

POLICY

Durham Central Park Cohousing Community Condominium Association

TITLE OF POLICY:	Authorization for Expenditures
Date Takes Effect:	Immediately
Date Approved by Plenary:	March 15, 2015 [Confirmed in Plenary Minutes]
Date(s) of Revisions:	**Amended June 21, 2015 Plenary adoption
Written By: (Name of Person)	Diana Fox & Carolyn Kroll
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Admin Hub / Bills & Bookkeeping Task Circle

1. POLICY STATEMENT:

DCPCC Bookkeepers are authorized to spend funds from various budget categories as follows:

- **RESERVE FUND:** only with Plenary approval for each expenditure as indicated in the Minutes of that Plenary Meeting
- **SUNNY DAY FUND:** only with Plenary approval for each expenditure as indicated in the Minutes of that Plenary Meeting.
- **CONTINGENCY & IRREVOCABLE** funds with approval from the applicable Hub or Task Circle
- **HUB/TASK CIRCLE/TEAM Budgeted Expenditures** require no additional approval as long as the Hub or Team's total budgeted amount is not exceeded.
- ****Checks written by DCPCC Bookkeepers shall have signatures of at least 2 DCPCC Condominium Association Officers; preferably, the President and the Vice President.**

2. PROCESS & PROCEDURES ASSOCIATED WITH IMPLEMENTATION:

a) **Under CONTINGENCY & IRREVOCABLE** Funds:

- "Applicable Hub/Task Circle/Team" is determined by the bookkeeper executing the expenditure, and
- Approval of the expenditure by the Hub/Task Circle/Team is indicated by an e-mail from the Lead/Coordinator of that Hub/Task Circle/Team to the bookkeeper stating that the entire Hub/TC/Team has reviewed and approved the expenditure

b) **Under Hub/Task Circle/Team Budgeted Expenditures:**

- Whenever a Hub/Team's specific budget is over-expended, they may request the Admin Hub to negotiate and obtain approval for any transfer of funds from other Hubs.
- If the Admin Hub exceeds its own budgeted funds, it must receive approval from Plenary to transfer resources from other categories in the DCPCC Annual Budget.

3. RATIONALE OR BACKGROUND TO POLICY:

This policy gives clear guidelines and direction to the Association's volunteer bookkeepers to follow when approving and writing checks on behalf of the DCPCC members. It maintains the fiscal checks and balances vital to the integrity of handling money on behalf of the Members..

Durham Central Park Cohousing Community Condominium Association POLICY

TITLE OF POLICY:	
Date Takes Effect:	March 15, 2015
Date Approved by Plenary:	March 15, 2015
Date Filed in Handbook:	May 6, 2015 [see Protocol for filing]
Date(s) of Revisions:	
Written By: (Name of Person)	Tim Hunter
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Common Furniture and Equipment Task Circle, Building and Grounds Hub

1. POLICY STATEMENT:

It is the policy of DCPCC that all material and financial donations for use in the common areas be submitted to CFE for evaluation. CFE may accept or reject the donation, or it may submit the donation to the community for evaluation, under the guidelines of this policy.

1. The phrase “common areas” includes, on the first floor, the dining room, cafe, project room, media room, laundry, living room, guest suite, and terraces and breezeway. On the parking level, the parking area, bicycle storage area, storage area, and the workshop. On all floors, the residential halls. On the fourth floor, the terrace. The following common areas are excluded: the kitchen and landscaped areas.
2. The phrase “material donations” excludes artistic material incl. paintings, sculptures, etc.

Considerations for all material donations

Based on the following considerations, CFE can accept, turn down, or refer the decision to plenary.

1. Donations should engage and improve community spirit.
2. Donations should maintain or improve the quality of our shared spaces, ensuring that they are inviting, aesthetically pleasing, physically safe, fiscally sound and green.
3. Donations should be considered in the spirit in which they are offered, recognizing a central tenet of co-housing is the sharing of resources; thus we lean toward accepting donations.
4. Whether or not the donation is accepted, the community should appreciate the donor’s generosity and the value the donor places on her donation.
5. Donations of replacements for old or worn-out items are encouraged.
6. CFE shall evaluate donations for aesthetic value to maintain or improve the visual environment of the community.
7. CFE shall evaluate donations for functional value; i.e. in good working order, to maintain or improve our building.
8. CFE shall evaluate donations for potential future use.
9. Donations that benefit most or all of the community are encouraged. Conversely, donations that benefit very few community members are discouraged.
10. CFE shall include in their evaluation any encumbrances by donor restrictions or wishes, including the term of the donation (loan or outright gift), whether or not the community can sell or trade the donation, and whether the donor wants the item returned when it is no longer

Durham Central Park Cohousing Community Condominium Association

needed by the community.

Considerations requiring plenary approval

CFE must get the approval of the plenary if accepting the donation would require any of the following:

1. a significant amount of community resources, including utilities such as electricity, gas, water, wifi, floor space or storage space
2. ongoing care, maintenance, or upkeep from community members, service from external service providers, supplies, refills, etc.
3. special insurance such as liability insurance
4. an ongoing financial commitment such as rent, license fees, etc.
5. a change to a building system such as electrical wiring, plumbing, fire alarm, etc.
6. a permanent change to the building such as wall fastenings, lighting, etc.
7. a change or exception to another policy

If CFE decides that a donation will not be accepted for use in the other common areas, and the donor agrees, CFE will offer the donated item for use in the residential hallways. If no residential hallway accept the item, it will be offered to individual community members.

Consideration for financial donations

Community members may want to donate cash to a general fund for common area furniture and equipment, or to ensure the acquisition of a specific item of furniture or equipment for the common areas. If the donation is constrained to be used for a specific item, the item will be evaluated using the considerations listed above.

Ideally donors of cash gifts will identify themselves as such so that the community can offer appreciation. However, cash donations can be made anonymously if desired. In that case the giver will retain anonymity beyond the Treasurer or another designated individual.

2. PROCESS & PROCEDURES ASSOCIATED WITH IMPLEMENTATION:

1. When a community member wishes to donate an item she should open a BG Request. CFE will evaluate the item and respond in a timely manner.
2. When the donation does not need a plenary decision CFE may publicize the potential donation and ask the community for comments. These comments are advisory only.
3. CFE may solicit both financial and material donations for specific purposes. Solicitations may take the form of a general announcement to the community or a request to an individual member or group of members.
4. CFE shall maintain a list of “desirable” furnishings and equipment for each common area for the purpose of encouraging the donation of items on the list.
5. When CFE chooses to ask the community for a decision about a donation it will request time on a plenary agenda for discussion leading to a plenary decision.

Durham Central Park Cohousing Community Condominium Association

3. RATIONALE OR BACKGROUND TO POLICY:

Community members may have furniture, decor, or equipment they wish to donate to the community for use in common area. Also the community may from time to time want to fulfill a need by seeking the donation of piece of furniture, decor, or equipment for use in a common area.

The Common Furniture and Equipment Task Circle (CFE) is responsible for equipping and maintaining the first floor common areas including terraces and breezeway, the fourth floor terrace, and residential hallways, and is therefore responsible for evaluating and accepting donated items. This policy describes how CFE should evaluate donated items and when they can be accepted.

Durham Central Park Cohousing Community Condominium Association

Title of Policy:	Common Space use and Storage Policy
Effective Date	Fall 2016
Date Approved by Plenary	August 2015-August 2016
Date Filed in Handbook	
Date revised	September 2016
Written By (Name of Person)	Pat Webster and members of the Community Life Hub (put into Policy template by Cheryl Turney September 2016)
Oversight by <i>Name of Hub, Task Circle, Person</i>	Community Life Hub

POLICY STATEMENT

The common spaces are to be used and enjoyed by all DCPCC community members. This policy describes how members of the community can access these spaces for a variety of functions, so that they are used fairly and all members derive benefit. This is consistent with our community values.

The Common areas referred to in this policy include all areas of the Condominium building other than the areas contained in the Units.

Common areas that may not be reserved:

- Common space areas that may not be reserved at all, so that they are always available for use by individual community members, include: east terraces, garage, laundry room, mail room, rooftop terrace, workshop.
- The limited common elements (balconies, parking spaces and storage areas) represent a type of common space allocated to individual units and which also may not be reserved.
- The common spaces in the residential hallways cannot be reserved and are for use only by community members and their invited guests.

Common areas that may be reserved:

- The guest suite on the first floor represents a special-use common space area and has a separate policy that governs reservations and scheduling.
- The common areas of the first floor--backyard, breezeway, café, dining room, kitchen, living room, media room, north terrace, project room, south terrace—may be reserved for community activities that are open to all community members and which may also include invited guests. These same common areas may also be reserved for celebrations of members' life milestones, which may not be open to all community members (example: a wedding of a member's child).
- The cafe will be off-limits for meetings from 7-9 a.m. and 5-7 p.m so that it can be enjoyed by community members for informal use.
- Some of the common areas of the first floor—backyard, café, dining room, kitchen, living room, media room and project room--may be reserved by community members for personal use, including activities and meetings of clubs, groups, and organizations to which they belong and which involve non-community members.

Reservations of common spaces for personal use by community members for non-community group

Durham Central Park Cohousing Community Condominium Association

activities:

- Reservations of common spaces for personal use are permitted when these rooms are not scheduled for community activities.
- Rooms may be reserved for these activities within six weeks of an upcoming desired event, providing no community events are scheduled for these rooms.
- The standard common space scheduling process will be used for these reservations.
- The community member requesting the reservation must be present for the event and will serve as the sponsor and responsible party for the event.

Storage of personal items in common spaces:

Preface: While this policy attempts to specify particular issues around storage in common spaces, the underlying principles are respect, generosity, and kindness.

- First floor common areas:
 - Partially-completed projects may be stored in the Project Room, subject to the procedures described below in the Process & Procedures section.
 - Personal items may not be stored in any common area on the first floor—other than in the Project Room as specified in the Process & Procedures section.
- Garage area:
 - In general this community discourages storing personal items in the garage. Personal items may be stored temporarily in the garage, subject to the procedures described below in the Process & Procedures section.
 - Storage of items in the garage should in no way obstruct traffic.
 - We recognize that large items (canoes, etc.) can't be stored in a unit's storage space. Such items may be stored in the garage provided that they do not prevent another member's or the community's use of the space.
- Stairwells: Fire code prohibits storage of items in stairwells.
- Residential Hallway Shared Closets: Hallway residents decide what goes into the hallway storage closets.

PROCESS & PROCEDURES ASSOCIATED WITH IMPLEMENTATION:

The Community Life Hub is responsible for implementation of this policy; including, the creation and maintenance of a process for scheduling use the common areas.

Scheduling Process:

- A scheduling process will be created and maintained for scheduling community activities.
- All room reservations/meeting reservations also need to be recorded on the Google calendar.
- Informal good faith negotiations are recommended, for example, if there is a club meeting in the living room, and the kitchen bar will be used for food and someone has reserved the kitchen. Also people may want to check adjacent room reservations when planning an event.

Special case uses of common areas:

- The Common Meals TC will reserve the kitchen and dining room from 10:00 a.m. to 10:00 p.m. on the day

Durham Central Park Cohousing Community Condominium Association

that a common meal is being prepared to allow space and time needed for preparation. The Common Meals TC will post the reservation on the Google Calendar.

- The celebration of members' life milestones, for example, weddings, birthdays, memorials, retirement parties, etc. is valued. In honoring and celebrating these milestones, the entire first floor interior and outdoor common space may be reserved. These celebrations may involve community members and friends and families of community members. These spaces may be reserved more than six weeks ahead of time.

Procedures governing storage of personal items in the Project Room:

- Multi-party or individuals working on a project (e.g. art, textiles, tinkertoys or other construction) may store partially-completed products in the project room, provided a note is posted indicating:
 - Ownership
 - Schedule with estimated completion date
 - A revised schedule if original schedule is determined to be inadequate.
- Storage of such products may take place on the room's shelves, or counter, or floor space, or (as a last resort) on the project room table.
- If a project is stored beyond the end date/ time posted on the note by the community Project Creator (PC), any community member should feel free to ask the PC if the project can be disassembled.
- If a community member is planning a meeting, and no other appropriate-sized common meeting space with a table is available, and a project is temporarily stored on the table, the community member can ask the PC if the project can be stored elsewhere (off the table).
- Other than a project, personal items may not be stored in the Project room.

Procedures governing storage of personal items in the garage area:

- Members may temporarily store items for up to one week, provided a note is posted indicating:
 - Ownership
 - Estimated removal date
 - A revised schedule if original schedule is determined to be inadequate.
- If objects are stored beyond the end date/time posted on the note any community member should feel free to ask the owner of the temporarily stored items to remove the items.
- Unmarked objects may be disposed of after a good faith effort to identify and notify the owner.

RATIONALE FOR POLICY

Upon move-in to 130 Hunt Street in September 2014, DCPCC members felt some guidelines were needed to clarify for what purpose and how the common areas in the building were to be shared equitably and fairly. This policy was developed to guide the use of the varied Common Spaces throughout the building. Upon revising the original Common Space Use Policy, the community discovered that we needed policies pertaining to storage of personal items in common spaces. Thus, we created and have completed these policy sections in August, 2016.

Two other policies have been approved for specific uses of Common Spaces: Guest Room Use Policy and Common Spaces Art Policy

Durham Central Park Cohousing Community Condominium Association

POLICY

Title of Policy:	COMMON SPACES ART
Effective Date:	2014
Approved by Plenary Date:	August 14, 2014
Revision Date:	
Written By: (Name of Person)	Martha Scotford
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Buildings & Grounds Hub Common Space Art Task Circle

Durham Central Park Cohousing Community Condominium Association

POLICY

1. Policy Statement:

A quality physical space that is inviting, aesthetically pleasing, physically safe, and fiscally sound is an agreed-upon core value of the Durham Central Park Cohousing Community. In order to offer a high quality visual experience, the Common Space Art Policy offers the following guidelines for adding and displaying a variety of art works within the exterior and interior common spaces of our building.

In order to maintain variety and flexibility in the display of artwork, exhibits and objects shall be:

- a) on temporary display with an option to be renewed;
- b) changed periodically through a defined process with procedures; and
- c) the responsibility of the Community member owning or sharing their artwork. This includes any tasks and costs associated with the installation, transport, display, storage, and/or insurance of this item(s).

The Community may at some future date consider the possibility of a purchase of art; but this purchase must be discussed and the purchase decision made by the Plenary.

2. Process & Procedures associated with implementation of this Policy:

1. This policy speaks to these common spaces – all spaces on first floor (café, kitchen, dining room, project room, media room, laundry room, living room, guest suite rooms, terraces, breezeway), fourth floor terrace, and all exterior areas of the building at 130 Hunt Street. The residential hallways on Floors 1,2,3,4 are not covered under this policy but remain the purview of the residents of each hallway.
2. The Buildings & Grounds Hub has formed a Common Space Art Task Circle to which the Plenary delegates the responsibility for defining and maintaining the process and procedures under this Policy.
3. Steps in Common Space Art Task Circle's Process
Step 1: Coho member offers art work(s) to be displayed to Task Circle by submission of online form (to be developed and posted on website)
Information requested on Form may include: (a) name of owner with unit # and contact information; (b) photo of the artwork; (c) simple description of the art work including: size, weight, other dimensions, material(s), etc.; (d) proposed location in a designated common space area (provide 3 options); (e) description of expected maintenance required for art work's display, i.e., number of people required to install or remove the piece, including the owner; (f) any estimated costs being borne by owner associated with the piece of art.

Step 2: Task Circle reviews information on Form and considers these criteria in their deliberations: (1) limitations of size and weight for ease of handling; (2) length of display period; (3) visual appearance of art work's *fit* (harmony, not a set match)

Durham Central Park Cohousing Community Condominium Association

POLICY

with style of building and environment; (4) disturbing or violent content of art work; (5) sense of Hunt Street residents' enjoyment of looking at/living with this art work; (6) proposed location is reasonable to residents and acceptable to owner; (7) space is available during set time frame for display of art work; (8) does it coexist well with other art works on display nearby; (9) other criteria to be defined as needed.

Step 3: Task Circle makes decision to accept owner's art work or not and notifies owner. The Task Circle is the final arbiter.

Step 4: Task Circle obtains owner's assistance to install or de-install the art work during its set period of display.

Step 5: Task Circle clarifies with Owner his/her responsibilities for all installation or de-installation tasks, any required maintenance during the art work's display, and for any costs associated with the art work's installation, de-installation, possible damage and security. Neither the LLC nor the COA accepts any liability for damage or theft of displayed artwork; and expects that the artwork's owner will provide his/her own insurance coverage as necessary.

Step 6: Task Circle will survey the Hunt Street residents every 6-months to decide on artworks that will return to their owners or be given an extension of their display period.

Step 7: Task Circle may periodically host a wine-and-cheese social at which Hunt Street residents can review and vote on various art works under consideration for display.

Additional Notes: Task Circle members will serve 2-year terms to provide continuity and new perspectives. Half of the initial 2014 members will turn over in Sep 2015. Common Space Art Task Circle expects to further refine its procedures over time based on experience with the process and community input.

3. Rationale or background to policy:

Many Community residents had pieces of art and exhibits for use in the common spaces of our building upon move-in in Fall 2014. This Policy was developed to ensure a fair, equitable, and community-based decision process by which to choose and display certain artwork throughout our building in its common area spaces.

Durham Central Park Cohousing Community Condominium Association

POLICY

Submitted by Carolyn Kroll for Martha Scotford on August 1, 2014

Revised by Carolyn Kroll to put the text into the policy template July 2015.

DURHAM CENTRAL PARK COHOUSING COMMUNITY

POLICY

TITLE OF POLICY:	Condo Association Officers Duties
Date Takes Effect:	January 2015
Date Approved by Plenary:	March 15, 2015 [Confirmed in Plenary Minutes]
Date(s) of Revisions:	
Written By: (Name of Person)	Diana Fox
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Admin Hub / Bills & Bookkeeping Task Circle

1. POLICY STATEMENT:

This policy modifies the authority and responsibilities of the Durham Central Park Cohousing Condominium Association's officers as described in the Association Bylaws as follows. It clarifies and makes relevant the roles of Association Officers as they pertain to DCPCC:

President: The President of the Association has the authority to sign contracts for the Association only when specifically instructed to do so by the Admin Hub or its delegatee. The President has the responsibility to preside at the annual meeting of the Association. All other authority and responsibilities described for the President in the bylaws are delegated to the Admin Hub or its delegatee.

Vice President: The Vice President of the Association has the authority to sign contracts for the Association only when specifically instructed to do so by the Admin Hub or its delegatee and only when the President is not available to do so. The Vice President has the responsibility to preside at the annual meeting of the Association if the President is unable to do so. All other authority and responsibilities described for the Vice President in the bylaws are delegated to the Admin Hub or its delegatee.

Secretary: The Secretary of the Association has the responsibility to create the Minutes of the Association's annual meeting and distribute them to the Admin Hub. All other authority and responsibilities described for the Secretary in the bylaws are delegated to the Admin Hub or its delegatee.

Treasurer: All authority and responsibilities described for the Treasurer of the Association in the bylaws are delegated to the Admin Hub or its delegatee.

DURHAM CENTRAL PARK COHOUSING COMMUNITY

2. PROCESS & PROCEDURES ASSOCIATED WITH IMPLEMENTATION:

Officers elected to these roles at each DCPCC Annual Meeting fulfill the described duties and responsibilities as stated above.

3. RATIONALE OR BACKGROUND TO POLICY:

This policy was developed to clarify the roles for each Officer as described in the Bylaws. The role descriptions given in the Bylaws pertain strictly to Officers of a condominium association. This policy seeks to make the roles and responsibilities description more relevant and applicable to the cohousing model of governance that DCPCC lives within.

Contracting Policy

(Adopted as Revised on August 16, 2015)

Title	Contracting
Effective Date	August 2015
Approved by Plenary Date	May 19, 2015
Revised Date	August 16, 2015
Written By	Marian Place with Contracting Task Circle
Oversight by	Administration Hub

POLICY STATEMENT

It is the policy of DCPCC that all proposed contracts between DCPCC and outside vendors/suppliers be reviewed and approved by the DCPCC Contracting Task Circle (“Contracting”) so as to provide a system of “checks and balances.” Contracting collaborates closely with the DCPCC Hubs/Task Circles that define the need for new contracts, find appropriate suppliers/vendors, and initiate contract renewals. In reviewing potential contracts, Contracting considers whether they were properly initiated from within DCPCC and whether they reflect the best possible value and legal terms for DCPCC.

DCPCCA Hubs, Task Circles, or occasional special Task Forces designated by plenary, shall be the points of origin for contract initiation and renewal. While individual DCPCC members are always encouraged to bring ideas to Hubs, Task Circles and Task Forces, it is not appropriate for any member who is not on the initiating Hub, Task Circle or Task Force to lead the effort to secure a specific contract or a specific supplier/vendor.

The Contracting Task Circle has the responsibility and the authority to develop specific processes and procedures in order to carry out and implement this Policy upon its adoption at Plenary. These responsibilities are delegated to it by the Community.

RATIONALE FOR POLICY

This policy and the associated procedures described in the addendum have evolved from close to a year of Contracting Task Circle’s involvement in the initiation and renewal of contracts. Over this period, close collaboration between Big Iron Task Circles, Contracting, and other DCPCC Hubs/TCs has resulted in good communication and an effective working relationship between these parties to the contracting process. The policy and associated procedures are intended to create a clearer understanding of the contracting process for the DCPCC community as a whole and, more specifically, realistic parameters for all those directly involved – both now and in the future - in the initiation and renewal of contracts.

Values: CTC and the contract-sourcing groups (Hubs, Task Circles and, possibly, plenary-designated Task Forces) work closely together; therefore, this policy is founded in the spirit of the DCPCC value Community Spirit's cooperative decision-making. It is also founded in DCPCC's valuing of Longevity, or the consideration of the long-term implications of our actions on: 1) our building's condition and its affordability for DCPCC members and 2) our relationships with one another.

NOTE: Any processes & procedures developed to implement this Policy may be found on a separate page. These processes and procedures are developed and revised (as necessary) by the Hub or Task Circle primarily associated with this Policy.

Submitted by Marian Place for Contracting Task Circle on 8.16.15

Policy approved by plenary 5.17.15; Revision approved 8.16.15

Please go to SECTION E. PROCEDURES & PROCESSES in the Community Handbook for a description of the procedures to be followed in the implementation of this Policy.



Decision Making Process by Consensus

Introduction

The entire community has worked on this process over several months and decided that consensus would be our method of making decisions. The purpose of this policy is to clarify our process of consensus decision making.

As a group, we agreed upon these factors to guide our decision making process:

- transparency
- inclusion
- fairness
- respect
- honesty
- strengthening community

At all times, our decisions will be consistent with our core community values.

Procedure for making decisions

A member or committee brings a question or issue that they would like addressed to a member of the steering committee. The person bringing the question provides background information and explains why the decision is important.

The steering committee decides if it is “plenary worthy and/or plenary mandated” following our policy, *“What is Plenary Worthy and Plenary Mandated.”* If it is not, the steering committee can refer it to a standing or ad hoc committee, the manager, or take other appropriate steps.

If it is plenary worthy, the steering committee

- Places it on an upcoming plenary meeting agenda
- Assigns a meeting facilitator for this item. The facilitator is a person with appropriate skills and without a strong opinion or direct interest in the matter, if possible.
- Assigns a meeting chair and distributes the agenda to all members in advance.

Our usual way of making important decisions is the three meeting model. The purpose of the model is to give members time to reflect or gather information, and to inform members who were not present about very important decisions.

- There may also be decisions that should be considered in plenary but cannot wait for the three-meeting process. The steering committee may at its discretion propose a shortened time frame.
- The extended procedure for identifying values and factors that can be a part of the three meeting process may be used when and if the group decides it is needed.
- Refer to the next section below for a more detailed description of the three meeting model.

It is important that the discussion of all plenary worthy topics is captured by the minutes, and that all decisions are recorded in the community decision log.

The three meeting model leading to consensus

The “three meeting” model encompasses the following three basic steps:

- o Introduce and brainstorm
- o Discuss, prioritize and propose
- o Decide and specify details of implementation

These three steps may align with three separate meetings. However, there may also be overlap or continuation of steps across meetings. It’s very important that minutes of these discussion(s) and related proposals be distributed in a timely manner for members to consider before the next meeting where the topic is discussed.

The three steps may involve the following activities. Depending on the issue, the required timeframe, and group comfort with the issue, the activities shown in italics may not be necessary.

Introduce and brainstorm

- o Review with the entire plenary group the background information and history, why the decision is important, and the timeline required.
- o Have a question and answer discussion, to clarify the issue and bring out various considerations, points of view, or need for further information.
- o *Identify which values and factors need to be considered in this decision.*
 - o *Brainstorm a list of factors or elements to consider.*
 - o *“Vet” the list, by eliminating those items which are in opposition to core values or which everyone in the group agrees can be discarded. It is useful to reduce the list by removing duplicates or “clumping” similar items.*

Discuss, prioritize and propose

- o Prioritize considerations that have been identified, included any “vetted” values and factors, to identify the most important items. The goal is to visualize important characteristics of the preferred outcome, not to jump to a solution.
- o Develop a proposal defining the outcome. This may be done in a plenary session or delegated to a small group, using items a-f of the delegation process described in the following step.

Decide and specify details of implementation

- o Bring the proposal back to the plenary meeting for consideration.
- o When it appears the group has reached consensus about the decision, the facilitator will ensure that every [equity] member present affirmatively indicates their assent.
- o When consensus is achieved, the group specifies details of implementation and delegation:
 - a. Exactly what is expected to be completed?
 - b. Who is going to carry out the action?
 - c. What is the time frame or deadline?
 - d. What resources will be available?
 - e. If a report is expected, what will it address and when is it due?
 - f. What license does the sub-group or manager (assigned to the task) have to make decisions without coming back to the whole? (or, when would it be necessary to come back to the group for guidance?)

Note: This community values the input of all DCPCC members – equity and associate. We believe that all discussions should be open to everyone’s input, but decisions remain the sole purview of equity members.

Thus, at the point in this decision-making process when it moves from discussion phase to consensus-building stage, the facilitator will request that only equity members participate from that point forward. Any equity member may also advocate at any point in time that the discussion be deemed in the consensus-building phase. Equity members will have to express agreement on the point at which the discussion goes from input of all stage to consensus-building decision-making stage.

When consensus is not reached

If a member or small minority stands opposed to a decision that is favored by most members, *they should cite reasons why the proposal would have an adverse effect on the community as a whole and* frame the objection in terms of the community's core values. This helps to prevent trivial blocks and keeps the group focused on the best resolution for the community as a whole. The group should allow the benefit of the doubt to the opposing party if a sincere case has been made, and one or more of the other members accept it.

Objections that are not accepted by the group as based on community core values become **"stand asides"**. [*A "stand aside" is when someone remains opposed to the decision but agrees to let it pass.*] The community respectfully notes the opposition and moves ahead.

If the group accepts the validity of the objection on these grounds, then the person opposing is required to meet with small groups of other members, usually two to four people, to think through the issues and mutually agree on a new proposal that addresses the same problem. At least 2 such meetings are required. The people who supported the initial proposal can send representatives to these meetings or be asked to contribute their expertise, but they are not obligated to attend all of the meetings. The person opposing should be actively involved in organizing the meetings, and the meetings must take place. If the person opposing doesn't do this, the opposition is considered dropped and the original proposal is put back on the agenda of the next plenary meeting to finalize. This takes some record-keeping and tracking on the part of the community, of course.

If a new, mutually agreed upon proposal is created in one of the meetings, it goes back to the whole group and is taken up as a new proposal at the next plenary meeting.

Submitted for Approval by the DCPC Process Committee
November 6, 2011

(This method of dealing with opposition in the context of consensus closely follows that used by the N-Street Cohousing Community: <http://www.cohousing.org/node/1592>)

Please refer to the graphic flowchart entitled: [Decision Making Process By Consensus](#) for a visual depiction of the steps described in this policy's process.

Approved 2011-11-06

DURHAM CENTRAL PARK COHOUSING COMMUNITY CONDOMINIUM ASSOCIATION

Title of Policy:	Policy on Guest Room Use
Effective Date:	2013
Approved by Plenary Date:	11-17-2013 confirmed in Plenary Minutes
Revision Date:	July 2016 / April 2017 review completed
Written By: (Name of Person)	Arlene Lutenegeger & CLH; Revised by Carolyn & Cheryl of P&P Task Circle
Oversight by: (<i>Hub/TC, Person</i>)	Community Life Hub

POLICY STATEMENT

The Durham Central Park Cohousing Condominium Association provides and maintains two guest rooms as part of its common space for use by its community members. The Guest Room area includes two separate guest rooms with adjoining baths and a central hallway access to each of the guest rooms.

The primary users of these rooms are family and friends of DCPCC residents. Rooms may also be reserved for caregivers and visitors involved with other cohousing communities. Any guest must be hosted by DCPCC resident(s).

DCPCC members may reserve guest room(s) through a reservation system on a first-come, first-serve basis. Room reservations for family and friends take precedence over requests for other guests.

The use of the guest room(s) will be free of charge for friends and family members of any community resident, **but we encourage donations**. A \$25.00 per night, per guest room fee will be charged for any visitor involved with, or interested in, cohousing; or for any caretaker.

Exceptions to this Policy may be discussed and made by the Community on a case-by-case basis at any Plenary.

Rationale for Policy

This policy was created in 2013 prior to move-in to 130 Hunt Street building in Sep 2014. It was developed to provide guidelines for the fair and equitable use of one section of our Common Areas; namely, the two guest room suites off the Breezeway. It seeks to foster the comfortable and harmonious use of shared spaces while also providing some guidelines for their use amongst the 37 people who reside in the building. This Policy was reviewed and revised from February to April 2017 by the Plenary .

- *Procedures to implement this Policy may be found in a separate section of the Community Handbook.*
- *A Guest Room Task Circle was created by the Community Life Hub in April 2017 to oversee and implement any procedures associated with the guest rooms.*

Durham Central Park Cohousing Community Condominium Association

POLICY

Title of Policy:	Pet Policy
Effective Date:	August 1, 2014 (move-in to 130 Hunt St)
Approved by Plenary Date:	November 11, 2013
Revision Date:	July 2, 2016
Written By: (Name of Person)	Chris Jones (put into Policy format by Cheryl Turney)
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Community Life Hub

POLICY STATEMENT:

All pet owners will clean up any mess and repair any damage caused by their pets.

It is incumbent on the pet owners to ensure that their pets are up to date on vaccinations and kept healthy.

The Community Life Hub has the responsibility and the authority to develop specific processes and procedures in order to carry out and implement this Policy upon its adoption at Plenary. These responsibilities are delegated to it by the Community.

RATIONALE FOR POLICY:

Plenary discussion during 2013 involved a large range of opinions and much debate. There was finally consensus to adopt a simplified and minimal policy to extend the covenant specified in our DCPCC Condominium Declaration, Article III, Section 3.4 (u) "Pets and Service Animals," and clarify related expectations of pet owners.

NOTE: A Pet Club and Task Circle (PCTC) has been described as a way to implement this Policy. Description of the PCTC can be found in Section E. PROCESSES & PROCEDURES of the Community Handbook. These processes and procedures are developed and revised (as necessary) by the Hub or Task Circle primarily associated with this Policy.



Title of Policy:	Plenary Function and Delegation
Effective Date:	July 2010 for original policy; June 1, 2014 for revised policy
Approved by Plenary Date:	June 1, 2014
Revision Date:	January 20, 2016 put into policy template format
Written By: (Name of Person)	Cheryl Turney
Oversight by:	Policy & Process Task Circle

POLICY STATEMENT

Plenary meetings

Definition: **plenary:** fully attended or constituted by all entitled to be present; as in *a plenary session of Congress*

Plenary meetings of the Durham Central Park Cohousing Condominium Association are the business meetings of the Association. Since all members of the Association are members of the Board, plenary meetings are the meetings of the Board. All Association members are expected to attend for the purpose of discussion and consensus-based decision making.

By practice, parties on the DCPCC waiting list and other visitors are welcome to attend plenary meetings.

The Board, or plenary, is responsible for maintaining the vision of the community, articulating common values, and setting policy based on the community's vision and values.

Delegation to Hubs and Task Circles

The governance model of the Durham Central Park Cohousing Condominium Association is based on delegation of oversight and coordination of major areas of responsibility to small groups of members called Hubs. Each Hub has a written charge, approved in plenary, that identifies its areas of responsibility. The Hubs in turn delegate specific areas of responsibility to Task Circles. The Hubs and Task Circles handle the administrative work of the Association. Some tasks or responsibilities may be delegated to particular individuals, rather than to groups of members.

Plenary mandated

The following types of topics must be discussed in plenary and never delegated:

1. Adoption or clarification of common values
2. Adoption or clarification of Association policies and covenants
3. Establishment of the rights, responsibilities and requirements of membership
4. Acceptance of new members
5. Forced loss of membership
6. Adoption of strategic plans
7. Approval of ongoing annual budget
8. Approval of expenditures other than funds already budgeted to Hubs
9. Process agreements for how plenary sessions will operate

10. Approval of charges for Hubs and Task Circles
11. Evaluation of the work of the Hubs and Task Circles that have been charged.

Plenary worthy

1. Educational topics related to cohousing, facilitation, and group process that do not require decisions but that are important for all members to be familiar with
2. Any Community business for which there is no clearly responsible Hub
3. Internal Community disputes that have not been settled by other means
4. Information gathering necessary to carry out a community responsibility.

Elements of effective delegation

1. Who is responsible
2. What exactly needs to be accomplished
3. What is the expected timeframe
4. What resources will be made available (money, labor, skills, and access to equipment and information)
5. What conditions warrant or require additional plenary input beyond the initial delegation
6. If reports are expected, what are they supposed to address, how and to whom will they be disseminated, and when are they due
7. To what extent is the party with delegated responsibility expected to coordinate or share authority with other Hubs, task circles or individuals
8. How can other community members offer input on delegated responsibilities
9. Is the party with delegated responsibility empowered to establish drop dead dates, such that they are not obliged to work with input arriving afterwards

The Policy & Process Task Circle along with the Admin Hub has the responsibility and the authority to develop specific processes and procedures in order to carry out and implement this Policy upon its adoption at Plenary. These responsibilities are delegated to it by the Community.

RATIONALE FOR POLICY

The cornerstone of delegation for effective and efficient group process is clarity and discipline about what topics are *worthy* of plenary time and what topics are *mandated* for plenary time.

- If a topic is beyond the scope of the group to decide, the group should agree not to spend plenary time on it.
- If the topic is beneath the scope of the group's need to decide as a whole, the group should agree not to spend plenary time on it.
- For some topics, the topic as a whole may be plenary worthy, but minor points should be delegated to the appropriate hub, committee, task circle, task force or individual.
- There are some topics that are so central to the group's identity and purpose that they should only be discussed and decided in plenary and never delegated.

NOTE: Any processes & procedures developed to implement this Policy may be found on a separate page. These processes and procedures are developed and revised (as necessary) by the Admin Hub or the Policy & Process Task Circle.

Durham Central Park Cohousing Community Condominium Association

POLICY

Title of Policy:	Weapons Policy
Effective Date:	August 2014
Approved by Plenary Date:	October 20, 2013
Revision Date:	January 2016: Put into policy template with Hub structure language
Written By: (Name of Person)	Ann Evans; put into policy template by Cheryl Turney
Oversight by: <i>Name of Hub, Task Circle, Person</i>	Community Life Hub

POLICY STATEMENT:

The Durham Central Park Cohousing Community chooses to be a firearms free community.

We agree not to possess firearms, BB guns or ammunition anywhere on DCPCC property including units and garage area, except when law enforcement agents are visiting under official or unofficial duty and required by law to have a gun in their immediate possession.

Guns that are permanently disabled and incapable of being used as a firearm may be kept in owners' units.

The Durham Central Park Cohousing Community Condominium Association reserves the right to restrict any other weapon that we determine to be dangerous.

The Community Life Hub has the responsibility and the authority to develop specific processes and procedures in order to carry out and implement this policy. These responsibilities are delegated to it by the Community.

RATIONALE FOR POLICY:

Plenary discussion during 2013 and a survey regarding weapons and safety led to consensus to be a firearms free community. This policy extends and creates additional restrictions beyond those specified in our DCPCC Condominium Declaration, Article III, Section 3.4 (v).