

Ravens' Roost Common House Agreement

Adopted by consensus on October 24, 2016

Objectives

1. To promote fair and equitable use of the Common House facilities amongst all Ravens' Roost residents.
2. To create and maintain an atmosphere that encourages use of the common facilities while promoting community and positive interactions with each other.
3. To strive to use common courtesy at all times in the use of common areas, to leave the common spaces cleaner than you found them, to recognize that some noises, odors, and activities can be objectionable to others, and to treat each other with kindness and consideration.
4. To accept that conflicts over common use will arise, and to seek creative solutions that will strengthen our community.
5. To celebrate the children in our community by including them in Common House activities and providing a safe and happy play area.

Role and responsibility of the Common House (CH) Team

1. Implement and periodically update this agreement, with the consensus of Ravens' Roost members.
2. Coordinate the furnishing and decorating of common areas.
3. Develop and manage a system for assuring that common areas, including kitchen/dining room, living room, guest rooms, common house bathrooms, kid's room, atrium corridor, and laundry room are kept clean, organized, and safe.
4. Develop and manage a reservation system for guest rooms and kitchen/dining/meeting areas that meet the objectives of this agreement.
5. Prepare an annual Common House Improvement Plan and Budget to share with Ravens' Roost members for consideration prior to the approval of the HOA budget each year.
6. Communicate and coordinate with the Home Owners Association (HOA) Team on the budget, anticipated and unanticipated expenses, and the payment of bills.
7. Communicate and coordinate with Buildings & Grounds (B&G) Team on security, safety, and the maintenance and repair of the common house structure, appliances and furniture.

8. Address day-to-day concerns about the use of the common house.

Guest Room Reservation & Use

- Ravens' Roost residents can reserve guest rooms for family and friends, at no charge, up to a total of 24 nights/year/household (at 29 units) and a total of 20 nights/year/household (at 35 units).
- Recommended check in time is 4 pm; recommended check out time is 11 am. These times are considered flexible depending on the guest room reservation schedule.
- Mosaic calendar will be used for sign up of the guest rooms. A wall calendar may also be posted in the Common House if needed.
- The resident hosting the guest is responsible for ensuring the guest room is cleaned after each use regardless of whether the host or the guest cleans it. A clean up checklist (to be developed by CH Team) must be completed after each use and a member of the Reservations Team will confirm that clean-up was done satisfactorily.
- Use of Guest Rooms will be managed by a Reservations Team, a subgroup of the CH Team. The Reservations Team will maintain the schedule, keys, donations and monitor upkeep and cleanliness.
- Room reservation rules and procedures will be developed by the Reservations Team in collaboration with the Common House Team and Core Group as needed.
- The Reservations Team is responsible for communicating the rules, and any changes to rules, so every resident knows what the current procedure is at any time.
- With the objective of fair and equitable use in mind, the Reservations Team will
 - a) specify how far in advance reservations may be made
 - b) impose stay limits during peak times & possibly other times
 - c) specify which times are considered peak
 - d) develop a cancellation and waitlist procedure
 - e) hear concerns about equitable use, and make determinations that support objectives
 - f) present unresolved concerns to the larger CH Team
- Request for guest room use by anyone other than a Ravens' Roost resident will be screened through the Outreach Team. Recommended donation will be \$25.00 per night for nonresident affiliated use.

Kitchen/Dining Room Reservation & Use

- Residents can reserve the kitchen/dining room, if available, for personal gatherings and events. Core group meetings, common meals and community specific events have priority use
- Reservations for kitchen/dining room will be managed by the Reservations Team, which will have the authority to develop procedures and rules as needed.
- The Reservations Team is responsible for communicating the rules, and any changes to rules, so every resident knows what the current procedure is at any time.
- The host resident is responsible for coordinating use of the kitchen/dining room, ensuring all procedures and rules are followed, including proper use of equipment, clean up, parking and guest orientation. A clean up checklist must be completed after use of the kitchen/dining room (to be developed by the CH Team).
- Use of the common house is limited to residents of Ravens' Roost and their guests.
- Mosaic calendar will be used for sign up of the kitchen/dining room. A wall calendar may also be posted in the Common House if needed.
- The resident host will inform the community on the calendar if an event is open or closed to the community.
- There will not be a TV permanently located in the Common House. This decision may be revisited in the future.

Building Security & Quiet Hours

- Quiet hours for the common house and patio areas are 10 pm to 8:00 am, with exception to special events where the community is notified in advance.
- In coordination with the B&G Team, the CH Team will develop and implement a procedure to assure the Common House/Atrium will be locked at scheduled times at night and opened at scheduled times in the mornings. This responsibility, if assigned to individuals, will earn Work/Participation hours.

Laundry Facility Use

- Residents should:

- Attend to laundry in a prompt manner to allow access for the next person to use.
- Clean up after each use to include lint screen on dryers, and debris left over in machines or on the floor.
- Use only scent free laundry products in common house washers and dryers due to allergies and sensitivities.
- Consider sharing detergents and dryer sheets to minimize products stored in the laundry room. If you prefer not to share, please transport your products with your laundry. Those who choose to share can develop their own sharing system.
- First priority for laundry room space will be laundry related items (folding table, ironing board, clothes lines for drying, carts for transporting clothes baskets, etc). If space allows, the Meals/Kitchen Team may place an upright freezer in the laundry room for Common Meals use only, not for individual use.
- If needed, the CH Team may develop and implement further usage rules and procedures. If new rules are developed, the CH Team is responsible for communicating them to all residents.

Children's Room

- The Children's Room will be furnished, organized, and managed by the CH Team (or subgroup). Rules for use will be developed and implemented as needed, and communicated to all residents.

Cleaning of Common House areas

- Cleaning checklists will be developed by the CH Team for all common areas, to include
 - Recommended cleaning procedures
 - Frequency of cleaning
 - Standards of cleanliness
 - Location of cleaning products
- Individuals will sign up to clean individual rooms/areas
- Work/participation hours will be earned for each room/area according to their difficulty &/or popularity
- The CH Team will organize and monitor the cleaning of the Common House areas. If cleaning needs are not being met, the CH Team may make recommendations to the HOA &/or Core Group for alternate methods such as hiring cleaners.

Problem resolution

A resident with a concern or problem related to the Common House or its use will address it first with the other individual(s) involved, then with the subgroup most closely involved. If no subgroup is applicable, then concerns should be addressed to the CH Team. The subgroup or CH Team will try to resolve it using the objectives of the CH Agreement. The CH Team may refer problems to the Coordinating Team &/or Healthy Community Team as needed.

Review of this agreement

This Common House Agreement will be reevaluated and updated as needed (as determined by Common House Team), but no later than 1 year from implementation.