

Peterborough Housing Cooperative

Community Rules

January 2020

Welcome

Welcome to Peterborough Housing Cooperative. The Cooperative is a project of the Ōtākaro Land Trust which aims to advance community development through cooperative housing.

The rules apply to the members of the Cooperative, and members are responsible for their guests' compliance with the rules.

Community meetings can change the rules

These rules may be amended by a consensus decision at the monthly community meeting, or in the absence of consensus, by a 75% vote at the following community meeting.

Read rules with the other legal documents

This guide should be read in conjunction with the Peterborough Housing Cooperative Body Corporate Rules, Covenant instrument, Lease Agreement, Deed of Accession and Community Deed. These are available on our website.

Key Objectives

Peterborough Housing Cooperative charter's objectives are to:

- develop community to enhance social and economic participation
- promote a working example of cooperative housing
- support local ownership, keeping wealth within the local region
- be democratic, with residents controlling the cooperative
- be environmentally sustainable
- be cooperative, with wealth created by mutual aid (sharing resources for mutual benefit)

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Section One. We will Develop a Friendly Community

1. We will be friendly and cooperative neighbours

Principle

We aim to treat our neighbours well, and purposely try to positively resolve any differences with any neighbours. We follow a positive conflict resolution process

Rules

Members must:

- 1.1 allow their neighbours the quiet enjoyment of their unit
- 1.2 follow a positive conflict resolution process.

Process – positive conflict resolution

- In the first instance residents should meet to sort out the issue.

The basic process is:

- both parties take turns speaking about the issue without interruption, and to summarise what the other person said before replying
 - both parties state what the greater goal or needs are
 - both parties suggest possible solutions to resolve the conflict.
- If this doesn't work, they can bring it to a monthly meeting or have a trustee or nominated neutral person facilitate a discussion.

2. We will allow other residents to enjoy their space in peace

Principle

An owner or occupier must *not* create noise likely to interfere with other resident's quiet enjoyment of their dwelling or Common House.

Household parties may be better held in the Common House rather than out the front of your townhouse.

Rules

- 2.1 An owner or occupier must *not* interfere with the reasonable use or enjoyment of the common property by other owners or occupiers
- 2.2 Residents including owners, will ensure that the volume of revelry, musical instruments, radio or television receivers, stereo equipment or any other electronic device or medium shall not be operated in such a manner as to be audible in any other unit

- 2.3 Residents shall immediately cease to produce noise between the hours of 11 pm and 7am if requested to do so by any other resident
- 2.4 A resident must take all reasonable steps to ensure that guests do not behave in a manner likely to unreasonably interfere with the peaceful enjoyment of any other person entitled to use the common property
- 2.5 We will not cut through other household's yard facing the common courtyard, however young children can.

3. We will make it a great place for children

Principle

We wish for children to grow up in a supportive environment. We acknowledge differing parenting and discipline approaches.

Rules

- 3.1 Parents will intentionally work with other parents about resolving differing parenting and discipline issues
- 3.2 If agreement about disciplining each other's children cannot be reached, we will take it to a community meeting,

4. We will hold regular community dinners

Principle

The cooperative will hold community dinners each week, at a number agreed by the members.

Community meals are not compulsory, but all members are encouraged to come.

We encourage members to keep the meal vegetarian, and cater for other dietary requirements.

5. No smoking, vaping, drug use or impactful behaviour

Principle

As owners of the cooperative we are legally responsible for any illegal drug activities.

We shall treat each other with respect and compassion.

Rules

- 5.1 Smoking and vaping are *not* permitted within the units and common buildings
- 5.2 Smoking and vaping are only permitted in your private back yard or street facing balcony

- 5.3 No member may threaten, compromise or implicate another member
- 5.4 No member may bully, harm or verbally abuse others

6. Short-term rentals or sub-letting need prior approval

Principle

The community prefers that residents:

- be part of the cooperative
- are stable participating members
- not use the cooperative for private profit-making from housing
- not allow strangers to wander through our courtyard more than necessary.

Rules

- 6.1 Subletting – must be approved in advance by the community meeting
- 6.2 Townhouse owners may not live off-site and rent out their unit long-term
- 6.3 Individual Units may not use their space for short term rentals, such as AirBnB, except with prior approval of the community meeting
- 6.4 The Cooperative may rent the guest room in the Common House as it is in a common space and promotes the cooperative.

7. We will keep to the car-parking plan

Principle

Members must cooperate with the car-parking plan to allow others the unobstructed use of their allocated space. We shall investigate having a shared car.

Rule

- 7.1 Residents must park only in their designated parking space
- 7.2 The Common House parking space is for the guest room
- 7.3 An owner or occupier of a unit must not park on the common property unless the community meeting has designated it for car parking, or the meeting consents
- 7.4 Visitors must park on the street, unless by prior arrangement with a car park owner
- 7.5 *Car-parking Plan.*
 - 1. Units with two bedrooms or above shall have one parking space allocated per house
 - 2. Unit 8a is allocated one parking space as per purchase agreement
 - 3. These parks are provided at no extra cost.

Section Two. We Manage the Cooperative Ourselves

8. You need to be an active participant

Principle

All residents must be actively engaged in the community.

Rules

- 8.1 Regularly attend the monthly meeting, dinners, and fulfil your responsibility
- 8.2 Respond to Cooperative communications appropriately
- 8.3 If life is getting too much and withdraw is needed, let the Community Meeting know.

9. We meet monthly to self-manage the Cooperative

Principle

Cooperatives are about the people being our own bosses and owners. At least one person from each household must attend the monthly cooperative meeting. The meeting discusses how the cooperative is going, and deals with any issues that arrive.

Rules

- 9.1 at least one member from each household will attend the monthly meeting

10. You are responsible for running something

Principle

Each resident will take on a responsibility for running the Cooperative. Responsibilities are shared on an equitable basis for time, skill and ability. Responsibilities include book-keeping, maintenance, cleaning the Common House, mowing the lawns, ground-keeping, governance, website management, organising the tours, running the tours, or meeting facilitation.

Rules

- 10.1 Each member shall be assigned a responsibility by the Community Meeting
- 10.2 Each member must fulfil their assigned responsibility
- 10.3 Responsibilities shall be equivalent to an hour per week
- 10.4 Children under 16 do not have to take on a responsibility.

11. You are responsible for the upkeep of your house

Principle

Members are responsible for managing their own house, ensuring it stays in a good condition, and the asset is not damaged.

Process

Act on required damage to the property, and report to the nominated person. Residents are usually responsible for organising the tradesperson to fix your house themselves.

Rules

- 11.1 Residents must act quickly on any water damage
- 11.2 Residents must not damage the house
- 11.3 The trust will conduct a three-monthly inspection of the property
- 11.4 The Body Corporate will keep a condition schedule of each rented unit
- 11.5 The Body Corporate will keep a record of house maintenance
- 11.6 Ōtākaro Trust will inspect the property before residents leave.

12. We practise democracy and open membership

Principle

Cooperatives are democratic, egalitarian and open organisations. Membership is open to all interested parties that meet the qualifying criteria. Decision-making processes and decisions should be transparent and recorded.

The Cooperative aims to uphold the democratic and human rights of its members.

Rule

- 12.1 Meetings are open to all to attend and listen in, although the participation by non-designated members of that meeting (such as Trustboard, or Body Corporate meetings) is decided by the meeting on the day
- 12.2 Meetings are notified and decisions are recorded
- 12.3 Documents are accessible to members.

13. We make decisions by consensus

Principle

Meetings are run with the aim of reaching decisions that meets the group's goal and is inclusive of everyone's views. They follow a specific consensus decision-making process.

Process

The meeting is led by a **facilitator** who *does not comment* on the issue, but guides the decision-making process.

Note that consensus does not require full agreement but aims for the best decision that represents the group's views, which the whole group can accept.

The facilitator:

- introduces the situation, stating the goal or decision required
- asks for everyone's view, *ensuring* everyone has their say who wants to
- summarises the discussion
- asks the group to suggest possible solutions
- summarises the group's solution, and asks if the group supports this solution
- if the group agrees, the minute taker records and reads out the summarised decision, including who will do what by when
- if the group does not agree, points or agreement and disagreement are summarised. The group is again asked for an improved solution, including those who have not spoken.

Rules

- 13.1 Consensus decision-making is used at Community Meetings
- 13.2 A 75% majority vote may be held at the second meeting if a consensus cannot be reached
- 13.3 Community meetings are open to all residents and members.

14. We will keep acceptable interior painted walls

Principle

Rental units are entitled to reasonable repainting subsidised by the Trust every four years. If people want to change within the four years it is at their own cost and in their own time.

Rules

- 14.1 Ōtākaro Trust pays for base paints for walls or the base (light) rate. If a resident wants a darker tone, then they pay the extra themselves
- 14.2 When changing colour, a resident must consult with the Trust so as to avoid vile colour combinations or bizarre murals.

15. Guests are welcome and you are responsible for them

Principle

We welcome guests to the community space. They must treat the Community with the same respect as residents.

Rules

- 15.1 Residents are responsible for their guests upholding these Community rules.

Section Three. We will Promote the Cooperative

16. Our yards are appropriate for a model community

Principle

We wish to model the co-housing soft transitional design from private to public space. We wish to keep the Cooperative presentable for our promotional tours.

Back yards and houses are private spaces. The courtyard facing yards are semi-private and landscaped to provide a 'soft' barrier that clearly designates the changeover in use but with plantings or a tiny low physical barrier.

Rules

- 16.1 Gardens facing the courtyard must be kept in a tidy if not attractive condition
- 16.2 Yards facing the courtyard must be surrounded by plantings (not fences) not exceeding 1.2 metres, or a physical barrier not exceeding 0.6 of a metre high
- 16.3 Residents may construct plantings as barriers or trellises exceeding a metre high between each-others adjoining back yards
- 16.4 People may not enter the back yards without express permission
- 16.5 Children may run across the semi-private front yards.

17. Keep the common property tidy and presentable

Principle

As we are running monthly tours around the Cooperative, we will keep the common courtyard, house and property tidy and presentable.

We wish that the Common House stays in a presentable condition.

Rules

- 17.1 An owner or occupier must not damage or deface the common property
- 17.2 An owner or occupier must not leave rubbish or recycling material on the common property
- 17.3 An owner or occupier of a unit must dispose of rubbish hygienically and tidily
- 17.4 Users of the Common House must leave it in a tidy condition
- 17.5 Parents are responsible for ensuring their children keep the Common House tidy.

18. Fences, sheds, structures & high plantings need approval

Principle

As we are running monthly tours around the Cooperative, we shall keep the common courtyard, house and property tidy and presentable.

Trees are great in some places but cause problems in others.

Rules

- 18.1 The addition of a structure needs consent from the Community Meeting
- 18.2 Trees and shrubs likely to exceed a metre in height need pre-approval of the Community Meeting, to protect against the future blocking of sun.

19. Members will not alter their house without prior consent

Principle

An owner, occupier or tenant shall not alter the unit, including the exterior. Nor shall they erect any fence or temporary structure building or shed on any Unit or part thereof without the written consent of the Community meeting.

Rules

- 19.1 An Owner or occupier or tenant shall not alter the external paint colours of the unit, unless granted prior approval by the Community meeting
- 19.2 All units shall be maintained in a manner appropriate to a quality residential accommodation, and take all practical steps to prevent infestation by vermin and/or insects.

Section Four. We will Practise Sustainability

20. The cooperative aims for environmental sustainability

Principle

We wish to model environmental sustainability. We encourage each member to practise a lifestyle of voluntary simplicity to minimise their impact on our environment (avoiding consumerism). We encourage the refusing, reusing, and recycling of consumer items.

We prefer the use of non-polluting materials and practices. We support self-sufficiency.

We wish for our gardens to be environmentally sustainable and organic. We encourage households to use permaculture principles of planting plants that produce food they will eat close to their house, and are self-sustaining.

We encourage the re-establishing our connection to native ecosystems, including trees that provide food for native birds.

Rules

- 20.1 We will adhere to organic practices. No pesticides or toxins to be used without the prior consent of the community meeting.

21. Pets need approval in advance

Principle

Cats are generally accepted to a maximum limit. Above that they get distressed and fight. Dogs are generally not accepted.

Rules

- 21.1 Pets *must* be approved in advance
- 21.2 Cats need to be neutered.

22. The cooperative aims for economic sustainability

Principle

Wealth is created by the mutual aid of individuals. Cooperative pooling of social, financial and material resources can create greater wealth than just from the individual parts. The Cooperative aims to achieve this by:

- reducing inequality by removing the capital gain on housing beyond the inflation rate, and charging a living rent or equivalent

- providing cheaper electricity, heating and internet by collective ownership and management
- supporting locally owned enterprise so as to keep wealth within our region
- supporting the economic, social and political autonomy of the local region
- the sharing of resources, bartering and practise whanaungatanga.

Rules

- 22.1 We will give preference to buying locally
- 22.2 Rental residents will only be charged a 'living rent'
- 22.3 Rent will be adjusted every year consistent with the rise in the living wage
- 22.4 Unit title holders may only sell their house for the purchase price plus the accumulative rise in the Consumer Price Index. They must offer the house back to Ōtākaro Trust first.

Living Rent Process

Rent is formulated at a 'living rent', or equivalent to ensure economic sustainability. This is the calculation of the living wage rate times full-time hours. The rent is 35% of this total, and applied to the smallest unit, increasing for the larger units based on square metres. An equivalent is taking a percentage of the market rent, such as 75%, on the median rent for the local area.

23. Pay your rent, fees and shared services on time

Principle

Rent and Body Corporate Fees are kept up to date. Payments are made on time.

Services such as under-floor heating, electricity, phone, internet, and dryers are supplied by the Cooperative on a pay per use basis. Members must honour their financial commitments.

Rules

- 23.1 Rent is paid by automatic payment, weekly or fortnightly
 - 23.2 Bond is paid to Tenancy Services, equal to two weeks rent
 - 23.3 Rent is paid two weeks in advance
 - 23.4 Members will ensure accounts are paid on time.
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