

Freedom Village Cooperative, Inc.

Application for Membership Packet Cover Sheet

Enclosed you will find the following documents:

1. Letter to Applicants
2. Co-op Living
3. Application for Membership
4. Summary of Rights Under FCRA
5. Bylaws/Community Rules/ Occupancy Agreement Acknowledgement Form
6. Creditworthiness Criteria and Criminal background Criteria
7. Consumer Authorization and Release Form
8. Member Occupancy Agreement
9. Pet Registration — when applicable
10. Car Registration Form
11. Volunteer Interest Sheet
12. Board of Directors and Community Reference Sheet
13. Community Rules
14. Cooperative Bylaws

NOTE: The seller and the realtor should be given copies of:

15. Selling the Home- Homeowner Responsibilities

For more information, see the enclosed "Letter to Applicants."

## Freedom Village Cooperative

Information needed for Application to be considered complete:

1. Application- 3 pages- Use black ink and write legibly
2. Application Fee (Non-Refundable) \$50.00 per applicant for credit and criminal record reports. Check made payable to Freedom Village Cooperative.
3. Income verification includes the following:
  - a. Copies of previous year's Federal Income Tax Returns
  - b. Pay stubs for at least two months
  - c. Annuity Statements
  - d. SSA and SSI documents, if applicable
  - e. IRA and retirement income
  - f. Other sources of income within the household
4. Completed credit report application
5. Copy of photo identification for each applicant
6. Bylaws, Community Rules and Occupancy Agreement Acknowledge Form, signed
7. Volunteer Interest Form, completed and signed
8. Pet Registration Form, completed and signed
9. Motor Vehicle Form, completed and signed
10. Member Occupancy Agreement Form, read, but NOT signed.

Incomplete applications or those that are not accompanied by all of the requested supporting documentation will be returned to the applicants. This will delay the process for membership.

**Membership fee of \$300.00 and the first full month's rent are due at the closing. There will be a membership orientation completed prior to the closing of the property.**

# Freedom Village Cooperative, Inc.

## Letter to applicants

Thank you for interest in our community. We hope you consider joining us as resident owners. We strive to maintain a positive and well-kept community.

### About the community

- This is a people-oriented community, we help each other as much as possible.
- We strive to maintain good roads, water and sewer lines.
- Conveniently located for natural beauty, employment, and shopping.
- Clean and well-maintained
- Strong sense of community
- Members (you) create and live by the community rules. Please read them before you join.

### About Cooperative Living:

- You will be an owner and a tenant. You will own one share in the cooperative, which collectively owns the entire community.
- Members (you) vote on the annual cooperative budget
- Members all participate from time to time as volunteers in running the cooperative and the community, in order to keep costs down.
- The cooperative is governed by the co-op's Bylaws. Please read them before you join.

### About the application process:

Once you obtain an application, it must be completed to include the below list of paperwork. That entire completed packet must be returned to Compass Management Company LLC by mailing the completed packet to:

Freedom Village Cooperative  
C/O Compass Management Company LLC  
PO Box 45  
Meredith, NH 03253

A complete application includes:

1. **Application for Membership**
2. **A Consumer Authorization and Release Form** completed by all applicants 18 years of age or older.
3. A copy of **photo identification for each applicant 18 years of age or older**
4. **Non-Refundable Application Fee of \$75.00 for each applicant.** Please make check out to Freedom Village Cooperative
5. **Proof of income**, including the previous two (2) month's pay-stubs and the previous year's Federal Income Tax Returns, proof of Social Security and/or SSD income, annuities and/or proof of any other sources of income.
6. **Pet Registration Form** with photo of pet, if applicable
7. Volunteer Interest Questionnaire

Please note that the enclosed **Occupancy Agreement Form** is provided for your review. You will sign a formal agreement form when you complete the Member Orientation Meeting prior to your closing.

Please note that **incomplete applications will be returned to the applicant.**

### **After turning in your completed Application this is what will happen:**

Await contact from the Board of Directors to set up an interview time prior to application review. Next, await approval by the Cooperative's Board of Directors. The BOD will review completed applications and notify the applicants in writing of acceptance or denial. According to N.H. RSA 205-A:2 (g), the co-op has 14 calendar days after an application packet and interview is **COMPLETED** to make a written decision to approve or deny membership.

With your Letter if approved, you will receive the closing procedures that must be followed prior to the closing of the property.

### **After you are approved and before you may close on your property:**

The Board of Directors of Freedom Village Cooperative want to provide new owners the best opportunity to learn about cooperative living, providing support for our Bylaws and Community Rules.

As such we ask all new applicants to be prepared for their property closing by following these steps and procedures:

1. We will need a **minimum of 5 days' notice** to meet with all approved applicants prior to the closing of the property. That meeting will take place at our office 24 Boanza Drive with 2 members of the Membership Committee. Your closing can take place after this meeting on the same day if you prefer.
2. At the meeting/closing time, the two Board Members will sign and verify the Park Owner Consent for your deed, Member Occupancy Agreement, Membership Bylaws and Community Rules Agreement, and the New Member Handbook will be reviewed.
3. The first month's rent (\$460.00) and membership fee of \$300.00 will need to be paid at that time.
4. The board will extend an invitation to the next board meeting, which are held the last Tuesday of each month. The new member can begin to learn what it means to be an owner/member of Freedom Village Cooperative by participating in the board meetings monthly.

### **After you move into your new home!**

Learn how the cooperative works by continuing to attend the monthly board meetings. Sign up for committee work you are interested in and get to know your neighbors. You are now part of the Freedom Village Cooperative Community!

If you have questions, please email [freedomvillagenh@gmail.com](mailto:freedomvillagenh@gmail.com) or Maggie Knoll the Freedom Village Cooperative Secretary at [secretaryfvc@gmail.com](mailto:secretaryfvc@gmail.com).

You may also reach Compass Management Company LLC at (603) 537-6444.

## Cooperative Living

Living in a co-op community is different than living in an investor-owned park. This type of community living is unique — homeowners in resident owned communities are not simply tenants in a park, they are members of a co-op and owners of a business. As a co-op member it is important to understand that:

1. The cooperative is a business incorporated under N.H. RSA 301"A, Consumers' Cooperative Associations. It is owned by its members. Individual homeowners do not own the land underneath their homes; the co-op does.
2. The co-op has member-approved bylaws, which spell out how the business is governed.
3. The co-op is democratically governed by a one-member, one vote system. Each member household has equal decision-making authority,
4. New homeowners moving into the community are required to become members and enter into a Membership Occupancy Agreement, binding them to the bylaws and community rules.
5. Members elect a board of directors to carry out the day-to-day tasks of running a business. The board then appoints committees to take on other tasks.
6. Members have control over big decisions, such as carrying charges (rent), approving the annual budget, electing a board and amending the bylaws or community rules.
7. Members can be expelled from the cooperative (which is different than being evicted from the community) for obstructing the management of the co-op. This is a serious matter and not to be taken lightly — members who are expelled lose voting privileges and typically pay a higher lot rent.

The board and the appointed committee members must adhere to the cooperative's bylaws and rules, as well as to state and federal laws. They are also cooperative members and are accountable to their fellow members. They must run the cooperative in a fair, consistent, democratic and businesslike manner.

Cooperative membership has rewards, rights and responsibilities. The strength of a resident owned community is directly related to the participation and commitment of its members.

By participating in the co-op, members can help reduce costs, build a vibrant neighborhood and grow as leaders. Participation includes everything from baking brownies for the annual community barbecue to operating the water system, from an hour a month to a two-year commitment on the board of directors.



Freedom Village Cooperative, Inc.  
Application for Membership

All information must be filled out completely. Incomplete applications will be returned to the applicant(s). If a question does not apply, place "n/a" in the space provided. Please print all information

**Applying for:** \_\_\_\_\_ (Address)

Current owner: \_\_\_\_\_

Applicant: \_\_\_\_\_

Co-applicant: \_\_\_\_\_

(If more than two applicants, please ask for an additional application)

Names on Deed: \_\_\_\_\_

Current Address: \_\_\_\_\_ (street)

\_\_\_\_\_ (city, state, zip)

Home phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Length of time at this address: \_\_\_\_\_

Current landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**If less than three (3) years at current address, list previous addresses:**

Address (street, city, state, zip):

\_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**Address: (city,state,zip)**

\_\_\_\_\_

Landlord: \_\_\_\_\_ Phone: \_\_\_\_\_

**Applicant Employer:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**Co-applicant employer:** \_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Please list all sources of **monthly** income to be considered towards payment of lot tent:

Applicant income:

Co-Applicant income:

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

Amount \$ \_\_\_\_\_ Source \_\_\_\_\_ Amount \$ \_\_\_\_\_ Source \_\_\_\_\_

**Anticipated monthly expenses:**

**Mortgage(s)** \_\_\_\_\_

**Car Payment(s):** \_\_\_\_\_

**Electric:** \_\_\_\_\_

**Auto Insurance:** \_\_\_\_\_

**Cable/Internet:** \_\_\_\_\_

**Homeowner's Ins:** \_\_\_\_\_

**Heat:** \_\_\_\_\_

**Phone (s):** \_\_\_\_\_

**Park Rent: \$475.00** \_\_\_\_\_

**Other:** \_\_\_\_\_

**Number of persons who plan to occupy home:** \_\_\_\_\_

**Are you or any members of your household required to register as a sex offender?**

**Yes**

**No**

**Please list three personal (not professional) references who can speak to your likelihood to pay your rent in a timely manner, obey the community rules and be a good cooperative member. References may not include relatives.**

**Applicant**

**Co-Applicant**

- 1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_
- 2. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

- 1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_
- 1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

3. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

1. Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Relationship: \_\_\_\_\_

**Please read the following information before signing this application:**

To join Freedom Village Cooperative, I/we are aware that a Membership Fee of three hundred dollars (\$300.00) must be paid before I/we occupy the home. I/we understand that I/we may not move in until approval is made. I/we understand that the home must be lived in by the family/household purchasing and cannot be rented out except under clear cases of hardship as determined by the Cooperative Board of Directors.

I/we understand that at least one household member must be aged 55 or older. I/we understand that this application in no way guarantees my/our acceptance into the Cooperative/Community. I/we authorize Freedom Village Cooperative and its contracted property management company to obtain information from current/former employers, friends and current/previous landlords. I/we hold harmless Freedom Village Cooperative and its contracted property management company, and its employees, and/or tenants, from any action arising from these inquires.

The Cooperative does not discriminate based on age, sex, races creed, color, marital status, familial status, physical or mental disability or national origin or on account of that person's sexual orientation in the approval of its members. Information provided in this application found to be false may serve as immediate grounds for denial of membership.

**Disclaimer:** I understand that should I be accepted as a member of the Cooperative, failure to provide accurate information on this Application for Membership may be grounds for member expulsion according to the Cooperative Bylaws. Such expulsion would result in the loss of membership. Loss of membership/expulsion would result in the loss of voting privileges, an increased monthly lot rent of 30%, and may lead to eviction. By Signing this application, I attest that this is accurate and true information to the best of my knowledge.

Applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

Co-applicant signature: \_\_\_\_\_

Date: \_\_\_\_\_

NOTE: Applications that are incomplete, illegible and/or are not accompanied by the proper documentation will be returned to the applicant(s).



# Community Rules

Freedom Village Cooperative, Inc.

A Resident-Owned  
Community

Owned and operated by: Freedom Village Cooperative, Inc.

### Introduction

We wish to welcome you to our **55+** community. It is our desire to provide a pleasant, attractive and affordable place for people to live. All communities need some form of regulations to accomplish this goal. The rules of this community are not intended to be unnecessarily restrictive but are meant to help provide you a safe and tranquil environment. The future value of your manufactured home rests, to a great degree, on our community's appearance and its reputation in the community at large.

The Board of Directors

## IMPORTANT NOTICE REQUIRED BY LAW

THE RULES SET FORTH BELOW GOVERN THE TERMS OF YOUR RENTAL AGREEMENT WITH THIS MANUFACTURED HOUSING PARK. THE LAW REQUIRES ALL RULES OF THIS PARK TO BE REASONABLE. NO RULE MAY BE CHANGED WITHOUT YOUR CONSENT UNLESS THIS PARK GIVES YOU 90 DAYS ADVANCE NOTICE OF THE CHANGE.

SUBJECT TO THE TERMS OF ANY WRITTEN LEASE AGREEMENT, YOU MAY CONTINUE TO STAY IN THIS PARK AS LONG AS YOU PAY YOUR RENT AND ANY OTHER LAWFUL CHARGES, FOLLOW THE RULES OF THE PARK AND APPLICABLE LOCAL, STATE AND FEDERAL LAW, DO NOT DAMAGE PARK PROPERTY AND DO NOT REPEATEDLY BOTHER OTHER TENANTS IN THE PARK. YOU MAY BE EVICTED FOR NONPAYMENT OF RENT, BUT ONLY IF YOU FAIL TO PAY ALL RENT DUE WITHIN 30 DAYS AFTER YOU RECEIVE WRITTEN NOTICE THAT YOU ARE BEHIND IN YOUR RENT.

YOU MAY ALSO BE EVICTED FOR NOT FOLLOWING THE RULES OF THIS PARK, BUT ONLY IF THE RULES ARE REASONABLE, YOU HAVE BEEN GIVEN WRITTEN NOTICE OF YOUR FAILURE TO FOLLOW THE RULES, AND YOU THEN CONTINUE TO BREAK THE RULES. YOU MAY NOT BE EVICTED FOR JOINING A TENANT ORGANIZATION.

IF THIS PARK WISHES TO EVICT YOU, IT MUST GIVE YOU 60 DAYS ADVANCE NOTICE, EXCEPT IF YOU ARE BEHIND IN YOUR RENT, IN WHICH CASE ONLY 30 DAYS NOTICE IS REQUIRED. THE EVICTION NOTICE MUST GIVE YOU THE REASON FOR THE PROPOSED EVICTION.

YOU HAVE THE RIGHT TO SELL YOUR HOME IN PLACE TO ANYONE AS LONG AS THE BUYER AND HIS HOUSEHOLD MEET THE RULES OF THIS PARK. YOU MUST NOTIFY THE PARK IF YOU INTEND TO SELL YOUR HOME. FAILURE TO DO SO MAY MEAN THAT THE BUYER WILL BE REQUIRED TO MOVE THE HOME FROM THE PARK.

COPIES OF THE LAW UNDER WHICH THIS NOTICE IS REQUIRED, RSA 205-A, MAY BE OBTAINED FROM THE CONSUMER PROTECTION AND ANTITRUST BUREAU OF THE ATTORNEY GENERAL'S OFFICE, 33 CAPITOL STREET, CONCORD, NEW HAMPSHIRE 03301 OR MAY BE ACCESSED FROM THE GENERAL COURT WEBSITE FOR THE STATE OF NEW HAMPSHIRE.

## 1. GENERAL RESPONSIBILITIES

- 1) The cooperative is responsible for:
  - All underground utilities
  - Snowplowing of roads
  - Maintenance of roads and common areas
  - Trees
  - Utility Poles
  - Enforce the Community Rules of the Cooperative.
- 2) The homeowner is responsible for:
  - Hooking up the home to utilities and maintaining connections
  - The care and maintenance of their home and all other structures on their lot.
  - The care, maintenance and snow removal of their lot.
  - Obeying Community Rules
  - Payment of lot rent on time
  - Prominently displaying the street number on the front of the home for emergency location (911)
  - All state or local taxes on the home. You may not remove your home unless all taxes are paid and a copy of the permit from the local governing body allowing removal of the home is given to the co-op.
  - Water and sewer fees from the city of Concord.
- 3) All homeowners are liable for damages, injury or loss incurred in their homes and on their lot. Homeowners are strongly urged to carry homeowner's insurance for their protection.
- 4) Discharge of firearms, BB guns, archery equipment, paint ball guns, **fireworks** and any other dangerous weapon is **strictly prohibited**. This is a life safety issue!

## 11. OCCUPANCY

- 1) All housing units are to be owner-occupied. No rentals or sub-leases are allowed, except as specified in the Cooperative's Bylaws. In order to promote the safety of the homeowners and make a fair distribution of services, the maximum number of adults allowed per home is three (3).
  - A. Occupancy by more than three adults is permitted with the express permission of the Board of Directors.

- B.** Homeowners must obtain the approval of the Board of Directors when there is an additional occupant in their home for more than 30 days. The Board of Directors requires an Occupancy Agreement to be modified as needed to list the new resident as an occupant. Each additional adult must be screened using the cooperative's criminal background criteria; any additional occupant with ownership interest must complete membership screening. All approved additional household occupants must abide by and sign acknowledgement for the Bylaws, Community Rules, and Occupancy Agreement.
- 2.) All lot rents are due on the first (1<sup>st</sup>) day of the month. A fee of \$25.00 will be added if rent is received postmarked after the tenth (10<sup>th</sup>) day of each month. Cash is not acceptable for payment of rent. A returned check fee will be assessed thirty-five (\$35) dollars over the current bank fees per check. No re-deposits will be made. Non-Members will pay (30) percent higher rent than the member rate.
- 3) Any homeowner wishing to sell or remove their home is required to give a thirty (30) day written notice of intent to the Board of Directors. Failure to give notice can result in 30 days additional lot rent. In either case, the homeowner is responsible for advising any potential buyers of the requirement to join the cooperative as a condition of allowing the home to remain in the community.

For a period of thirty (30) days following the delivery of the notice to the Board, if the resident receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the resident shall accept the offer from the lower-income family or individual. Provided that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling resident in the case of a sale to a family member or where the delay in selling would pose an unreasonable hardship for the selling resident.

A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept. of Housing and Urban Development and published in the Federal Register.

If the Cooperative is owed money by the resident, the Board of Directors will sign a deed (within 15 days as required by RSA 477:44), as requested but may insist that the deed be transmitted directly to the escrow or closing agent with a Notice of Lien (pursuant to 205-A:4-a) on the resident's home for those amounts due and owing the Cooperative. The deed should only be recorded upon payment to the Cooperative of

all outstanding balances due to the Cooperative, if not the Buyer will be on notice of the lien and the Cooperative may collect it against the home despite the transfer.

The following shall apply in all **situations where Fannie Mae holds an Eligible Loan on a home in this cooperative:**

Notwithstanding any other Bylaw provision, the purchaser of a Manufacture home who acquired title at a foreclosure sale conducted by the holder of an "Eligible Loan" (as defined by RSA 205-A:4-a), or directly from the holder of an eligible Loan, shall be exempt from any "low income" requirement.

Notwithstanding the rights of the Cooperative under RSA 205-A:4-a or other law, any holder of an Eligible Loan which is actively pursuing the right to foreclose or which has acquired title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing to it by the Member under the Occupancy Agreement or otherwise, shall be subordinate to the rights of the holder of an Eligible Loan, and amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly rent and other charges, have been paid in full.

**a) For sales of homes:**

- i) The letter will contain the agent's name, telephone number, and address;
- ii) The asking price and the names, telephone number and address of any party having signed a Purchase and Sales Agreement;
- ii) An inspection of the lot will be conducted in compliance with RSA 205: A-2:f.

**b) For removal of homes:**

- i) All taxes assessed against the home, all lot rent, fees and assessments are to be paid in full;
- ii) A copy of the permit to remove by whatever means the home is being removed is given to the Board of Directors prior to removal;
- iii) The lot is to be cleaned of any trash, debris, and hazards, i.e. stairs falling apart, outbuildings in disrepair, broken glass.
- iv) The homeowner must provide the Cooperative with a copy of proof of insurance for all contractors and sub-contractors prior to the commencement of on-site work.

**c) For homes to be moved in:**

- i) The Board of Directors requires written approval of all new and used homes prior to delivery;
- ii) The-Board of Directors reserves the right to inspect and view any used home before moving into the community;

- iii) If required by local, state or federal regulations, the age and condition of the home must first be approved by the regulating authority;
  - iv) All work must meet the minimum standards set by the State of NH Manufactured Housing Installation Standards Board, RSA 205 D:20, part 603.
  - v) The homeowner must provide the Cooperative with a copy of proof of insurance for all contractors and sub-contractors prior to the commencement of on-site work.
- 4) Only those in-home businesses that do not create additional traffic, noise, the community are allowed.
  - 5) It is the responsibility of the homeowner to provide for securing the home's water lines from leakage, especially during the winter months. At this time, the standard method is by heat tape. If using heat tapes, the homeowner is required to inspect and plug them in each year in the fall. The cooperative reserves the right to shut off the water at any home where there is a leak until such time as a repair is made. If the damages to the co-op's property and/or infrastructure are found to be due to the homeowner's failure to follow this rule, the homeowner may be responsible for the entire cost of the repair.
  - 6) All homeowners are responsible for the actions of their guests, Members of their household and their pets. Community Rules apply to all guests and invitees, as well as the homeowner household.
  - 7) Adults, children, pets, and their guests are not to be on the lot or property of others, uninvited.
  - 8) Residents and guests will conduct themselves in a reasonable manner so as not to disturb others. Public drunkenness is strictly prohibited. This is a drug free Community. Use, sale or giving of illegal drugs to others in this community is prohibited and may be cause for immediate eviction and/or expulsion.
  - 9) No more than a moderate noise level from radios, electronic equipment, vehicles and parties is always expected. Quiet hours are from 10:00 pm — 7:00 am Sunday through Thursday; and 11:00pm — 8:00am Friday and Saturday.
  - 10) The Homeowner owns and is responsible for all repairs and maintenance of any above ground fuel-Storage Tank (AST) on homeowner's lot. All ASTs shall be in compliance with the National Fire Protection Association Chapter 31, State Fire Code and the Best Management Practices as published by the New Hampshire

Department of Environmental Services (DES) and incorporated herein by reference as if fully set forth herein. Any tank not in compliance shall be brought into compliance. Any tank not brought into compliance with such standards within the time given in a written notice from the Cooperative Board of Directors may be replaced by the Cooperative at the expense of the homeowner and such expenses may be collected and assessed in the same manner as rents under RSA 205-A:4-a. All fuel tanks must be located at the gable end of the home when possible and if not possible screening the tank from view is required. New tanks should be constructed according to rules set forth in Section III: Buildings and Structures, Number 5.

## 111. BUILDINGS AND STRUCTURES

All homes need to be maintained in good condition, skirting, clean, neat, and properly painted or stained in a manner in keeping with the general appearance of the community.

- 1) Accessory buildings, porches and decks are to be kept painted or stained and in good repair so the appearance of the home and lot are attractive overall.
- 2) Concrete blocks are not acceptable as stairs. All outside doors must have stairs with hand railing on opening side and in accordance with the town's building code.
- 3) Only one utility building is allowed. Metal buildings are permitted. Any new structure is to comply to the following standards:
  - a) may not exceed 16' by 16' or 256 square feet
  - b) roof is pitched
  - c) doors and windows stay in good repair and are able to be closed
- 5) All buildings, additions, porches, sheds, towers, car ports, children's play facilities, and decks are to have prior written approval by the Board of Directors, who must sign the Permit Request. Said structures are to comply with the town building codes, and federal and state regulations. Homeowners are required to present a plan for any of the above structures, showing details of the structure and the location on the lot. A copy of the Town's building permit is to be given to the Board of Directors before work begins, which will be placed in the homeowner's file.
- 6) Other than kiddie pools 4' in diameter, pools, hot tubs and trampolines are strictly prohibited. Kiddie pools will be kept out of sight when not in use. Any pool must



always be attended by an adult when filled and must be emptied immediately and put away when the adult is no longer present.

- 7) Commercial signs are not allowed.
- 8) A commercial "For Sale" sign or a "For Sale by Owner" sign may be posted on the lot when homes are for sale.

#### IV. SITES

**Each household is responsible for the area from the telephone pole on their property to the telephone pole of the next property, unless the site has been otherwise modified with site additions.**

- 1) Clotheslines are permitted out of sight of the road or behind the home.
- 2) Rubbish removal is the homeowner's responsibility. Rubbish is to be kept in closed containers designed for that purpose and out of sight if possible.
- 3) Yards are to be kept free from clutter and debris, so as not to interfere with lawn maintenance and infrastructure. Lawns are to be kept trimmed and mowed. If a lot is neglected, the cooperative reserves the right to have the lot cleaned and paid for at the owner's expense.
- 4) Appliances, large containers, motors, auto body parts, tools, building supplies, chemicals, drums, tires, and other discarded items may not be left on lawns or around homes. No furniture of any kind except for lawn furniture may be kept outside the home.
- 5) Outside burning of leaves, rubbish, etc. is not permitted. Gas and charcoal grills are permitted. Temporary propane fire pits are permitted for use in yards. However, no other fuels are allowed for use in fire pits in yards.
- 6) Fences may be used for decorative purposes only and no higher than eighteen (18") inches. No lot perimeter fences are allowed. The Board of Directors has final approval on fences.
- 7) The use of the lot by the homeowner will not interfere with the cooperative's ability to perform any upkeep and maintenance of the community infrastructure. Ask before you dig or plant! DIGSAFE regulations apply. This includes patio squares, gardens or planting of anything (raised bed or not), and permanent structures. Permission from the Board of Directors through a Maintenance Request Form is

required to ensure the safety and care of the water lines and infrastructure of the community. The homeowner will be responsible for replacing these items if damaged in the repair or replacement of anything related to infrastructure.

- 8) Prior written approval by the Board of Directors for planting, trimming and replacement of all trees, and planting or replacing shrubs is required.

## V. VEHICLES

- 1) Unregistered and/or un-inspected motor vehicles are not allowed in the community. No vehicle repair or fluid changing is to be performed in the community. Tire changes and minor actions such as adding windshield fluid are permitted.
- 2) Parking spaces in the existing driveway will be allocated to each home with only one being allowed as a business vehicle. Daytime parking only is allowed on the streets if it does not block snow plowing, mailboxes or emergency vehicles. Parking on the lawn is always prohibited. Overnight parking on the street is prohibited between the hours of 11PM and 8AM. Vehicles non-compliant with overnight parking will be towed at the owner's expense.
- 3) Requests for visitor overnight parking on the street will be considered by the board of directors when a request is presented to the board prior to the visit and the vehicle information and plate number are provided within the request. These vehicles may never block snow plowing, mailboxes or emergency vehicles.
- 4) Motorized trail bikes, snowmobiles, go-carts, and all-terrain vehicles are not to be used in the community.
- 5) There is to be no racing or inappropriate use of any vehicles in the community.
- 6) The speed limit is fifteen (15 MPH).
- 7) Boats and boat trailers, campers, RVs, vehicles over 15,000 pounds or that are designed to transport more than 16 passengers are not allowed to be parked in the community. Special consideration will be considered with a written request to the board of directors and upon approval.
- 8) Tractor trailers and any vehicles transporting hazardous materials are strictly prohibited from parking in the community.

## VI. ANIMALS

*While the Members of this community understand that animals are personally pleasurable and important, not everyone likes the same pets. The following rules are intended to create a healthy environment for everyone.*

1. Domestic pets are allowed in this community with restrictions. All outdoor domestic pets are required to have proper and timely immunizations, and all outdoor domestic pets must be neutered or spayed. The homeowner shall, upon request, provide to the Board of Directors, a signed letter or other document from a licensed veterinarian showing these actions have been taken.
2. Farm animals, including but not limited to, cows, chickens, horses, sheep, goats, pigs and the like, and wild animals, may not be kept or raised on Cooperative property, either as pets or for any other reason.
3. A resident bringing a new pet into the community, either as a new or replacement pet, must file the pet form, provide a picture of the pet, and provide proof of immunizations and spay or neuter from the veterinary office in the homeowners file.
4. Per City of Concord Ordinance all dogs will be licensed. A copy of the license will be provided to the Board of Directors annually and be placed in the homeowners file.
5. One dog no larger than 50 pounds is allowed per home. The following dogs are not allowed per liability insurance rules for the cooperative:
  - a. Any animal that is on a list of prohibited pets that was provided by the insurance company: Pit Bulls & Staffordshire Terriers, Doberman Pinschers, Rottweilers, German Shepherds, Chows, Great Danes, Presa Canarios, Akitas, Alaskan Malamutes, Siberian Huskies, and Wolf-hybrids
  - b. Any dog with a history of aggressive behavior or biting.
  - c. Service dogs must be certified, and a copy of the certification must be on file in the cooperative's member file.
6. Dogs will always be leashed.
7. A barking dog may not be left outside for longer than ten minutes.
8. Dogs shall not be left unattended outside when the owner is not home. When the owner is home, the dog must be leashed on the property while outside.

9. No more than three cats per household. Cats are allowed to roam free provided they are not damaging any property of another homeowner.
10. No dog can be on another resident's property unless specifically invited by the resident; including during the times owner's walk their dogs. All solid wastes from pets are to be picked up by the owner immediately (including from the wooded areas along the street lines and the common areas of the park) and disposed of in the proper manner.

## VII. REQUESTS FOR REASONABLE ACCOMODATIONS

Where the situation warrants, residents may apply for an exception to Community Rules by submitting a written Request for a Reasonable Accommodation to any Member of the Board of Directors. The request for a Reasonable Accommodation will be heard by the Board of Directors at the next regularly scheduled Board Meeting. Any exception that is granted by the Board shall be subject to revocation at the sole discretion of the Board.

## VIII. ATTORNEY'S FEES AND COSTS

In the event any legal action is commenced by the cooperative to collect past due rent, to evict for any reason, or for any other reason, the homeowner must pay all legal fees and costs incurred by the cooperative. These fees and costs will be paid by the homeowner, even if the eviction is terminated or cancelled by the cooperative. The legal fees would also include all such fees and costs incurred in connection with a Supreme Court Appeal filed by the homeowner. The legal fees and costs incurred by the cooperative shall be considered additional rent for the unit in question, and this additional rent shall be due and payable by the homeowner in accordance with these Community Rules.

In the event a legal action is commenced against the Cooperative by a homeowner and the Cooperative prevails in said action or the action is withdrawn by the homeowner, the homeowner shall be required to reimburse the Cooperative in defending such action. In no event shall the Cooperative be responsible for paying the homeowner's legal fees. This is justified since the homeowner is a Member of the Cooperative and a partial owner of the Cooperative. The term legal action shall include any civil action brought before the court of law and any action or claim brought before a Board, administrative agency or other such body.

## IX. SEVERABILITY

Should any Rule, or part of a Rule, be found to be illegal, invalid and/or unenforceable, in whole or in part, by a court of competence jurisdiction or authorized local, state Of federal agency, the remaining Rules, or the remaining part of the Rule affected by the invalidity, shall be unaffected and shall remain fully enforceable.

## X. LIABILITY AND INDEMNITY

The Homeowner and his or her family members, guests, and invitees (collectively, "the Homeowner") shall indemnify and hold harmless the Cooperative, its Board of Directors, Members, representatives, and agents (collectively, "the Cooperative") from any and all liability, loss and damage, including but not limited to, bodily injury, illness, death or property damage which the Cooperative becomes legally obligated to pay, including reasonable attorney's fees and court costs, as a result of claims, demands, judgments or costs against the Cooperative arising out of the Homeowner's use or occupancy of the Homeowner's lot or any Cooperative property, including but not limited to, park streets and roads, caused by or arising from the negligence, fault or liability of the Homeowner or third parties, whether such negligence, fault or liability is sole, joint or several. The Homeowner's indemnification obligation hereunder shall include, but not be limited to, any and all liability, loss and damage arising from (i) the installation, use or maintenance of above ground fuel-storage tanks and any and all hazardous waste claims associated with the same; (ii) the keeping of pet(s) and (iii) the installation, use or maintenance of plumbing, gas, water, steam or other pipes or sewage, or the bursting, leaking or running of any pipe, tank, washstand, water closet or waste pipe, or electrical lines, in, above, upon or about Homeowner's lot or Cooperative property. The Cooperative shall not be liable to Homeowner for any liability, loss and damage arising from the acts or omissions, whether negligent or intentional, of other homeowners/ occupants, Members, and their family members, guests, and invitees. The Homeowner shall pay for any expense, damage, or repair occasioned by the stopping of waste pipes or overflow of water, and from any and all damages not occasioned by reasonable wear and tear, caused by Homeowner's improper use thereof. Nothing herein shall be deemed to release the Cooperative from its intentional or grossly negligent acts or omissions.

The Cooperative shall not be responsible for claims or damages that may be caused by the re-entering and taking of possession by the Cooperative of the Homeowner's lot or house, as the case may be, under these rules and regulations or the laws of the State of New Hampshire regarding evictions.

Freedom Village Cooperative Community Rules

Total 12 Pages —Amended and Approved on October 29, 2019

By the Membership

The foregoing is a true and accurate account, attested by, Secretary Freedom Village Cooperative:

Maggie Knoll  
October 29, 2019

**BYLAWS of  
Freedom Village Cooperative, Inc**

**ARTICLE I**

- 1.1** The name of this Corporation shall be Freedom Village Cooperative Inc., herein after referred to as the “Community,” located in Concord, County of Merrimack, State of New Hampshire.

**ARTICLE II**

**Purpose**

- 2.1** The purpose for which this Cooperative is formed is to own and operate a manufactured housing community (commonly known as “park”), herein after referred to as the “Community,” as a Cooperative and be involved in other Cooperative activities, on a non-profit, “cooperative” basis for the benefit of the current and future resident homeowners.
- 2.2** The broad purpose is to gain control of the rental costs, preserve the Community for the current residents, and to keep it affordable long term for low and moderate-income individuals and families. In accordance with the purpose stated in the Cooperative’s Articles of Incorporation, the Cooperative will conduct its business in a manner designed to preserve the affordability of the sites within the community for low to moderate income homeowners.
- 2.3** The Community will be operated for the purpose of providing housing for occupancy by at least one person 55-or-older.
- 2.4** This housing cooperative shall provide, to the extent practical given its affordable housing mission, significant facilities and services specifically designed to meet the physical or social needs of persons 55 or older. These significant services and facilities specifically designed to meet the physical or social needs of older persons may include, but not be limited to:
- (1) Programs designed to provide a social life for residents;
  - (2) Recreational programs;
  - (3) Information services;
  - (4) Assist residents with the maintenance and upkeep of common grounds;
  - (5) Making continuing efforts to maintain the affordability of common expenses for moderate and/or low-income individuals.
- 2.5** The Board of Directors shall publish and adhere to policies and procedures, which demonstrate intent by the Cooperative to provide housing for persons 55 years of age or older. The following factors shall be examined in determining whether the cooperative has complied with the requirements of this section:
- (1) The cooperative shall be described to prospective residents as housing for older persons;
  - (2) Any advertising designed to attract prospective residents shall indicate that it is intended for older persons, without advertising that the housing is an “adult community” or “adult housing”;
  - (3) The Board of Directors shall adopt procedures for verifying ages of occupants;
  - (4) Rules shall state the intent to operate as housing for older persons;
  - (5) The actual practices of the Board and/or Membership Committee shall ensure that the housing is maintained as housing for older persons.
- 2.6** The Board of Directors shall monitor and take all necessary action to ensure that

- (1) **A minimum of 80%** of the units occupied are occupied by at least one person 55 years of age or older;
- (2) Where there are units occupied by employees of the cooperative and family members of the employees residing in the same unit, who are under 55 years of age, the employees perform substantial duties directly related to the management or maintenance of the cooperative.

## **ARTICLE III**

### **Members**

#### **3.1 Eligibility**

A “Member” is defined as the adult (18-years-or-older) individual(s), without regard to their social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status who;

- A. Own and reside in a manufactured housing unit (herein after referred to as the “Home”) in the Community and any spouse or partner in civil union entitled to a homestead interest and the other adult Members of their household, all of whom has signed an Occupancy Agreement. A person is seen as owning or co-owning a Home if he or she owns the Home directly or through his or her “living” or “Grantor” trust. A “Grantor” or ”living” trust is any trust that is established by an individual under such terms as: (1) appoint him or herself as the trustee during his or her lifetime (and or competency); (2) is revocable by him or her; and (3) designates him or herself as the beneficiary for his, her or their lifetime.
- B. Is/are in good standing with the Cooperative. A “Member in good standing” is a Member whose lot rent and Membership Fees are current or has signed an agreement satisfactory to the Board of Directors to bring these rents and fees current.
- C. Is/are willing to accept Membership responsibilities, including, but not limited to, voluntary participation in the governance of the Cooperative and in the operation of the community.

#### **3.2 Membership Rights**

- A. A Member will have a perpetual right to occupy a lot within the community as long as he or she continues payment of the lot rent and compliance with the other terms of the Member Occupancy agreement, the Bylaws of the Cooperative and the Community Rules established by the Members, all as they may be amended from time to time. However, if a Member is evicted from the Community or moves out of the Community, that Member will lose his or her right to occupy said lot.
- B. Only one Membership interest will be assigned to a home, and only one full vote may be exercised under a Membership interest.

#### **3.3 Membership Obligations**

- A. All Members and non-Members are required to pay their lot rent. This lot rent, initially established by the Membership of the Cooperative, may be increased by a majority vote of the Cooperative



Board of Directors or by a majority vote of the Membership, consistent with Article 5.1 of these Bylaws, with a sixty (60) day written notice of rent increase to all Members and non-Members.

B. A Member will participate cooperatively in the operation of the Cooperative.

**C. A member who has been expelled will pay a 30% higher rate than the member rate.**

### **3.4 Enrollment of Members**

A. Owners of homes seeking to reside in a Home and lease a lot in the Community must become Members of the Cooperative. Owners seeking Membership shall:

- (1) Apply for Membership on a form prescribed by the Board of Directors;
- (2) Be approved for Membership by a majority vote of the Board of Directors;
- (3) Pay in full the Membership fee or fully executes a Membership Agreement/Promise to Pay with the Cooperative;
- (4) Execute an Occupancy Agreement;
- (5) Have an intent to occupy a Home in the Community; and
- (6) Commit to the purposes and policies of the Cooperative including the Community Rules and these Bylaws.

Owners of homes in place at the time the Cooperative purchases the community have the right to become Members without Board approval as per (1) and (2) above; but, must fulfill all other Membership enrollment conditions (3), (4), (5), (6) above.

B. Buyers of homes may be approved for Membership conditional upon purchase and occupancy of the home.

C. A person is considered a buyer or owner if he or she seeks to or does own or co-own a Home directly or through his/her/their "living" or "Grantor" trust (see definition at paragraph 3.1 above) or becomes the subsequent beneficiary of a trust, previously existing as a living trust, upon death of the Grantor, or upon devise or distribution from a deceased Member's estate, or any other event. If an existing Member transfers title to a Home to his or her "living" or "Grantor" trust, the trust will not be considered a new owner or buyer under this paragraph. Members transferring their Membership into a permissible "living" or "grantor" trust must furnish the Cooperative with either a copy of said trust document or a letter of opinion from an attorney stating that the trust to which the title has transferred is a revocable, grantor trust wherein the Member(s) is (are) the Trustee(s) during his/her/their lifetime, or competency, and with said Member(s) as the sole beneficiary during his/her/their lifetime.

### **3.5 Membership Fee**

A. The Membership Fee shall be three hundred dollars (\$300.00). Membership Fees accumulate no interest.

B. A Certificate of Membership shall be issued to any Member, or to trustee of any Member's "living" or "Grantor" trust, who has fully paid their Membership Fee. This certificate shall entitle the holder (or, in the case of a living or Grantor trust, the trust grantor only) to occupancy of a lot in accordance with the Member Occupancy Agreement, provided that the holder also abides by the Community Rules of the Cooperative and does not interfere with the effective operation of the Cooperative. The certificate is not transferable, except by will or trust distribution by a permissible

trust, or the rules of law that apply if someone dies without a will, to someone that would otherwise be eligible for Membership. A Membership may not be transferred to someone or some trustee or beneficiary who does not plan to own the home and reside in the Community nor shall a “living” or “Grantor” trust continue to hold a Membership interest beyond the usual and customary time required for a wind up of a probate estate, should title have passed by that means and occupancy during such periods shall not extend to any other party not previously permitted Membership and occupancy.

- C. The Board of Directors reserves the right to use all or part of a Member's Membership Fee to pay any debt due to the Cooperative, or expenses incurred as a result of a Member's actions or non-actions, in regards to the Cooperative; such debts and expenses being legally the responsibility of the Member. The Member shall replenish a capital balance decreased on such account in order to remain in “good standing.”

### 3.6 Termination and Expulsion

- A. Any Member whose activity in the Cooperative is contrary to basic cooperation principles (**see the copy of the International Cooperative Principles attached hereto and incorporated herein by this reference**) or who endangers the effective operation of the Cooperative may be expelled from Membership in the Cooperative by the Board of Directors. Loss of Membership carries with it loss of all Membership privileges, including the perpetual right to occupy said lot and any Member lot rent. Written notice of the charges against each Member, and reasonable opportunity for a hearing before the Board of Directors, shall be provided before any such expulsion. A reasonable opportunity is defined as fifteen (15) day notice. The Member's certificate shall be repurchased for the amount of the Membership Fee paid, less any debts owed and expenses due and owing the Cooperative on behalf of the Member, and if and when there are sufficient reserve funds as determined by the Board of Directors. An eviction of the Member shall automatically terminate his or her Membership.
- B. The Member shall have the right to appeal the decision to terminate Membership to the next Membership Meeting and will be given a reasonable opportunity to be heard, either in person or by their attorney. Members may request a Special Meeting of the Membership within a reasonable time period and such request will not be unreasonably denied. In the absence of a Board call for a Special Meeting, the member may do so in accordance with Article 5.3 of these Bylaws. A Member need not be expelled before being evicted. Re-application for Membership will require Board review and Membership approval before re-issuance of Certificate of Membership. The reason for the expulsion shall be clearly stated, recorded, placed in the permanent files and a copy given to the Member.
- C. Any Member who wishes to be represented by legal counsel as the result of a Cooperative action must notify the Board of this fact ten (10) days in advance of the Meeting. The Members shall solely be responsible for the cost of his or her attorney. In no case should the Cooperative be responsible for the legal fees of the Member.

### 3.7 Patronage Refunds:

Members shall have a right to determine whether excess lot fees collected in any given fiscal year shall be returned to Members as patronage refund or retained as additional funding for reserves or for the needs of the following year operations. The decision shall be made at the time that they approve the budget for the coming fiscal year. The Cooperative may refund or credit to the Members, within ninety (90) days of the end of its fiscal year; but only insofar as such refund or credit is consistent

with state law or permissible under the terms and provisions of any loan terms, as applicable from time to time. Such patronage refunds are limited to a pro rata return of fees paid by Members in excess of the Cooperatives needs and are not from earned income from other sources. In order to receive any refund or credit hereunder, a Member must be in good standing and current in payment of lot fees at the time of approval of the refund or credit. In the event a Member is not in good standing or is not current in lot fees, that Member's pro rata refund or credit shall not be given but shall be retained by the Cooperative and applied by the Board of Directors for either funding for reserves or for the needs of the following year's budget

## **ARTICLE IV**

### **Sale and Rental of Homes**

#### **4.1 Use of Homes**

- A. In order to unify the Members and make the Cooperative stronger, all homes within the Community must be owner-occupied. Failure to comply with this article shall result in an eviction from the Community.
  
- B. Notwithstanding anything else to the contrary contained in the bylaws, in the event of a public sale of a home following an eviction/expulsion, or in the event of a sale by the Cooperative after it obtained title at such public sale or other transfer, any existing Member of the Cooperative, or any third party, may be allowed to purchase a home with the intent of renovating the home for resale, with the intent of making a profit from the resale, so long as the following conditions are followed:
  - 1. The Member must be in good standing with the Cooperative.
  - 2. The Member or third party purchasing the home shall not reside in the home and shall not be required to apply for membership.
  - 3. The Member or third party, upon acceptance of his or her bid or offer to purchase, ("the Re-seller") shall execute a Resale Agreement which provides, among other things: (i) that the Re-seller shall be responsible to pay back real estate taxes; (ii) that the Re-seller shall pay lot rent during the time title is in the re-seller's name; (iii) that the Re-seller shall obtain the necessary insurance to protect the Cooperative; (iv) that the Re-seller shall complete renovations within a set period of time and such other terms and conditions as may be reasonably imposed by the Board of Directors; (v) that the Re-seller shall be required to sell the home to a lower income family or individual, as defined in Article 4.4, and comply with all other requirements of the Cooperative's Rules and By-laws: and (vi) that the Re-seller shall abide by any other fair and reasonable terms and conditions imposed by the Cooperative prior to the sale.
  
- C. Rental or leasing of homes in the Community shall not be allowed unless approved by the Board of Directors. The Board of Directors shall not approve a rental or lease unless (1) a written request is submitted by the Member alleging hardship and (2) the Board of Directors determines that a hardship exists. If an approval is granted, the decision shall specify the hardship circumstance(s) and the condition(s) of approval. The vote of the Board of Directors shall be maintained in the official records of the Cooperative. This approval may be revoked by the Board of Directors in the future, for good cause.

#### **4.2 All Home Sales**

- A. Any Member or non-Member who plans to sell or move their Home out of the Community or demolish the Home on site shall give written notice thirty (30) days in advance of that happening to the Board of Directors. Failure to give notice can result in thirty (30) days additional lot rent.
- B. Notice to the Board of Directors stating the intention to sell a Home in place shall contain the estimated date of sale, and the name, address, and phone number of the selling agent, if any. It is the responsibility of the seller to supply potential buyers with information regarding the requirement that all buyers become Members of the Cooperative. The seller shall supply the Cooperative with the names and telephone numbers of any buyers who have signed a Purchase and Sales Agreement. See the exception for certain trust transfers contained in paragraph 3.4, which applies here as well.
- C. If the Cooperative is owed money by the resident or the resident is in breach of any other obligation to the Cooperative, the Board of Directors may consent to the transfer, as requested by that resident for the sale of his/her/their Home to a new buyer, but may insist that the consent or transfer documents or deed be transmitted directly to the escrow or closing agent with a Notice of Lien on the resident's Home for those amounts due and owing the Cooperative. The documents shall only be recorded upon payment to the Cooperative of all outstanding balances due to the Cooperative.

#### **4.3 Sale of Member Homes**

- A. For a period of thirty (30) days following the delivery of the notice to the Board, if the Member receives more than one offer for the same price upon the same terms and conditions, and one of said offers is from a lower-income family or individual, the Member shall accept the offer from the lower-income family or individual. Provided, that the Board may authorize the sale to someone other than a lower-income family or individual at the request of the selling Member in the case of a sale to a family Member or where the delay in selling would pose an unreasonable hardship for the selling Member.

The following shall apply in all situations where Fannie Mae or holds or guarantees an Eligible Loan on a home in this Cooperative:

- A.1 Notwithstanding any other Bylaw provision, the purchaser of a Manufactured Home who acquired title at a foreclosure sale conducted by the holder of an "Eligible Loan" (as defined by RSA 205-A:4-a), or directly from the holder of an Eligible Loan, shall be exempt from any "low income" requirement.
- A.2 Notwithstanding rights of the Cooperative under state law, any holder of an Eligible Loan, which is actively pursuing the right to foreclose or which has acquired title to the Manufactured Home by purchase itself at a foreclosure sale or by deed in lieu of foreclosure, and which has paid or is paying the Cooperative Rent and Other Charges owing by a Member under an Occupancy Agreement, shall not be required to advance more than six (6) months of Rent and Other Charges, and the Cooperative's lien rights, as to amounts owing to it by the Member under the Occupancy Agreement or otherwise, shall be subordinate to the rights of the holder of an Eligible Loan, and amounts owing to the Cooperative shall only be paid out of the excess proceeds, if any, available after transfer of the Manufactured Home to a third party, and after all amounts outstanding under the Eligible Loan, including repayment of advances of monthly Rent and Other Charges, have been paid in full.

- B. A lower-income family or individual shall be defined as a family or individual whose total income does not exceed 80% of the median income in the county as determined by the U.S. Dept. of Housing and Urban Development and published in the Federal Register.
- C. The Board of Directors shall purchase the Membership interest from said Member household by paying them an amount equal to the Member's total payment toward their Membership Fee, without interest, less any debt owed by the Member to the Cooperative, within ninety (90) days of the removal or sale of the home, or at such later date when the purchase can be made without jeopardizing the solvency of the Cooperative.

#### **4.4 Vacant Lots**

Any lot in the Community that becomes vacant (other than a temporary vacancy when a Member of the Cooperative replaces his or her existing manufactured home with a new or different one), shall be leased by the Board of Directors to a lower-income household approved for Cooperative Membership; provided, however, that if after advertising the lot for thirty (30) days, the Board does not receive an offer to lease from a lower-income household reasonably capable of affording the Home and living in the Community, the Board of Directors may lease the lot to any suitable household. The Board will keep a waiting list for these purposes.

## **ARTICLE V**

### **Membership Meetings**

#### **5.1 How the Membership Can Legally Act**

- A. The Membership may act only at a properly called Meeting of the Membership where a quorum is present. One third of the current Membership shall constitute a quorum at a Membership Meeting. A member not in good standing (as defined by these bylaws at 3.1) shall be ineligible to vote upon any matter and shall not be counted toward a quorum.
- B. There shall be no voting by proxy; nor shall a proxy be counted towards the establishment of a quorum. The existence of a quorum shall be established at the beginning of each meeting and is presumed valid until the meeting is adjourned.
- C. If a quorum has been achieved, any motion for consideration that is properly noticed before the meeting shall be approved by a majority vote of Members present except for motions affecting the Bylaws and Community Rules.
- D. The Bylaws of the Cooperative and the Community Rules shall be adopted or repealed by at least a majority vote of the total Membership of the Cooperative.
- E. The Bylaws and the Community Rules may be amended by a majority vote of the Members present at any Regular or Special Meeting at which a quorum is present, provided that notice of the

proposed amendment shall be given in writing to all Members not less than ten (10) days prior to such meetings. After the ten (10) day notice, technical changes in wording or detail of the proposed amendment that do not alter the subject matter shall not require an additional notice.

- F. The Policies and Procedures of the Cooperative shall be adopted, amended or repealed by a majority vote of the Board of Directors at a regular or special meeting at which a quorum is present, except for those policies in bylaw 10.3 which require member approval.
- G. Any business required or permitted to be taken at a Membership Meeting may be taken without a meeting, by means of a ballot clearly stating a Board-approved motion. To be passed, the motion must be approved by a majority of the total Membership. A copy of the motion and vote must be kept on file with the Cooperative's Membership Meeting minutes. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted or otherwise published to the Members within three (3) days.

## **5.2 Annual Meeting**

- A. The Annual Meeting of the Members shall be held in the month of October each year in Concord, New Hampshire or a place designated by the Board of Directors within five (5) miles of the Community. An Annual Meeting of Members is to be held at least once a year.
- B. The Board shall give written notice of the Annual Membership Meeting not less than ten (10) calendar days nor more than forty-five (45) calendar days before the date that such a meeting is to be held. Such written notice shall be given in writing to each Member at his/her address, and posted and maintained at a common area, and shall state the place, day, and time of the meeting, as well as the agenda items or subject matter to come before it.
- C. The Annual Report to the Secretary of State, the report of the examination of the prior year's finances, and the proposed annual budget of the Cooperative shall be made available to each Member no later than ten (10) days before the Annual Meeting for approval by the Membership at the Annual Meeting.
- D. The Board shall recommend for the approval by Membership the annual budget with proposed future rents. If Members, after meeting held or ballot conducted for said purposes, shall fail to approve a budget that meets all contractual obligations, the Board may approve such a budget without further vote of the Members.

## **5.3 Special Meetings of the Membership**

- A. Special Meetings of the Membership may be called by the Board of Directors or by petition of at least one-tenth (1/10) of the Members. Such Member petition may be delivered to any Board Member. The Board shall set the date, place and time of the Special Meeting, to be held within thirty (30) days after receipt of such demand.
- B. The Secretary of the Cooperative shall deliver, or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than ten (10) days in advance of the meeting date. Business at a Special Meeting of the Membership is limited to the Scope of the Notice Provided.

## **ARTICLE VI**

## Board of Directors

### 6.1 Number and Term of Directors

- A. The Board of Directors shall consist of five (5) Members who are in good standing with the Cooperative.
- B. Directorships will not be denied to any person on the basis of social, political, racial, color, national origin, religious, age, sex, sexual orientation, physical or mental disability, or familial or marital status. To be eligible to serve as a Director, an individual must be a resident homeowner of a manufactured housing unit in the Community and be a Member in good standing with the Cooperative.
- C. All Directors shall serve for a term of **three** years, except that at the first election, the Vice President and Treasurer will be elected for one-year terms. No Director may serve for more than **two** consecutive **three**-year terms, in any one office, or until their successors are duly chosen. **All directors will serve an additional three months after their term as ex-officio in the position they are vacating while training the newly elected board member to the position.**

### 6.2 Election of Directors

- A. The Board of Directors shall be elected by the Membership at an Annual or Special Meeting of the Cooperative, or at a Special Meeting held in place thereof. All newly elected Directors will take office thirty (30) days after elections or at the next Board of Directors Meeting, whichever is first.
- B. Members shall elect Directors to each officer position as well as those Directors serving at large.
- C. A ballot provided on a form approved by the Board of Directors shall be used for the election of Directors. It shall clearly state the Director and Officer position to be filled and those nominees known in advance of the meeting. It shall also clearly state that other nominees may come from the floor. The ballots shall be sealed and opened at the Membership Meeting.
- D. The Board of Directors may allow for an absentee ballot for the following reasons: hospitalization, shift work, infirmity, out of state. A request for an absentee ballot must be made in writing at least three (3) days before the meeting, if not the result of emergency circumstances. If the ballot is to be mailed, the Member must request it ten (10) days before the meeting. Absentee ballots may not be counted towards a quorum.
- E. No more than one member of any household may serve on the Board of Directors at the same time.

### 6.3 Powers

- A. The Board of Directors shall be responsible for the day-to-day management and control of the Cooperative operations.
- B. No Director may act on behalf of the Cooperative unless duly authorized by the Board of Directors.
- C. Any matters outside of the ordinary course of business or that involve the sale or encumbrance of assets shall require Member approval. This section shall not apply to the sale of a manufactured

home by the Cooperative arising from or pursuant to RSA 205-A:4-a; and shall not apply to a refinancing of a current loan which has been secured by an encumbrance on the assets of the Cooperative

- D. The Board of Directors may from time to time set up Committees and/or ad-hoc groups to work on specific responsibilities, with the Committee Members serving at the pleasure of the Board of Directors. These Committees will report to the Board of Directors and operate with only as much authority as granted by the Board. Further explanation of these Committees may be found in the policies of the Cooperative.

#### **6.4 Resignation**

Any Director may resign at any time by delivering written notice to the Secretary or President of the Board of Directors. Such resignation will take effect upon the later of receipt or the time specified in the notice.

#### **6.5 Removal**

- A. Any Director whose actions are determined to negatively affect the operation of the Cooperative may be removed by a majority vote of the Members present at any regularly scheduled or Special Meeting of the Membership where a quorum is present, provided that a (ten) 10-day notice of the impending vote has been given to the Director who may be removed. Said notice of a vote to remove shall only be made after:
  - I. If initiated by the Board of Directors – a majority vote of the Board of Directors where a quorum has been established, or
  - II. If initiated by a Membership Petition – after the Board of Directors receives a written petition requesting the proposed removal, signed by at least 10% of the Membership.
- B. Said Notice shall clearly advise that, once a quorum is established, a majority vote of the Members present will be needed to remove the Director.
- C. The notice shall state the date, time and place of the meeting where said vote will be taken.
- D. If the Members' petition for removal of a Director does not state that the vote to remove is requested for the next Regularly Scheduled Meeting, or if the Board of Director lacks time to give the required Notice to the Director to be removed before the next Regular Meeting, then the Board of Directors shall take said Petition for Removal to also be a request for a Special Membership Meeting for said purposes, and proceed in accordance with these Bylaws regarding Special Meetings, and shall set the date, place and time of the Special Meeting, to be held within thirty (30) days after receipt of such Petition. The Cooperative shall deliver or mail written notice stating the place, day, hour and purpose of the Special Meeting to each Member and post the notice in a common area not less than ten (10) days in advance of the meeting date.

#### **6.6 Vacancies**

Vacancies that result from resignation or other means may be filled by a majority vote of the Directors present at any Regular or Special Meeting of the Board of Directors. The Director so appointed shall serve the remainder of the unexpired term, which shall not be counted as a consecutive term for the purposes of Article 6.1 of these Bylaws.



## **6.7 Compensation**

Directors shall serve without compensation but shall be entitled to reasonable compensation for expenses paid while conducting legitimate Cooperative business. Any expenses incurred must have prior approval by the Board of Directors. Receipts must accompany all requests for reimbursement. Directors may receive compensation for their freely executed contracts approved by the Board or Membership as the case may require, so long as the contract adheres to the Conflict of Interest Policy.

## **ARTICLE VII** **Officers**

### **7.1 Roster of Officers**

The Officers of the Cooperative shall consist of a President, Vice President, Secretary, Treasurer, Operations Manager, and any other designated position as decided by the Membership. All Officers are Directors of the Cooperative and must meet the requirements for being a Director set forth in Article 6.1.

### **7.2 Election and Removal of Officers**

See process for Election and Removal of Directors in Article 6.

### **7.3 President**

The President shall serve as Chair and preside at all meetings of the Directors and Membership. He or she shall be responsible for general day-to-day administration according to the authority granted by the Board and the Membership. The President shall perform such duties prescribed by the Board or as necessary to accomplish the directives of the Board of Directors.

### **7.4 Vice President**

The Vice President shall preside at all meetings in the absence of the President and shall perform such duties delegated to him/her by either the Board or the President. He/she shall report on the activities of the President to the Board in the absence of the President.

### **7.5 Secretary**

The Secretary shall keep the records of the Cooperative and these Bylaws. Amendments to these Bylaws shall be typed, noted, dated and maintained with these Bylaws, and copies distributed to the Membership. He or she shall keep a true record of the proceedings of all meetings of the Directors and Members. If the Secretary is absent from any such meetings, the Chair may request that some person act as a recording secretary to take the minutes. The Secretary shall also be responsible for posting meeting notices, typing correspondence and maintaining and updating Membership and resident lists. The signature of the Secretary, or acting secretary, on minutes and actions of the Board shall serve as evidence of their authenticity.

### **7.6 Treasurer**

The Treasurer shall have charge of all the funds of the Cooperative and shall be responsible for all disbursements and collections. The Treasurer shall be responsible for maintaining all financial records of the Cooperative including previous fiscal years; financial reports, bank statements and returned checks, invoices, records and any and all other financial records. As a standard fiscal control, a Member of the Cooperative other than the Treasurer shall reconcile the Cooperative accounts each month. The Treasurer shall be responsible for having the books prepared for examination. The Treasurer may delegate any tasks to any Member of the Finance Committee or a contracted agent of the Cooperative.

#### **7.7 Operations Manager**

The Operations Manager sits on the Maintenance Committee and is responsible for the effective upkeep of grounds and systems; developing services, standards, emergency and general repair procedures; maintaining a list of qualified trades people; obtaining bids, maximizing volunteer contributions, submitting a capital improvements plan and annual projected maintenance budgets.

#### **7.8 Powers**

All Officers of the Cooperative shall, subject to these Bylaws and to any vote of the Directors, have such powers and duties as the Directors shall from time to time designate, in addition to the specific powers and duties set forth above.

### **ARTICLE VIII** **Board Meetings**

#### **8.1 Regular Meetings**

Regular meetings of the Directors shall be held monthly. Notice of the time and place together with the agenda of the Board of Directors' Meeting shall be posted in a public place in the Community no less than three (3) days before the meeting. The Board shall have the sole discretion to establish the agenda for all regular meetings.

#### **8.2 Special Meetings**

Special Meetings of the Directors may be held at the call of the President or any two Directors. Written notice stating the place, day, hour, and agenda of any Special Meeting shall be posted in a common area and communicated personally to each Board Member not less than three (3) days before the date of the meeting. In an emergency situation, a shorter notice may be given, provided that the agenda for that meeting is limited to dealing with the emergency at hand and that all actions taken are ratified at a subsequent properly noticed meeting.

#### **8.3 Open Meetings**

Regular and Special Meetings of the Board of Directors shall be open to the Membership except when the Board moves to an Executive Session. Executive Sessions are used only for purposes of protecting a person's reputation and confidentiality, or to receive or discuss advice from legal counsel. A decision may not be made in Executive Session, where minutes are not kept. Decisions must be made in the form of a motion at a public meeting.

#### **8.4 Notice**

Written notice stating the place, day, hour and agenda of all Board Meetings, Regular and Special, should be posted in a common area no less than three (3) days before any meeting.

#### **8.5 Quorum**

At any meeting of the Board of Directors, a simple majority of the number of Directors then in office shall constitute a quorum for the transaction of business. A majority of those present must vote in the affirmative to pass a motion, once a quorum has been established. The Board of Directors may allow a Director to attend a meeting via telephone or electronic conferencing means for the following reasons: hospitalization, shift work, infirmity, out of state. In such a case, the Director is included in a quorum count.

#### **8.6 Action without a Meeting**

- A. Any action required or permitted to be taken by the Board of Directors at a meeting may be taken without a meeting if the written motion is approved and signed by all Board Members. Authority for such action commences when the last Director signs. A copy of the written motion with all signatures must be kept with the Board minutes.
- B. Notice that such an action took place, including the nature of the action, and the availability of the resolution shall be posted within three (3) days.

#### **8.7 Proxy Voting Prohibited**

### **ARTICLE IX** **Indemnification and Bond**

#### **9.1 Indemnification**

- A. The Directors, Officers and Members shall not be personally liable for the debts, liabilities or other obligations of the Cooperative.
- B. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director or Officer of the Cooperative, in any proceedings arising out of his or her alleged misfeasance or nonfeasance in the performance of his or her duties or out of any alleged wrongful act against the Cooperative, indemnity for his or her reasonable expenses, including attorneys fees incurred in the defense of the proceeding, may be assessed against the Cooperative, its receiver, or its trustee, by the court in the same or a separate proceeding if (1) the person sued is successful in whole or in part, or the proceeding against him or her is settled with the approval of the court; and (2) the court finds that his or her conduct fairly merits such indemnity. The amount of such indemnity shall be so much of the attorney's fees incurred and other expenses as the court finds to be reasonable.
- C. Should any person be sued or threatened with suit, either alone or with others, because he or she was or is a Director, Officer, or employee of the Cooperative, in any proceedings other than an action by the Cooperative, indemnity for his or her reasonable expenses including attorney fees incurred in the defense of the proceeding may be paid by the Cooperative if the person acted in good faith and in a manner he or she reasonably believed to be in or not opposed, to the best interest of the Cooperative; any such indemnity shall be made as authorized by majority vote of the Membership.

## **9.2 Bond**

Each Officer, Director, employee, and agent handling funds or securities amounting to \$1,000 or more in any one year shall be covered by adequate bond in accordance with state law.

# **ARTICLE X**

## **Operations**

### **10.1 Signing of Documents**

Unless specifically authorized by the Board of Directors or as otherwise required by law, all final contracts, deeds, conveyances, leases, promissory notes, or legal written instruments executed in the name of and on behalf of the Cooperative will be signed and executed by the signatories named in 10.2 of these Bylaws. The Board will authorize by written resolution all final documents to be so executed.

### **2. Disbursement of Funds**

- A. All checks drawn on the Cooperative accounts shall bear the signature of at least two (2) board of director members. No more than one individual from each member household may have signing authority.
- B. Any decisions that may commit expenditures of five thousand dollars (\$5,000), or more of Cooperative resources per Fiscal year, that does not appear in the approved annual budget, shall be made by the Membership at an Annual or Special Meeting of the Members. Capital Improvement and Replacement Reserve expenditures that exceed thirteen thousand dollars (\$13,000) per Fiscal year, require the approval of the Membership except in cases of emergency repairs. The Board shall notify the Membership of such an emergency action at the next Regular or Special Meeting of the Membership.

### **10.3 Ethics, Procurement and Conflict of Interest:**

The Members of the Cooperative shall adopt, and all Director-Officers shall abide by a Code of Ethics, a Procurement Policy, and a Conflict of Interest Policy.

### **10.4 Records**

The records of the Cooperative shall be kept by the Directors then in office and transferred to newly elected Directors upon change over.

### **10.5 Inspection of Books and Records**

- A. Records of the Cooperative shall be open to the inspection of any Member at a reasonable time and place within 72 hours of a Member's request, limited to those items not protected for reasonable privacy concerns of Members, including but not limited to financial applications, credit reports, hardship applications, materials discussed in executive session and individual collection matters. Any request to review all of the non-privileged records or what is considered to a large or extraordinary record request will not be governed by the 72-hour rule and shall be at the sole discretion of the Board of Directors.
- B. The Treasurer will make the Annual Financial Statements available to the Board within thirty (30) days of receipt.

**10.6 Fiscal Year**

The fiscal year of the Cooperative shall be the twelve (12) month period ending the last day of October of each year. The Cooperative shall cause its books to be examined within a reasonable time after the end of each fiscal year in accordance with the audit/review requirements of state law.

**10.7 Dissolution**

In the event of dissolution of the Cooperative, the assets, after payment of the Cooperative's debts and expenses, shall be distributed in the following manner:

- I. The face value, or the amount equal to the Membership Fee paid minus any outstanding obligation to the Cooperative, whichever is lower, shall be returned to the Members.
- II. Any surplus remaining after the distributions in paragraph I may be distributed as a contribution to any Cooperative association or other nonprofit association to which contributions are deductible from income tax under current internal revenue service regulations.

**ARTICLE XI**  
**Rules of Procedure**

In case of any question not covered in these Bylaws or adopted Board policies, the guidelines in The Standard Code of Parliamentary Procedure, Fourth Edition, by Alice Sturgis, 2001 shall prevail.

**CERTIFICATION**

I hereby certify that these Bylaws were adopted by the Membership of Freedom Village Cooperative, Inc. at its meeting held on October 29, 2019

Attested to by:    


Secretary, Freedom Village Cooperative

Amended on the 29<sup>h</sup> day of October 2019

**NOTE: A copy of the International Cooperative Principles must be attached to these Bylaws**

- This is the end of the main Bylaws document.  
The International Cooperative Principles, which are an additional part of the Bylaws, are attached. -  
*(Each page should show date of approval or when amended)*



## International Cooperative Alliance Principles

### **1st Principle: Voluntary and Open Membership**

Co-operatives are voluntary organizations, open to all persons able to use their services and willing to accept the responsibilities of membership, without gender, social, racial, political or religious discrimination.

### **2nd Principle: Democratic Member Control**

Co-operatives are democratic organizations controlled by their members, who actively participate in setting their policies and making decisions. Men and women serving as elected representatives are accountable to the membership. In primary co-operatives members have equal voting rights (one member, one vote) and co-operatives at other levels are also organized in a democratic manner.

### **3rd Principle: Member Economic Participation**

Members contribute equitably to, and democratically control, the capital of their co-operative. At least part of that capital is usually the common property of the co-operative. Members usually receive limited compensation, if any, on capital subscribed as a condition of membership. Members allocate surpluses for any or all of the following purposes: developing their co-operative, possibly by setting up reserves, part of which at least would be indivisible; benefiting members in proportion to their transactions with the co-operative; and supporting other activities approved by the membership.

### **4th Principle: Autonomy and Independence**

Co-operatives are autonomous, self-help organizations controlled by their members. If they enter to agreements with other organizations, including governments, or raise capital from external sources, they do so on terms that ensure democratic control by their members and maintain their co-operative autonomy.

### **5th Principle: Education, Training and Information**

Co-operatives provide education and training for their members, elected representatives, managers, and employees so they can contribute effectively to the development of their co-operatives. They inform the general public - particularly young people and opinion leaders - about the nature and benefits of co-operation.

### **6th Principle: Co-operation among Co-operatives**

Co-operatives serve their members most effectively and strengthen the co-operative movement by working together through local, national, regional and international structures.

### **7th Principle: Concern for Community**

Co-operatives work for the sustainable development of their communities through policies approved by their members.

These principles can be found on the International Cooperative Alliance website at <http://ica.coop/en/what-co-op/co-operative-identity-values-principles>.