

Peace Gardens Housing Cooperative House Rules

The Northern California Land Trust and Peace Gardens Housing Cooperative adopt the following policies for all those living at 484-486 36th Street and their guests.

These policies were written with a spirit of communication, courtesy and consideration and are in place to ensure the happiness, comfort and safety of all residents. They are conditions of each Members lease agreement with NCLT.

1. **Quiet Hours.** Quiet Hours are between 10:00pm and 9:00am. Please refrain from using loud machines, voices, music, doors, etc. and use respect of each other as your guide for noise making during these hours.

2. **Common Area.** All households must participate in bi-annual cleanup days as well as in ongoing household chores performed in common areas.

Prior consent of Coop must be given in advance of any permanent and major changes to common areas.

Clean stove in Common Room after every use.

The refrigerator in the Common Room is for the use of every coop household. Food placed in the refrigerator by others is meant for their personal use unless labeled "Free". Please label "Free" all food placed in the refrigerator by you, which is meant to be shared with other households.

3. **Laundry Room.** Coop laundry baskets should be returned promptly to laundry room. Laundry room doors should remain locked at all times.

4. **Overnight Guests.** Plans for having an overnight guest in your unit for a length of time between 3 days and two weeks need to be communicated to all households. Guests planning to stay in your unit for an extended period of time (between 2 and 6 weeks) need unanimous consent from the Coop. Guests residing in your unit longer than 6 weeks need prior written consent as well and are considered permanent members of your household. All rules of income restrictions apply.

Overnight guests in the Common Room must be scheduled on the Common Room Calendar and announced when possible, in advance. Guests in the Common Room can stay no longer than one week. Last minute guests are okay and can stay up to 2 nights. However, Peace Gardens resident residing in Unit #1 must be notified in advance of last minute Common Room guests. You are responsible for cleanup of the Common Room, before and after your guests visit, including removing from the refrigerator any food or mess left by your guests.

5. **Communication.** Any problems and/or issues, which come up, that involve all Peace Gardens residents or the property need to be communicated to all residents by phone, in person or in writing as appropriate.

6. **Storage.** Personal storage in common areas should be approved by Coop in

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advance and should be kept to a minimum. Items should never be stored in common areas for over 2 weeks without prior consent from Coop. No bikes should be stored in common areas. Exceptions to bicycle storage are made on a case-by-case basis and only with prior consent.

7. **Violence.** Verbal, physical and emotional violence and abusive behaviors are not tolerated.

8. **Commitments.** Take commitments to the cooperative seriously. Please do not make commitments without being able to follow through.

Two Coop members shall learn every coop job.

In addition to its annual business meeting, the Coop will hold at least 6 meetings per year; if Coop members are not able to attend a meeting, they should inform the Coop. Two un-excused absences from meetings are a violation of these House Rules. Please arrive on time to all meetings.

9. **Coop Jobs.** Tenants are expected to actively participate in the ongoing management and maintenance of the property. The tasks required for ongoing maintenance and management include the following:

- Scheduling, leading, and attending monthly meetings
- Taking and distributing meeting notes
- Collecting and depositing monthly rent payments
- Light bookkeeping
- Cleaning common areas
- Cleaning outdoor spaces, including removing biological waste as necessary
- Contacting plumbers and other contractors for minor repairs
- Being on call in case of lockouts or emergencies
- Certifying household incomes
- Enforcing house rules
- Tenant selection and unit turnover
- Communicating with NCLT and the City of Oakland
- Communicating with neighbors, including unhoused neighbors
- Participating in training on fair housing laws, affordable housing compliance, and legal requirements for cooperative ownership
- Gardening
- Researching house related issues

The amount of time spent on these tasks may vary, but is expected on average to be approximately 20 hours per Coop member per month. Tasks will be divided among the Coop members and may shift over time

Coop members who are not able to perform certain tasks due to a disability are welcome to submit a request for reasonable accommodation. Coop members are welcome to identify alternate tasks that they would be able to perform.

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9. Parking. Each unit is allowed one parking space, which is available on an assigned basis. All vehicles parked on the property must have current registration or will be towed at the expense of the owner.

On the second Sunday and Monday evenings of every month, the back gate shall be opened so that residents can park in the back yard due to street sweeping. Cars must be moved from the back yard by 5:00pm on the second Tuesday of the month.

10. Pets. Five cats are allowed on the property as pets at any given time. All other pets must have prior written consent of Coop. Pet owners are responsible for cleaning up after pets on a weekly basis.

11. Smoking. No smoking is allowed inside the building at any time.

12. Pesticides. No synthetic pesticides, insecticides or herbicides should be used on the premises. Exceptions are made on a case-by-case basis and only with prior consent of coop.

13. Gardening. Check with the Head Gardener prior to removing, planting, etc. on the premises.

Composting is very much appreciated. Head Gardner has information on how and where to compost.

14. Security. All accessible windows and doors should be closed and locked when you are not at home.

Please notify all Coop households when you give any keys to the property to a non-resident. There is a key log kept in the Common Room. Please enter the name, address and telephone of the person you gave you the key to in that log.

No firearms are allowed on the premises at any time.

15. Recycling. Recycling is required. Details on how and where to recycle can be gotten from the Head Recycler.

I have read these House Rules and agree to abide by them.

Signed,

Date

Resident Signature