PEACE VILLAGE POLICIES

Village Agreements

(attached to Proprietary Lease)

These Village Agreements include some of the policies that enable us to live together in a reasonably harmonious way given our shared space. See the individual policies and other documents for more complete information. Following the Village Agreements is a condition of residency at Peace Village. All uses of property within the Cooperative are also governed by federal, state and local codes.

1. Good Neighbors

We will do our best to be good neighbors to other Villagers and to communicate and act with respect at all times. We will strive to honor the dignity and worthiness of every human being. We are willing to listen to feedback about how our actions affect others, and offer such feedback as kindly, promptly, and directly as we can. If we make a mistake, we will strive to acknowledge it and take responsibility for making the situation better.

2. Mutual Respect & Nondiscrimination

We will not harass or discriminate against others on the basis of any of the following: race, color, ethnicity, national origin, or immigration status; sex, gender expression, sexual or relationship orientation, familial or marital status; age; religious affiliation or belief; source of income; military, health, disability, housing status past or present; or for any reasons prohibited by federal law or the State of Oregon. We will not attempt to proselytize persons who hold spiritual beliefs other than our own.

3. Conflict Resolution

Tensions between people naturally arise in community life. Since conflict is inevitable, it is best treated as an opportunity for growth and understanding. Residents need to be willing to hear each other out, and are expected to make good faith efforts to resolve disputes with neighbors (and also with property management and/or SquareOne staff) through respectful and direct communication. If an issue remains unresolved, members are expected to take responsibility for engaging assistance if needed. Members may be required to participate in mediation. In addition, part of living in a community includes a commitment to continuing to participate in the community even during conflicts. *(See more detailed policy below.)*

4. Trainings

The Co-op may organize trainings from time to time, and may decide which trainings are considered optional, strongly encouraged, or mandatory. All new adult Co-op members, additional household members, and subtenants will attend an orientation session.

5. Community Service

Each adult resident is expected to participate in one committee and offer at least 12 hours of service to the Cooperative each quarter (48 hours/year), although people are encouraged to contribute more. In addition, members recognize that participation at Co-op meetings is

one of their responsibilities, and decisions will be made without them if they are not present. *(see: Participation Agreement)*

6. Monthly Carrying Charges

Each member pays a monthly fee based on unit size. Fees are due on the first day of the month. A late fee is assessed if full payment is not received by the fifth day of the month (see *Fee Schedule* below). All carrying charges, special assessments, and any other charges due to the Co-op can be paid by check or money order (cash not accepted).

7. Safety & Liability

Members are personally and financially responsible for any injury or property damage caused by themselves, members of their household or their guests. Be safe! Insurance coverage obtained by the Cooperative does not include members' personal belongings or members' liability. All members must obtain and carry personal liability insurance of at least $100,000 at all times. Proof of coverage must be provided to the property manager.

8. Right of Entry

Units may be entered in case of emergency at any time. Notice will be given 24 hours in advance of normal entry for examination, inspection and/or repair of a unit. Unless circumstances require a different schedule, the entry will be between 9am and 8pm.

9. Keypad Access

The doors to the community rooms, laundry, and bicycle parking are equipped with coded keypad locks. Members should only share the keypad codes with people who need access to when they are not home (e.g. babysitter, family member, etc.). Members must inform the Office whenever they share the keypad code with someone. The Office will maintain a list of all persons with whom members have shared the keypad code.

10. Parking

Assigned vehicle parking spaces are numbered and have a monthly fee and are limited to one per household. Spaces #3-5 and the turn-out on Ferndale are reserved for Church-only parking on Sunday mornings 9am-noon, and are otherwise available as guest/visitor parking. The gravel overflow area near the Sanctuary is Church-only parking all the time. Space #6 is reserved for SquareOne staff only, except for Sunday mornings when it becomes a Church spot. The gravel area near the garage/trash enclosure is first-come, first-served (the garbage truck may require this area to turn around during certain times of the week).

Only registered and operable vehicles may be parked on the property. Indoor bicycle parking spaces may only be filled with functional, operable bicycles or scooters.

11. Guests

Members are responsible for the conduct, actions, and inaction of their guests and invitees while they are on Peace Village property. This includes ensuring that their guests and invitees follow all co-op rules and policies. Any damages or injuries caused by a Member's guests and invitees are the responsibility of the Member who is hosting them. No guests or invitees are permitted in any of the co-op's shared community facilities (i.e. in any common buildings) unless they are accompanied by a Member. Members may not share door codes

to the common buildings with anyone outside of their household without the co-op's written permission.

Members must observe the following policies if their guests are staying on the premises for more than four (4) days. "Staying on the premises" means presence at Peace Village property for a substantial amount of time, whether during the day or overnight. This includes, but is not limited to, long-term or regular house guests, visiting relatives, etc.

a) *Guests staying on the premises for four or more days*: The Member will inform their neighbors of the guest (as well as whether the guest is visiting with a pet) by announcement in the weekly newsletter (member must email peacevillagecommunications@gmail.com with info.)

b) *Guests staying on the premises for one week or longer*: The Member will notify the office by completing the appropriate form.

c) *Guests staying on the premises for four weeks or longer*: The Member must get the co-op's approval before their guest may stay for four weeks or longer (whether in one visit, or cumulatively in one year). Members may request approval by submitting the appropriate form. Before approval will be granted,
    i) the guest must pass a criminal background check (paid for by the Member); and
    ii) the Member and the guest must sign a Temporary Occupancy Agreement, on a form approved by the co-op (this is to protect the Member from creating a sub-tenancy)

Normally, any person who is stays with a member for six months or more in a one year period (not necessarily consecutive) is expected to either become an additional member of the Member's household, become a Member of the co-op (i.e. be added to the membership certificate), or vacate the premises (see "Adding New Household Members" below). (*revised by board 1/13/26*)

12. Adding New Household Members

Peace Village does not allow for the addition of new (adult) household members during a Member's first six months of residence. After this initial six month period, a Member may request to add a new adult to their household. The co-op must approve the addition of any new adults to the household, and all adults living at Peace Village must occupy the unit as their sole, primary, full-time residence as defined in the co-op's Bylaws and Proprietary Lease.

A Member may request to add a new household member as:

a) *An additional member of the household*: A member of the household, who shares income and expenses, and who lives in the unit as their sole, primary, full time residence. They are listed as an "additional occupant" on the Member's Proprietary Lease. An additional member of the household is required to contribute community service hours, and the Member's account will be charged for any uncompleted community service hours.
b) *A full co-op member*: A member of the household whose name is added to the existing Member's Membership Certificate, and is a joint owner of the existing

Member's Membership Share. They will have all the rights and obligations of the other Members of the co-op.

If requesting to add an additional member of the household, the following must be completed:

- A criminal background check (if not already completed)
- The proposed new household member must provide the following references to the satisfaction of the Membership Team:
    - Housing references for the past three years
    - At least two personal references (who are *not* family members)
- If approved, the proposed new household member must sign an acknowledgement, on a form acceptable to the co-op, that they are not the owner of the existing Member's membership, and that they are a not a sub-tenant of the existing Member, and that they have no exclusive occupancy rights to the existing Member's unit.
- It is strongly recommended that the existing Member obtain legal counsel to understand the implications of adding an additional adult to their household.

If requesting to add as a full co-op member, the following must be completed:

- The proposed new Member must submit a full application and be approved through the full Member Selection Process as would any other Member.
- If approved, both the existing Member and the new Member must update the existing Member's Membership Certificate. The existing Member is responsible for any administrative or legal fees that are required.
- It is strongly recommended that the existing Member obtain legal counsel to understand the implications of co-owning a Membership.

In either case, if the new household member is approved, updated household income documentation (from all household members) must be provided for certification by the co-op. While it is not necessary for the updated household income to qualify based on the co-op's maximum income limits, the new household's income must be certified and reported as required by any subsidy sources.

Note: No action needs to be taken when a Member's dependent child turns 18 unless the Member wishes to add their child to their Membership Certificate. However, as an adult living in the household, they will be required to contribute community service hours. (*revised by board 1/13/26*)

13. Pets

a. A maximum of two cats and/or dogs total may live in each unit. In addition, there may be up to three caged animals (e.g., birds, rodents, rabbits, reptiles), or a fishtank up to 20 gallons.
b. Members are responsible for their pets and the pets of their guests, and residents will be held responsible for any noise, property damage, or infestation caused by their animals. If someone's pet is not a good neighbor, the Co-op has the power to require the animal to move out. Residents are encouraged to care for their animals with a high standard of health and hygiene, including flea control if needed. Pet waste must be picked up immediately and properly disposed of. All animals must be spayed or

neutered, and have proper immunizations and licenses–documentation to verify this will be requested if questions arise. No undomesticated or wild animals such as rodents or feral cats are allowed. The Co-op board may establish a limit on the total number of pets at the Co-op.

c. Pets are not allowed in the community rooms. Service animals who are trained to perform a specific service are allowed if documentation establishing what service they perform has been submitted to the Office.
d. *Dogs:* Dogs must be on leash at all times when outside a unit. Dogs that have bitten or attacked other people or animals in the past, or that have other serious behavioral issues, are not allowed.

14. Noise

In recognition of the close proximity of our living spaces to each other and to shared common areas, members and visitors may not create loud noise, since it interferes with other members' quiet enjoyment of the property. Noise should be kept within a reasonable level at all times, and especially between the hours of 10pm-8am.

15. Substance Use

a. Smoking of tobacco products is strictly prohibited in all areas of the property except for designated smoking areas. Residents who use the smoking areas are expected to clean up after themselves, including putting butts and garbage into appropriate receptacles. Smoking of tobacco products elsewhere on the property, whether indoors or outdoors, in other common areas or exclusive use areas (i.e. inside units, on patios, etc.) is strictly prohibited.
b. Consuming marijuana is not allowed on porches or in common areas of the village.
c. Alcohol consumption is not allowed in common areas except as part of an organized event. Alcohol consumption is permitted on porches.

16. Firearms

There will be no discharging of firearms or explosives (including fireworks) on Co-op property. Owners of firearms will inform the Office of their presence, and show that the firearm(s) and ammunition are securely safeguarded, for example in a locked container. All guns must be stored unloaded.

17. Barbecues

Barbecues and outdoor grills can only be used 15 feet away from buildings in an area free of combustible materials (such as a gravel lot or grassy area), in order to comply with insurance requirements. Barbecues may not be stored on patios, porches, or balconies.

18. Fire Prevention and Safety

All units have sprinkler systems installed; the system in Building A & B automatically alerts the Fire Department if the system is triggered, while the system in other units does not. Damage to any sprinkler head can cause major flooding that destroys the habitability of that unit and others nearby–*please be very careful around the sprinklers* when moving items around the unit, and no hanging things from the sprinkler head. Each unit includes a working fire extinguisher and smoke detector. It is the responsibility of each household to replace the batteries in the smoke detector as needed. No tampering with or removal of smoke detectors is allowed.

19. Clutter

The terms of the Proprietary Lease prohibit any member from storing or keeping personal belongings in any Common Areas. Residents will refrain from having unusable clutter stored outside or inside their homes. Outside clutter that is visibly offensive to other residents shall be removed. Inside or outside clutter that is a fire, health or other determined hazard shall be promptly removed, and the member responsible for said clutter will be charged for any associated disposal costs. *(see: Clutter Concerns)*

20. Garbage and Recycling

Garbage (including pet litter) must be bagged and tied before it is put in a dumpster; separate containers are provided for recyclable materials. Dumpster and recycle bin lids should be kept closed. Large items beyond normal household waste (such as furniture or mattresses) and hazardous waste should not be put in the dumpster or the dumpster area. Residents are responsible for their personal litter and that of their children, guests, and pets; all residents are encouraged to clean up litter found on the premises property regardless of its source.

21. Pest Control

Residents are responsible for pest control in their own unit. Residents are to promptly report any serious pest or infestation problem to the Office.

Any indication of rodent presence (sightings, droppings, nesting, points of entry) should be reported promptly to the Office. The Property Manager will contact a pest control expert and schedule an inspection. If evidence of rodent activity and/or points of entry are identified during inspection, the entry points will be eliminated and the Property Manager will report the findings to the Board.

Peace Village grounds and common areas (all outdoor areas at the property, porches, laundry room, storage areas, parking areas) are to be kept free and clear of any chemical and/or inorganic pesticides and herbicides, unless approved by the Grounds Team. If there is any question about the toxicity of any substance, check in with the Office before applying it in any common area.

22. Laundry Room

Laundry facilities may be used at any time. Please promptly remove finished laundry from machines; if you don't and someone else needs the machine, they may remove your laundry. Clean out the lint trap before using the dryer. If a machine is not working, residents should promptly call CoinMeter (the rental company). CoinMeter's numbers are on the machines, and they are responsible for refunds, repairs, etc. If a machine is broken please place an out-of-order sign until the company can repair it.

23. Maintenance Responsibility

Maintenance, repair and/or replacement of Cooperative property, unless due to the resident's negligence or misuse, is the responsibility of the Cooperative. In cases where repairs are the member's responsibility, the member will be charged for labor and materials, at actual Cooperative cost.

24. Personal Use of Community Rooms

The community rooms may be reserved in advance by members for personal functions (such as private parties), as well as for Village events. A nominal fee and/or a refundable deposit for cleaning/damage may be required for private usage. All guidelines must be followed, and the space left in clean and well-ordered condition ready for others.

25. Residential Use

As provided in the Proprietary Lease, units are private dwellings to be used for residential purposes only. However, uses that may involve individual residents' business activities that don't include client traffic onto Peace Village property are not considered business uses and are permitted.

26. Use and Alterations of Exclusive Use Areas

a. **Interior Paint:** Residents may paint interior walls inside their unit a different color than standard. Upon move-out, if the buyer does not want the alternate color, then walls will be restored to original color at the departing member's expense.
b. **Porches**: Members may not "wall off" their porches, and there will be no permanent attachments to porch railings without consent from the Co-op. Porches are not for personal storage; porches should be kept neat and tidy. Furniture intended for outdoor use is welcome.
c. **Structural Alterations:**
    i. The Proprietary Lease prohibits members from making any structural alterations without written approval of the Co-op. Members may not alter or replace locks; or install door knockers, antennas or satellite dish devices on the exterior of the buildings or on roofs, without consent from the Co-op.
    ii. The Bylaws allow members to make some structural alterations to their units that are considered permanent improvements and thus increase the share value, with prior approval; application forms are available in the Office.
d. **Non-structural Alterations:** The following are not considered structural alterations and these are allowed if the unit is later returned to the original condition: *installation of curtains, temporarily-mounted shelves, wall-mounted lamps that plug into a socket, small hooks and holders.* See elsewhere for specific policy regarding interior painting. Questions should be addressed to the Property Manager or the Board.

27. Use and Alterations of Common (Shared Use) Areas

a. All property at Peace Village is owned by the Peace Village Housing Cooperative, and each member is a shareholder in the Cooperative. Residents' use of common areas is regulated by the governing documents of the Cooperative. Owning a share gives the member the right to exclusive use of a specific unit, although the member does not own the unit as in a condominium complex. Any part of the property that is outside the member's exclusive use area is referred to as "shared use" or "common area."
b. Only the Cooperative may alter structures or make changes to common areas. Alterations include planting, trimming or removing trees; placing structures; or making other changes to the condition of these areas. Residents may not paint building exteriors. Members may propose alterations of the common area to the Board or the Co-op.

c. Common areas are not intended for storage of personal property. That includes removing bicycles and kids' toys when not in use (by the end of each day), especially to keep pathways clear.

28. Landscape

Decisions regarding landscaping in the Common Areas are up to the Co-op, which is expected to have a team that will handle these decisions. Guidelines include:

a. No personal fences are allowed.
b. In order to add new plants, there needs to be a plan for how the plants will be maintained (watering, pruning, etc.).
c. No plant matter is allowed within 6" of any exterior wall.
d. Plants are to be trimmed so that they do not grow over sidewalks and do not touch people walking on sidewalks.
e. All alterations to the irrigation system are to be done by the landscape maintenance company. Issues with the irrigation system are to be directed promptly to the Grounds Team or the Property Manager.
f. Any compost systems for food scraps must be rat/animal proof.
g. Residents may add personal plantings by their own units; *see more detailed policy below.*
h. Approval from the Co-op is needed for any vines growing on porch railings.

Landscaping choices may also need to be coordinated with a landscape contractor.
(see also: Landscape & Grounds - Personal Use Areas)

29. Confidentiality

Anyone serving in an official role that results in them having privileged access to personal information of members or applicants for any reason is expected to exercise appropriate discernment regarding when to disclose that information to other people (members or non-members) and when prior consent may be required.

30. Conflict of Interest

Members serving as Board Directors or Officers, or in any other role where a conflict of interest may arise, will declare any potential conflicts of interest in a transparent manner before any matter relevant to the interest is voted upon, and exclude themselves from such votes. *(See more detailed policy below.)*

31. Survey Information

Members agree to complete any survey requested by the Property Manager or the Board on behalf of the City of Eugene or the Oregon Department of Housing & Community Services and consent to share household demographics addressing such items as ethnicity, gender, and household income requested on any such survey.

(signatures on next page)

AS A CONDITION OF RESIDENCY AT PEACE VILLAGE, ALL MEMBERS MUST SIGN THESE AGREEMENTS.

I have read and understand these Village Agreements, as well as the detailed individual policy documents referenced herein. By signing below, I agree to abide by them. I understand that failure to follow any of these Agreements or any of the governing documents of the Cooperative could result in the termination of my membership. I also understand that I am responsible for the actions of any residents or guests of my household.

Signature: _____ Date: _____

Signature: _____ Date: _____

Participation Agreement

Our active participation in a variety of ways offers benefits to us as individuals and to our village as a whole:

- When we all contribute, it helps the village run smoothly, and directly reduces our monthly carrying charges.
- When we participate in making things work here, we each feel that we are an integral and valued part of our community.
- We need attendance at Co-op meetings in order to share our group wisdom in conducting business such as approving budgets, making leadership selections, and coming to community agreements.
- We gain a deeper understanding of each other when we work and participate with our neighbors.

Our intent is to achieve a reasonable and caring balance between village needs for active contribution and individuals' ability to participate. We participate according to our availability, skill, and community needs. We don't expect everyone to work or contribute the same amount and we recognize that contributions may vary a lot and that participation may ebb and flow over time. **People have the option to "play or pay,"** meaning they can choose between offering hours versus paying an additional fee.

What are participation expectations of individual members?

1. At least 12 hours of service to the Cooperative is expected each calendar quarter from **each adult resident** (4 hours per month, 48 hours per year), although people are encouraged to contribute more.
2. Members may "bank" time month-to-month, but not quarter-to-quarter; so if someone does more hours of work in one quarter, they still owe 12 hours the following quarter.
3. Service contributions are logged to keep track, on an honor system. Write down your service hours with the date and what you did on the appropriate form.
4. If you prefer to "pay" rather than "play," you'll be assessed an additional fee of $5/hour for each hour of service not fulfilled in a quarter. The money thus collected will be raffled off to one or more members who fulfilled all their hours that quarter.
5. **Work that counts toward service hours includes**:
    a. serving on the board and other teams;
    b. attending workdays;
    c. completing team tasks;
    d. attending official full membership meetings;
    e. cooking group meals for the village;
    f. attending trainings if the Co-op decides to give hours for it; and,
    g. doing work independently that is not associated with a particular team, because they see that something needs to be done (checking in with a team that may be connected to that work is encouraged).
6. Each adult is expected to serve on at least one team or committee, or to take on a similar role that may not have a full team (see more below).

7. Individuals also participate in community building in other ways that, while important, do not count toward service hours. For example, such activities might include:
    a. attendance at Co-op social events such as meals or music nights;
    b. joining special interest groups that may arise (e.g. movie group, yoga, book club, etc.);
    c. attending extra meetings to consider a village issue;
    d. attending trainings that aren't allocated as officially receiving service hours;
    e. helping each other as neighbors casually or occasionally; however, in more complex or ongoing assistance situations, the Community Care team is empowered to authorize service hours if needed.
8. Our young people are welcome to participate in village work and other activities, based on their interests, available tasks and developmentally appropriate supervision/mentorship, or other available support.
9. The Community Care Team, in conjunction with the Membership and Disability Justice teams, is authorized to oversee a temporary waiver or modification process for individual residents experiencing a situation that makes meeting the participation expectations a hardship. Applications, including the terms and process for submission, are available in the community shared office [Request to Temporarily Waive of Modify Peace Village Participation Expectations]

Conflict Resolution Policy

When conflicts arise, we agree to adhere to these conflict resolution principles and steps.

1. Commitments

a. Commitment to try to solve the problem promptly rather than letting it stew or fester;

b. No put-downs, intimidation (implied or direct), or physical contact;

c. Commitment to mutual respect;

d. Commitment to solve the problem;

e. Commitment to listen well to each other (avoid interrupting)--listen for each person's "piece of the truth;"

f. Recognize that problems are co-created, be willing to look for your own contribution to the situation;

g. Agreement to use the conflict resolution protocol below.

2. When someone vents about someone else in the group, the listener commits to engaging toward a positive outcome. Rather than joining that person's side and blaming the other, or gossiping further to more people, take constructive actions such as:

a. first acknowledge the feelings of the person who's venting;

b. invite them to reflect on their own contribution to the situation: what could they have done differently in the past or in the future?

c. ask if they need further support to help address the situation (could be from yourself or others);

d. creatively consider what next steps might help resolve it.

3. Protocols. Community members in conflict will:

a. Make a good faith effort to resolve the problem among themselves by first dealing directly with the other person(s) with whom they feel tension.

b. If direct interaction does not solve the problem, the members in conflict can ask a mutually agreed-upon member to help mediate and solve the problem, or each invite one buddy to come sit with the four people together and hold space for listening well to each other, or a combination of the above. A list will be maintained of members who are available to provide mediation support. Community mediators need to exercise care regarding confidentiality for any conflict they are working with, using careful discernment as to what info is shared with others, if any.

c. If using a community mediator does not solve the problem, it is recommended that community members in conflict secure competent professional mediation from SquareOne staff or local mediators. A list will be maintained of outside mediators who are familiar with similar situations and charge fees in the usual and customary range.

Conflict of Interest Policy

Directors, officers, and team members shall use their powers in good faith and in the interests of the Cooperative. A contract or other transaction between the Cooperative and any of these parties, or between the Cooperative and any other corporation, firm, or association in which a Director or other Member has a material financial interest, is not void just because such Director is present at the meeting of the Board or a committee which authorizes, approves, or ratifies the contract or transaction, if:

a. The fact of the common Directorship or financial interest is disclosed or known to the Board or committee and noted in the minutes, and the Board or committee authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such Director(s), and the contract or transaction is just and reasonable to the Cooperative at the time it is authorized, approved or ratified; or

b. The fact of the common Directorship or financial interest is disclosed or known to the Members, and they approve or ratify the contract or transaction in good faith by a majority vote or written consent of Members entitled to vote.

Reasonable Accommodation Policy & Procedure

This Reasonable Accommodation Policy sets forth the guidelines for making reasonable accommodations for qualified applicants or residents with disabilities to provide them an equal opportunity to use and enjoy Peace Village Housing Co-op's facilities and services.

The Federal Fair Housing Act (FHA) is a federal law that prohibits discrimination in housing and emergency shelter. One of the many protections of the FHA is the right of individuals with disabilities to request a reasonable accommodation in the rules, policies, practices, or services of a housing provider.

Whenever a person submits a request that a rule, policy, practice, or service be changed or modified in some way in order to afford a person with a disability an equal opportunity to use and enjoy a dwelling, such a request is a reasonable accommodation request.

If you believe you have a disability-related need that requires an accommodation, please fill out your portion of the Request for Reasonable Accommodation and the Verification of Disability Status (forms available at Office). Take the forms to your doctor, therapist or other "qualified individual" to complete and submit by hard copy or email to the Board chair, who will then assist with next steps.

Examples of common Reasonable Accommodation requests:

- Pet Policy accommodation for an assistance animal
- A request to transfer units to meet a disability related need
- Installation of a shower grab-bar or stool for a disability related need
- Request for a live-in caregiver
- Meeting notes in large print

Reasonable Accommodations are approved when there is a disability-related need for the accommodation or modification. However, Reasonable Accommodations can be denied when they fundamentally alter a program or place an undue financial or administrative burden on an organization. For example, a request to be placed at the top of a waiting list or selected above other candidates would be denied because doing so would fundamentally alter program requirements. Likewise, a request to modify a conventional unit into a fully accessible wheelchair unit may be too expensive, and therefore would be denied.

Upon occasion, we may need to contact the qualified individual for more information. You will receive a copy of any letters to your doctor, psychiatrist or counselor that we may send asking for more information. If you have any questions about the process, please contact the Board or the Property Manager.

REQUEST FOR A REASONABLE ACCOMMODATION

Name _____ Unit # _____ Date _____

I qualify as an individual with a disability as defined by federal and state fair housing laws. You have a policy that _____

_____

_____

_____

_____

Because of my disability, that policy would restrict my ability to use and enjoy the facilities at the Peace Village Cooperative. In accordance with my rights under federal and state fair housing laws I am requesting that you make an accommodation of your _____ policy and allow me to _____

_____

_____

Other relevant information includes the following: _____

_____

_____

Please respond in writing, within 2 weeks, to my request for the above accommodation. Thank you for your attention to this important matter.

Signature: _____

TO BE COMPLETED BY MEDICAL PROVIDER OR OTHER "QUALIFIED INDIVIDUAL"

The accommodation requested above by my client, _____is consistent

with their needs associated with their disability.

_____
Signature of Medical Professional or "Qualified Individual"

_____
Printed name and title

CERTIFICATION OF STATUS AS AN INDIVIDUAL WITH A DISABILITY
In federal civil rights laws the definition of disability includes:

"…with respect to a person, a physical or mental impairment which substantially limits one or more major life activities, a record of such an impairment; or being regarded as having such an impairment… "…physical or mental impairment includes: (1) any physiological disorder or condition, cosmetic disfigurement, or anatomical loss affecting one or more of the following body systems: neurological; musculoskeletal; special sense organs; respiratory, including speech organs; cardiovascular, reproductive, digestive; genito-urinary ;hemic and lymphatic; skin, and endocrine; or (2) any mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness, and specific learning disabilities. "…The term 'physical or mental impairment' includes, but is not limited to , such diseases and conditions as orthopedic, visual, speech and hearing impairment, cerebral palsy, autism, epilepsy, muscular dystrophy, multiple sclerosis, cancer, heart disease, diabetes, Human Immunodeficiency Virus infection, mental retardation, emotional illness, drug addiction (other than addiction caused by current, illegal use of a controlled substance) and alcoholism.

As a medical/social service professional with a knowledge necessary to make such a determination, I

certify that _____ (name of individual) qualifies as an

individual with a disability as defined above.

(IMPORTANT: Do not reveal the specific nature or severity of the individual's disability)

_____
Name and professional title

_____
Contact: Phone # and/or email

_____ _____
Signature Date

Policy Enforcement and Membership Termination Policy

Normally, progressive steps will be used to respond to violations of the Village Agreements, Proprietary Lease, Bylaws, and/or any other Co-op policies. The goal is to gain compliance and avoid official action if possible. Residents are encouraged to speak kindly and directly to other residents regarding concerns. If a violation occurs, this is how it's addressed:

1. Someone reports a concern to the Property Manager, who evaluates the concern (is it a rule violation?) and may do one or more of the following:
   a. go talk with the resident;
   b. investigate further;
   c. issue a verbal or written "friendly reminder" of the rules involved (optional);
   d. encourage the member with the concern to discuss it directly with the person involved;
   e. take other action as they see fit to address the issue.
2. If the Property Manager determines that a rule violation has occurred–or if a situation is continuing following an optional "friendly reminder"--the Property Manager may issue a formal Violation Notice. If the violation is of a nature that it can be "cured," the Violation Notice will also include a deadline (no more than 30 days) by which to come into compliance. A fine may also be assessed if the infraction is something the Co-op has listed on its fine schedule.
3. If the violation recurs, the Property Manager may issue a 2nd formal Violation Notice, and if necessary a 3rd Violation Notice. More fines may also be assessed if the infraction is something the Co-op has listed on its fine schedule.
4. If a violation recurs again after a 3rd notice, or if at any stage a "curable" violation has not been remedied by a given deadline, then the Property Manager will notify the Board (or its delegated agent or committee), which may determine to take steps toward membership termination. *In cases of dangerous, threatening, or violent acts, the Board may skip steps #1-3 and move directly to this step.*
5. Appeals: Members may appeal a Notice of Violation by submitting a **written request** including the details of the issue, explanatory information, and any rebuttal information. Appeals must be requested in writing and submitted to the Property Manager in a timely manner. Appeals will be considered by the Board.

Because Peace Village is a Co-op and not a standard rental lease, landlord/tenant laws do not apply in this situation. Failure of a member to fulfill their duties or comply with the co-op's rules, policies, and agreements gives the Cooperative the right to terminate membership.

There are two main ways the Cooperative can proceed to terminate membership:

a. Termination for nonpayment of fees is considered "automatic," which means it does not require a vote by the Board;
b. Termination for any other reason outlined as an "event of default" in the lease, such as repeated policy violations; termination for any of these reasons requires a Special Meeting of the Board.

Automatic Termination for Nonpayment

Monthly carrying charges are due on the 1st of each month (if the 1st falls on a weekend, they are due the following business day). If carrying charges are not received by the 5th day of the month, a late fee is assessed. At that time, a notice is also issued with a 15-day

deadline for payment, otherwise lease termination ensues 30 days after the date the notice was delivered.

Here is a sample calendar:

Jan 1 Carrying charges due
Jan 6 Late fee assessed and notice delivered (posted on door) with 15-day deadline to pay
Jan 21 Payment deadline
Feb 5 Lease termination and move-out if payment was not received by the deadline

Terminations for Other Reasons

Membership termination can happen for many different reasons beyond nonpayment of fees. These are defined in Section 16 of the Proprietary Lease and Article 11 of the Bylaws, which include:

- Remaining in violation of any properly documented rule or policy for more than 30 days after receiving a written notice of the violation with an official request to "cure" the violation. This includes neglect or damage to a unit.
- Repeated violations of any properly documented rule or policy, that is, too many problems in too short a time. The member has received 3 notices of violation within a 3-year period and is now in default a 4th time in that same 3-year period.
- Member is found to have engaged in "egregious and objectionable conduct," including but not limited to acts of violence or harassment toward another member.
- Criminal conviction of an offense that the Co-op determines threatens the health, safety or welfare other residents.
- Sublease or any other lease transfer to someone not approved by Co-op.
- Moved out without notification.
- Bankruptcy, foreclosure by a secured party, or default under a Purchase Lien.

If it's determined that membership termination may be necessary, then the steps are:

1. **Notice of meeting:** Co-op issues a written notice that includes reason(s) for potential termination and when a Special Meeting will be held to consider this matter. Notice must be issued at least 7 days and less than 28 days before the meeting.
2. **Hold Special Meeting:** All sides will be given a chance to speak, including the member whose termination is under consideration. However, after presenting testimony, the member may be asked to leave the room during deliberations. The Board has the option to adjourn the meeting and continue it again later (within 15 days). The decision is called by majority vote, and whatever decision is reached, it can be announced during or at the close of the meeting, or within 7 days.
3. **Notice of decision:** If the Board decides to terminate the membership and lease, it must deliver notice of the decision within 7 days, and the termination becomes effective 7 days after delivery of that notice.
4. **Probationary agreement option:** In lieu of termination, the Board may set reasonable terms of probation for the member and require that the member to comply with them.

Fee Schedule

1. **Late payment fee:** $30
2. **Under-participation:** $5/hour (12 hours expected per quarter = up to $60)
3. **Assigned parking space:** $25/month
4. **Porch or Common Area storage violation:** $10
5. **"Bad Checks"--**for any charge a member pays by check to the Cooperative for any reason:
   a. If a check is returned to the Cooperative as "unpaid" (NSF/stop payment check), the Cooperative shall charge the member a service charge per check to defray the actual charge the Cooperative incurs from its own bank and various administrative costs borne by the Cooperative associated with the return of the check. The fee is $50.
   b. Should a member have two checks returned as "unpaid" within a 12-month period, the Cooperative will require that any payment made by the member for the subsequent 6-month period be made by cashier's check or money order.

Subleasing Policies & Request Process

(approved by PVHC Board on 1/13/26)

Subleasing of a unit by a member is subject to the following terms and conditions:

- All requests for subleases, and all subleases, must be approved by the Board.
- The Cooperative will only consider requests to sublease a unit in the following circumstances:
  - The member wishes to reside outside the unit for a limited period of time and intends to return to the unit as their primary residence; or
  - The member is attempting to sell their Membership but has not yet found a suitable person to purchase it.
- The proposed subtenant must meet the income eligibility criteria as defined in the Ground Lease (60% of the Area Median Income or less for Lane County, based on household size).
- The proposed subtenant must reside in the unit at least 75% of the time they occupy the unit as a subtenant.
- A sublease may be for a maximum period of 12 months, unless the member applies for and is granted a one-time extension for a maximum of 12 additional months.
- The member may not charge a subtenant any rent or fee for the sublease that exceeds the amount paid by that member to the Cooperative for carrying charges, assessments, or any other sum related to that unit (including fees paid in lieu of community service).
- The member subleasing their unit will be responsible in all respects for the subtenant and the actions of the subtenant. This includes the subtenant's compliance with the Articles, these Bylaws, the Proprietary Lease, and the Village Agreements.
- The member and the approved sublessee must execute a written sublease agreement, on a form approved by the Cooperative. The written sublease agreement must set forth the requirements of Section 8.4 of the Bylaws, and include an acknowledgment by both parties that the sublease will be subject to Oregon Revised Statutes Chapter 90.
- Any member entering into a sublease as permitted by the Cooperative must comply with Chapter 90 of the Oregon Revised Statutes (Landlord and Tenant law), and must indemnify the Cooperative from any actions taken by a sublessee or any damages claimed by a sublessee under Chapter 90 or any other law.
- The member must provide a local contact for emergency situations if the member is unable to be reached while not living in the unit.

(See Bylaws §8.4-§8.5; Proprietary Lease §15.2)

REQUEST FOR APPROVAL TO SUBLEASE

I request approval to sublease Unit _____ from _____ to _____.

The proposed sublessee is _____.

A local representative that PVHC can contact if I am unable to be reached while not living in the unit is:

Name: _____ Phone: _____ Email:_____

- I understand that the term for a sublease may not be more than 12 months, unless I apply for and am granted a one-time extension for a maximum of 12 additional months.

- If this sublease is approved, I intend to return to the Unit as my primary residence at the end of the term of the sublease agreement.

- In making this request, I understand that I remain responsible for all obligations and conditions contained in my Proprietary Lease, the Village Agreements, the Bylaws, and all other duly adopted policies and rules of the Cooperative.

- I understand that it will be my responsibility to ensure that my sublessee complies with the terms of the Proprietary Lease, the Village Agreements, the Bylaws, and all other duly adopted policies and rules of the Cooperative.

- I acknowledge that any sublease agreement I enter into with an approved subtenant will be governed by Chapter 90 of the Oregon Revised Statutes. I hereby indemnify Peace Village Housing Cooperative against any and all actions taken by a sublessee under Chapter 90 or any other laws.

Member name (printed): _____ Unit: _____

Member signature: _____ Date: _____

Next Steps:

1. The member submits the following to the Property Manager:
    - This request form
    - Proposed sublessee's income documentation
    - Proposed sublessee's criminal background screening (paid by the member)
2. The Property Manager will report income screening and criminal background results to the Membership Team.
3. The Member will schedule a time to bring their proposed sublessee to meet with the Membership Team.
4. The Membership Team will make a recommendation to the Board.
5. The Board will grant or deny the Member's request to sublease.
6. The co-op's consent to sublease is not final until a Consent to Sublease Agreement is signed.

SUBLESSEE REVIEW

The following information has been obtained from the Member and/or the proposed sublessee:

- Criminal background screening (reviewed by Property Manager; reported to Membership Team)
- Current income documentation (reviewed by Property Manager; reported to Membership Team)
- Local contact (phone and email) of the member (confirmed by Membership Team; kept as emergency contact by the Property Manager)

After reviewing the above information, and meeting with the Member and the proposed sublessee, the Membership Team recommends that the request for sublease be:

❒ Approved ❒ Denied

If Denied, reason for the recommendation: _____

_____

_____

_____

Signed: _____ Date: _____

Signed: _____ Date: _____

Signed: _____ Date: _____

BOARD ACTION

The Request for Approval to Sublease is:

❒ Approved ❒ Denied

If Denied, reason for denial: _____

_____

Signature (pres. or secretary): _____ Date of Board meeting: _____

Approval does not become final until both the member and the sublessee sign the Sublease Agreement in the presence of a designated Board member or the Property Manager, and the member submits to the office a copy of the lease agreement between the member and the sublessee.

CONSENT TO SUBLEASE AGREEMENT

Member Name: _____ Unit: _____

Sublessee Name: _____

The above named Member and Sublessee have been provided with, and agree to be bound by, the Cooperative's policies on subleases, the member's Proprietary Lease, the Village Agreements, the Cooperative Bylaws, Policies and Rules.

_____ (initial) _____ (initial)

The above named Member and Sublessee further acknowledge and agree to the following:

Cooperative's Consent. The validity of any sublease agreement between the Member and Sublessee is subject to the consent of the Peace Village Housing Cooperative. Failure to obtain the Cooperative's consent shall render any sublease agreement between Member and Sublessee void with no legal effect. Peace Village Housing Cooperative's consent to sublease will not be deemed to be a consent to the terms of the Sublease.

Dates of Sublease. Peace Village Housing Cooperative consents to the Member subleasing the above identified unit between the following dates only:

Starting date: _____ Ending date: _____

Master Lease. Any sublease agreement between the Member and Sublessee is subject to the terms and conditions of the Proprietary Lease Agreement between the Member and Peace Village Housing Cooperative dated _____ ("Master Lease"), a copy of the same attached hereto and is made an integral part hereof. As such, the Sublessee agrees to comply with and be bound by the rules provided therein whenever applicable.

Member Responsibilities. The Member remains responsible for all obligations and assessments due to Peace Village Housing Cooperative during the term of any sublease agreement. Per the Cooperative's Bylaws, the Member may not charge a subtenant any rent or fees for a sublease that exceeds the amount paid by that Member to the Cooperative for carrying charges, assessments, or any other sum related to the unit. The Member's current carrying charges and assessments for unit _____ are:

Carrying charges: $_____ per month

Assigned parking: $_____ per month

Community service fees: $_____ per quarter

Member's Continuing Liability. Notwithstanding the Cooperative's consent to sublease, the Member acknowledges that the Member remains liable for, and will not be released from the full and faithful performance of, all the terms and conditions of the Proprietary Lease Agreement.

Assignment. The Sublessee will not assign, transfer, or further sublet the subleased premises or any portion thereof.

Notices. The Cooperative agrees that a copy of all notices of default under the Proprietary Lease that are sent to the Member will also be sent to the sublessee at the address of the subleased premises.

Termination of the Proprietary Lease. If, at any time prior to the expiration of the sublease, the Proprietary Lease is terminated for any reason, the sublease will also simultaneously terminate.

Compliance with ORS Chapter 90. The Member acknowledges that any sublease agreement they enter into may be governed by Oregon Revised Statutes Chapter 90 (Landlord and Tenant). The Member hereby indemnifies the Cooperative from any actions taken by a sublessee, or any damages claimed by a sublessee under Chapter 90 or any other laws.

SIGNED AND EFFECTIVE AS OF _____ _____, _____

Member _____ Date: _____

Member name (print) _____

Sublessee _____ Date: _____

Sublessee name (print) _____

Consent by Peace Village Housing Cooperative:

Signature _____ Date: _____

Name: _____

Title: _____

REQUEST FOR SUBLEASE EXTENSION

I request a one-time extension to the Consent to Sublease Agreement dated _____.

I am requesting an extension starting _____ and ending _____.

All other terms of the original request to sublease remain the same.

Member name (printed): _____ Unit: _____

Member signature: _____ Date: _____

BOARD ACTION

The Request for Sublease Extension is:

❒ Approved ❒ Denied

If Denied, reason for denial: _____

_____

Signature (pres. or secretary): _____ Date of Board meeting: _____

Bullying & Harassment Policy

(adopted by the board on 11/25/25 with sunset date; affirmed by board with no revisions on 5/18/26)

Purpose:

To ensure a safe, respectful living environment for all members, staff, Board members, and guests at Peace Village Housing Cooperative. Peace Village endeavors to resolve member conduct issues in a manner that respects both the rights of the member accused of violating this policy, and the member who feels victimized by the alleged policy violation.

Scope:

Applies to all individuals—members, staff, Board members, and guests—whether on Peace Village property or while participating in cooperative-related activities off-site.

Prohibited Conduct:

Bullying: Repeated harmful behavior intended to intimidate, degrade, or humiliate.

Harassment: Repeated unwelcome verbal, physical, written, or electronic conduct creating a hostile or offensive environment, including discriminatory behaviors based on protected characteristics.

Abuse of Authority: Using a position of power to threaten, coerce, or intimidate others.

Examples: Conduct that is prohibited by this policy includes, but is not limited to:

- Threats, intimidation, or coercion
- Unwarranted invasion of privacy or misuse of information
- Repeated unwanted communication (text, verbal and/or email) despite requests to stop contact
- Shouting or swearing at people in common areas.
- Offensive and/or defamatory emails, text messages, or social media content.
- Contact with and/or filming of minors without parental consent.
- Unwanted physical contact, such as touching, pinching, pushing, and grabbing.
- Physical assaults including physical assaults of a sexual nature.
- Unwelcome sexual advances, propositions or other sexual comments including jokes of a sexual nature, and comments about a person's sexuality or sexual experience.
- Display or circulation of suggestive material or material with racial overtones.
- Use of disparaging language for racial groups, age groups, disabled persons, or any other protected categories under Federal and State fair housing laws.
- Racial or ethnic slurs and other negative comments about a person's religion, color, national origin, ancestry, sex, gender/gender identity, disability, or medical condition.

Overview:

The general process for handling reports of conduct prohibited by this policy is:

1. Documentation and reporting of the incident(s) to the Board.
2. Preliminary assessment of the report to determine whether the alleged conduct is prohibited under this policy.
3. Investigation of the reported incident(s).

4. An adjudication hearing in which the Board, or a delegated subcommittee of the Board, determines whether a policy violation occurred and, if so, the appropriate remedy.

1. Reporting process for complaints under this policy:

Individuals may report incidents of bullying, harassment, or abuse of authority to the Board. Reports must be made in writing, using the appropriate form. All reports must include the following information:

- Individuals involved (name(s) of complainant(s), and name(s) of those alleged to have engaged in prohibited conduct)
- Date, time, location of the incident
- Description of the behavior that is prohibited by this policy
- Witnesses (if any)
- Effects of the prohibited conduct on the complainant
- Any prior steps taken to address the matter (if comfortable)

Reports must be made in a timely manner. Reports that are made more than 30 days after an offending incident will only be investigated under extenuating circumstances.

Once a report is made, any individual named as a party to the reported incident, or who otherwise has a conflict of interest, must excuse themselves from any further involvement in the handling of the report (except as a complainant, respondent, or witness).

2. Preliminary assessment:

Once a report is delivered to the Board, a preliminary assessment is made to determine whether the conduct alleged in the report is prohibited under this policy. It is not a finding of fact.

The Board will make a preliminary assessment by a poll after each Board member has reviewed the complaint. The poll may be conducted by ballot, electronically, or by any other means acceptable to the Board. If a majority decision cannot be reached because one or more Board members are recused, a poll result of at least 50% in favor will proceed to a formal investigation of the complaint.

If it is determined that what has been alleged is not conduct prohibited under this policy, the complainant will be promptly informed. Whenever possible, the complainant will be advised of any other means that are available to address their concerns.

If it is determined that what has been alleged is conduct prohibited under this policy, the Board will initiate a formal investigation.

3. Investigation procedures:

The Board will appoint two co-op members to investigate the complaint. The Board may appoint investigators in a regular board meeting, in executive session, by email, or in a work session as long as the appointees are acceptable to a majority of the Board members entitled to participate in the decision. The Board will record the appointment of investigators in its minutes.

Once investigators have been appointed, the Board will provide them with copies of the complaint, and notify both the complainant and respondent of the investigation (including the names of the investigators).

The investigators will develop and implement an investigation plan. The investigation plan must include:

- The specific policies of which the respondent(s) are allegedly in violation (i.e., the prohibited conduct that is alleged).
- The incident(s) that are the grounds of the alleged policy violation.
- An interview with (or written statements from) both the complainant and the respondent (unless waived in writing).

The investigation plan may also include:

- Interviews with other witnesses named by the complainant or the respondent (if any).
- Other types of evidence (if any), such as supporting documents, records of past behavior, etc.

The investigators will prepare an evidentiary report based on their findings within 30 days of being appointed as investigators. Upon completion of the investigation and delivery of an evidentiary report, each member serving as investigator will earn community service credit for 2 quarters (6 months).

4. Adjudication procedures:

The Board will appoint a committee to adjudicate the complaint. The committee will consist of three members in total, and must include at least one sitting Board member. No one may serve on the committee for a complaint which they are also investigating. Both the complainant and the respondent may identify to the Board any individual(s) who they prefer not adjudicate the complaint. However, the final decision remains with the Board.

The Board may appoint the adjudication committee in a regular board meeting, in executive session, by email, or in a work session as long as the committee is acceptable to the majority of the Board members entitled to participate in the appointments. The Board will record its appointments in its minutes.

The committee will hold an adjudication hearing within 15 days of receiving an evidentiary report from the appointed investigators. The hearing will be held in executive session. The adjudication hearing will proceed as follows:

- Reading of the original report from the complainant.
- Reading of the evidentiary report prepared by the investigators. This includes the statements provided to the investigators by the complainant and the respondent (if any).
- Deliberation

During deliberation, the committee will take two votes. A first vote will be taken to establish whether the alleged prohibited conduct occurred. If the committee determines that the allegations are founded, a separate vote will be taken to decide on the appropriate remedy. Remedies may include, but are not limited to:

- Written warning
- Formal written violation notice and order to cease-and-desist the prohibited conduct
- Formal written violation notice and order to “cure” the policy violation
- Any other remedy permitted by the Bylaws

A finding that a violation occurred could result in probation or termination of membership according to the provisions of the Bylaws.

Notification and Enforcement:
Once the committee has made its decision, the chair of the committee will:
Notify the complainant and the respondent of the decision within 48 hours
Notify the Board and the Property Manager of the decision within 72 hours

Once notified of the decision, the Property Manager is responsible for implementing the decision (e.g. issuing a notice of violation, etc.)

Records:
The adjudication committee will keep minutes of all motions made and votes taken during the hearing. However, minutes are not kept during deliberations. The chair will file these minutes with the Board.

Any actions (including votes and poll results) taken by the Board that are relevant to a formal investigation must be recorded in the Board's minutes. Specific information from an initial report and/or an evidentiary report are not recorded in any minutes.

The original report, as well as the full evidentiary report, will be maintained by the Property Manager with the co-op's confidential records.

General:
All individuals are expected to provide truthful information under this policy. The submission of a materially false or bad-faith report of bullying, harassment, and/or abuse of authority shall be a violation of this policy.

Members must observe the Peace Village Conflict of Interest policy at all times. Any individual named as a party to a report under this policy must excuse themselves from participating in the assessment, investigation, and/or adjudication of that report. While complainant(s) and respondent(s) may request that others also excuse themselves from participating, the decision to do so will be left to the Board of Directors and/or appointed committee(s) as indicated.

Review:
It is the policy of Peace Village Housing Cooperative to annually review and update policy to reflect evolving legal requirements and cooperative values.

Landscape & Grounds - Personal Use Areas

Plantings by personal choice of the unit occupant(s) are allowed in the area immediately between a unit and the closest sidewalks or within 6 feet, whichever is closer, both in front or behind, with some exceptions noted below. **Height restriction is 4 feet high.**

1. The unit occupant is responsible for maintaining such plantings, including weeding and watering. Such plantings also need to avoid damage to any unit foundation or sidewalk.
2. In cases where an upstairs and downstairs unit share this proximate area, members are encouraged to check in with each other; if a disagreement is unresolved then the ground-floor unit gets final decision-making authority.
3. No plant material is allowed within 6” of exterior walls; if a plant is right up against the concrete “mow band” then it must be pruned to maintain a gap so as to avoid insect or moisture damage.
4. Easy access to mini-splits, circuit breaker junction boxes, and EWEB meters must be maintained, no plants are allowed to block that access.
5. The areas directly along River Road (behind units #101/201-112/212) and along the south property line (behind units #117-126) will remain common use areas, no personal plantings are allowed behind those units.
6. End units (#113, 116, 117, etc.)--with the exception of River Road flats #101, 106, 107 -- may add personal plantings to the side more than 6 inches from wall and within 2.5 feet of mow band.

Bicycle Parking Protocol

Peace Village has several bike racks installed where bicycles may be parked upright and locked. Only bicycles in operable condition may be parked in the common areas of Peace Village. An operable bicycle is defined, at least, as having no flat tires. Periodically, Peace Village will survey the bicycles on the property and identify bicycles that do not meet the above requirements. Peace Village will attempt to contact owners of those bicycles so that they may bring their bicycles into compliance. Bicycles that are inoperable or appear to be abandoned should be reported to the Office and are subject to removal, per the following procedure:

1. The Property Manager will attempt to contact the owner of any bicycle that appears to be abandoned, e.g., is not in operable condition.
2. If the owner cannot be contacted, the bicycle will be tagged with the following information:
    - Date bicycle is tagged;
    - Date bicycle will be removed if not claimed;
    - Notice to the bicycle owner to contact the Peace Village office; and
    - Where the bicycle will be taken when removed.
3. After two weeks, unclaimed tagged bicycles will be removed and given to a charitable organization, such as Shift Community Cycles.

Use of Community Room for Private Events

(as of April 2024)

NOTE: Policy subject to change. See the Community Room bulletin board for current Policy and Reservation Request Form & Agreement

Rules, Responsibilities, and Procedures

1. Reservations are required. The individual making the reservation and hosting the event (the "Host") must be an adult shareholder or renter. Reservations on behalf of non-shareholders or non-Peace Village residents are not permitted. Reservations are on a first-come first-served basis and limited to one per day. Series of events must be reserved one event at a time.

2. To request a reservation, the Host must complete the RESERVATION REQUEST FORM, sign and date the AGREEMENT attached to this page, and submit it at least two weeks in advance of the event to the Community Room Team, accompanied by a refundable deposit check for $50 made out to Peace Village Housing Cooperative. RESERVATION REQUEST FORMS are available in the office as well as in the Community Room.

3. A copy of the RESERVATION REQUEST FORM and AGREEMENT signed by the Community Room Coordinator and returned to the Host grants an approved reservation.

4. To complete the reservation process and guarantee exclusive use of the Community Room, the Host must post the reservation date and time on the calendar in the Community Room and the Event section on Discord so that residents know in advance that the room will be unavailable during the reserved time.

5. Attendance at parties and events is by invitation of the Host only. No events open to the general public or that charge admission are permitted. Attendance may not exceed 50 individuals at a time. Private events are limited to a maximum of 6 hours, including set up and clean up time.

6. Children’s parties must have adequate adult supervision. At least one responsible adult must be present for every five children aged 12 and under. The Host must be present in the Community Room throughout the event.

7. The Host is personally responsible for maintenance of order at all times, and for seeing that all participants abide by these RULES, RESPONSIBILITIES, AND PROCEDURES. The Host is responsible for room preparation before and cleanup immediately after the event. The $50 deposit will be returned after the event and cleanup, minus the cost of anything required to restore the space to its condition before the event. The Host is personally responsible for making up any shortfall if more than the deposit is required for restoring the space.

8. The Host is personally liable for any damage to the space and its facilities, as well as any other property damage or personal injury sustained at the event.

9. Recreational activities, within reason, are permitted in the Community Room. Prohibited are:

- Pets (service animals are allowed)
- water play: including water balloons and squirt guns
- anything reasonably likely to endanger self or others.

Strictly prohibited in the Community Room and all public areas of the building are: Smoking, roughhousing, possession or consumption of alcohol by minors, possession of hazardous materials or weapons, any illegal activity including gambling (games like bingo or poker with no monetary awards are allowed), and possession of illegal substances, and anything (including noise) reasonably likely to annoy or interfere with the quiet enjoyment by residents in their units and the public spaces in and around the building.

10. Attendees at events are required to follow the directives of building staff and management. Attendees are to show respect for the building, the residents of Peace Village and staff, and to exercise common sense and good manners.

Clutter Concerns FAQ

(policy/process adopted by board 11/21/24)

Uh-oh, this topic is scary!

Sorry, we know this is a sensitive subject, but it's also important to address it for the safety and health of residents and the co-op as a whole. We recognize that tidy vs. messy is subjective and personal. This isn't about passing judgment on other people's housekeeping, the Co-op just needs to ensure some basic safety standards are in place to avoid injury or damage.

What is "serious clutter"?

"Serious clutter" is when there are an excessive amount of possessions that make it difficult or dangerous to live in a space, that prevent rooms and living spaces from being used for their intended purpose, and/or that pose a hazard or risk of damage to the co-op's assets.

What standards are being used?

- Clear pathways to doors. No big stacks of things that may fall over and injure someone. Fire exits must remain clear, and emergency services have to be able to transport a resident out if needed.
- Avoid fire hazards, for example a situation where "paths" need to be created to walk through a room due to large stacks of possessions.
- Access to shut-off valves where water comes in from the wall (kitchen sink, toilet, bathroom sink) in case of leaks/floods/maintenance issues.
- Maintenance access to the electrical panel, mini-split filters, smoke detectors, etc.
- Avoid accumulation of garbage and debris that may attract pests such as rodents or insects.
- Avoid buildup of mold or fungus.

How do issues get reported?

The property manager is the central point of contact for clutter concerns. For porches, the maintenance team does regular walk-arounds and notifies the property manager if there are any major concerns. For unit interiors, concerns may arise when contractors come in to complete work and notice something awry. Whether exterior or interior, any resident can also bring a concern to the property manager for next steps.

What happens if there's a problem?

If the property manager becomes aware of a concern, they are empowered to take steps right away to directly address the situation with the resident if the concern poses an immediate danger. If the concern is not immediately dangerous, the property manager may issue a notice to the resident with a deadline for addressing the situation, typically 30 days. In addition to notifying the resident, the property manager will notify the Clutter Support team, composed of

people from 3 other teams: Disability Justice, Care Team, and Conflict Resolution. The Clutter Support team kindly offers resources and assistance and not judgments.

Then what happens next?

When the deadline from the notice arrives, another inspection happens (or can be sooner if the resident is ready and wants to get it done early). If the space does not yet meet the standards listed above, then:

- If it's a porch, fines start to accrue. (currently $10 per violation; see Fee Schedule)
- If it's indoors, the property manager consults with the Board who decide how to proceed. If significant progress has been made, the Board may decide to extend the deadline. If sufficient progress has not been made, the Board may take other action.

Who is available to answer further questions?

Feel free to reach out to the property manager, the maintenance team (regarding porches), or the members of Clutter Support, who currently include members from Disability Justice, Community Care, and Conflict Resolution teams.