

CAMBRIDGE COHOUSING CONDOMINIUM ASSOCIATION

Rental Rules and Regulations (Approved 4/15/07)

Goals:

- To provide a clear policy on unit rentals so that rights, responsibilities and expectations are known and accepted by Owners, Tenants and community members.
- To provide community structures to enhance participation in community life by Tenants and satisfaction with rental experiences by Tenants and the community in general.
- To allow fixed-term rentals by Owners leaving the community temporarily, while confirming our expectation that almost all units will remain owner occupied.

Definitions:

Owners: Individuals with an Ownership interest in a unit including, for purposes of this R&R, Owners who have others living in their unit while the owners are living elsewhere

Tenants: People who reside in a unit when the Owners are living elsewhere, whether or not they pay rent. CHA and its tenants are not subject to this policy.

Housemates: People who live in a unit while Owners also live there, whether or not they pay rent

Community members: Everyone living in the community, including Owners, Tenants, Housemates, etc.

Short Term Rental: Any tenancy of 30 days or less is not subject to this policy.

Unit manager: A person, preferably a community member, who takes responsibility, in the Owners' absence, for the maintenance of the physical property of the unit, and for making sure that all fees and assessments are paid in a timely manner.

Buddy: A community member who takes responsibility for helping the Tenants understand expectations for cohousing residents and provides an initial liaison between the community and the Tenants. The Buddy's role becomes less important as the Tenants become integrated into the community.

Rules for Rentals:

- 1) Responsibilities of Unit Owners:
 - a. Owners may rent space in their units to Housemates, in accordance with city regulations without Managing Board approval. Owners are responsible for introducing their Housemates to other residents and ensuring that their Housemates conform to community practices and standards.
 - b. Owners who wish to rent their units to tenants must get the approval of the Managing Board for any rental. Approval will not be granted for a rental term of more than one year. The Board may allow a new or extended rental of the same unit for another year provided that the Owners meet the criteria described in section 2) below. The expectation is that the same unit will not be rented for more than two years in a row.
 - c. When seeking approval the Owner must provide the Managing Board with a written proposal one month before the rental period is to begin. The Board will notify the community when it receives such a proposal. The Board may waive this time limit in exceptional circumstances. The proposal should include:
 - i) A written statement that the Owners intend to return as full- time residents
 - ii) Term of the rental
 - iii) A draft lease agreement which should include a no sublet clause and language about cohousing found in Section 7 below
 - iv) Arrangements for payment of mortgage and condo fees

- v) Name of a community member or members who have agreed to act as Buddy to the incoming Tenants. If necessary, the Owner can consult with the New Resident Committee to identify a Buddy.
 - vi) Contact information for a person who will act as Unit Manager in the absence of the Owner.
- d. Owners should stay in touch with the community and should be ready to provide a proxy for another Owner to exercise at a General Meeting when a matter that requires a quorum will be acted upon. A proxy must be signed and dated not more than two weeks before the meeting in accordance with Section 3.5 of the Bylaws.
- e. To complete the approval process, once a lease is signed, Owners must provide the Managing Board with:
- i) Information on how the Tenants and the Association can contact the Owners.
 - ii) A signed copy of the final unit lease.

2) Renting for more than one year or more than once during a 12-month period:

Owners who wish to rent a unit that is currently rented for an additional year, or Owners who wish to rent their units more than once within a 12-month period, may apply to do so, subject to the following conditions.

- i) The Owners re-affirm in writing their intention to return to the community as full-time residents.
- ii) The Managing Board, after publicly informing the community about the proposed rental, requesting comments from the community, and consulting with immediate neighbors of the unit in question, determines that on balance during the previous rental, the unit has been well managed and that the Tenants have participated appropriately as community members.
- iii) The proposal follows the procedures laid out in section 1) above.

3) Rentals by New Owners:

- a) New Owners shall not be permitted to rent their units unless they have lived in the community for at least twelve months.
- b) The Managing Board may permit Owners who acquire units by means of inheritance to rent their units subject to the terms of this regulation.

4) Rentals Without Approval:

If the Owners rent their unit without approval by the Managing Board the Board shall assess penalties, in accordance with Section 2.3k of the Bylaws, or take any other action it deems necessary.

5) Rights and Responsibilities of Tenants:

- a) Tenants shall have the rights and responsibilities of community members, including participation in community meetings, except that they will not be allowed to block consensus, nor to vote on issues that are limited to Owners by our Master Deed and Bylaws.
- b) Tenants will participate in an orientation process with their Buddy using materials provided by the New Resident Committee.
- c) Tenants are expected to participate in duties such as recycling, trash teams, snow removal, security checks and work days.
- d) Tenants are invited and encouraged to participate in community life, including meetings and committees, and community meals, including serving on cooking and clean-up team.
- e) If Tenants have questions or concerns about community life or responsibilities or relationships with community members they should consult with their Buddy and/or with other community members.

6) Responsibilities of the community

- a) The community's New Resident Committee has developed an orientation guide for new residents Cambridge Cohousing, to be provided to Tenants when they first arrive.
- b) The Tenants' Buddy will use the guide to conduct an initial orientation for Tenants when they first arrive and will stay in touch with them as needed during their period of adjustment to Cambridge Cohousing.
- c) Community members will welcome and accept Tenants as community members (subject to the limitations listed above about voting in meetings).
- d) Community members who have concerns related to Tenants should bring them first to the Tenants themselves, then to the Buddy and, if necessary, to the Unit Manager or Owner.

7) Required wording for a lease agreement:

- a)** Tenants understand that this is a cohousing community and that they are welcome to participate in community activities such as meetings, meals, entertainment or work activities. Tenants may use the common facilities. If they wish to reserve the guest rooms or to reserve common spaces for private use they must follow the established procedures for use of these facilities.
- b)** Tenants understand that they are expected to participate in recycling and in common cohousing chores such as taking out trash barrels, security checks, lawn maintenance, snow removal and community workdays.