for all work done in order that it can be counted toward satisfaction of the work requirement.
- 10.2 Organizational work (chairing meetings, preparing agendas, and writing minutes) will be counted as part of the work that satisfies the work commitment.
- 10.3 At the end of each quarter there is an accounting. Each person (over 21) who does not do four hours per month is billed \$15.00/hour for each hour under four per month.
- 10.4 During ensuing quarters it is possible to make-up hours not done (this recognizes that some work is seasonal, that people may be away or too busy at times, etc.).
- 10.5 At the end of the year accounting, when bills go out (if any), they become due.

- 10.6 Each year we will evaluate how much time it takes and revise the commitment accordingly, if necessary.
- 10.7 There will be an annual sign-up to change jobs.