

LIVING AT OAK CREEK COMMONS:

A GUIDE

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OAK CREEK COMMONS: A GUIDE

OVERVIEW

Introduction

Like our ancestors who came from another country (unless you are Native American) to seek a better life, each of us came to Oak Creek from elsewhere in search of community. We arrived in Paso Robles accompanied not only by our material possessions but also by our expectations, excitement and enthusiasm about living in a cohousing community. Hopefully, that excitement will last for a long time.

But it can be perplexing to arrive in a new place. So to ease your transition, we have written this Guide and hope that it will help. Of course, there are always unanswered questions, and at cohousing you will have a lot of help in getting in-person answers. But you can start by reading this Guide and go from there.

How We Got Here

Cohousing was originally a Danish idea but has since spread to many countries and continents. The concept was first introduced in the U.S. with the publication of a book, *Cohousing: A Contemporary Approach to Housing Ourselves* by Kathryn McCamant and Chuck Durrett. The first cohousing neighborhood in the country was Muir Commons in Davis, California, completed in 1991. To see how many communities have sprung up since then (both in the U.S. and worldwide), go to cohousing.org and view the long list of communities.

The idea of cohousing was to create multi-age, small-scale communities. The future owners are involved in all phases of development and community planning: land purchase; design of the physical community; and planning for the community's social life and its day-to-day management. Cohousing attracts people who are looking for a deeper sense of community and connection with their neighbors than most forms of housing offer.

According to Kathryn McCamant, there are six qualities that all cohousing communities have in common:

- A participatory process for creating the community
- A design that facilitates community interaction
- Private homes that are supplemented by extensive common facilities
- Complete resident self-management
- A non-hierarchical structure (*no "Director of..." around here!*); decisions are usually made by consensus
- Separate income sources: residents do not rely on the community for their source of income (as is sometimes the case in "communes")
-

The Oak Creek Commons Story

Nancy Scott and Mike Swettenam became interested in cohousing around 1990 when they visited people forming a group that became the Tierra Nueva Cohousing community in Oceano. Some years passed before they were ready to look for other people who might join them in a local (Paso Robles) community. In 1999, Nancy and Mike went on a tour of cohousing communities in the Bay Area and talked to people living in communities such as Muir Commons in Davis and "N" Street in Emeryville. With their cohousing interest re-sparked, they were ready to search for other people who might share their enthusiasm and work with them to make their dream a reality.

That fall, Mike and Nancy decided to look for land, with the idea of staying in Paso Robles where Nancy taught at the Virginia Peterson Elementary School. They hired Chris Scott Hansen, whose book on cohousing they had read, as the first OCC Project Manager. On the very day this arrangement was made, they found a "for sale" sign on Nicklaus Street by a large tract of oak forest with a creek running through it -- our site! And even more fortunate, the land was zoned for multiple-family use. And so began the process of securing the site -- walking the property and sketching out what might go on it, talking to city officials, and looking for a core group of cohousers.

At one of the first of many informational meetings held in Paso Robles, 16 people showed up, including current resident Arlen Bass. Chris spoke with the group and created a positive marketing climate as well as presenting the logistics that would be needed to secure the land. He recommended that when three more households were willing to put down money for project management and community marketing, they could go to a realtor and make an offer. By January of 2000, those households had made the commitment.

Chris hired a civil engineer, a landscape architect, architect Steve Puglisi, and site planner Mary Kraus, and a preliminary site plan was drawn. With the plan in hand and the site of Oak Creek Commons Cohousing (named by Mike and Nancy), the founders were better able to share their concepts with other people and attract a core group of potential residents. They advertised locally, sent out brochures to other parts of California, and put notices in publications like Sierra Club newsletters. This effort worked well, and several Bay Area residents became part of the group.

By the end of April, there was a critical point in the history of Oak Creek: the “pioneer” residents collectively put together enough money to pay for the land. In return, they received interest back and the chance to make an early choice of home sites.

Other significant milestones:

- *October, 2000*: the land was officially owned by OCC.
- *December, 2000*: Paso Robles city officials approved the plan; at this point there were 8 member households.
- *End of 2002*: Wonderland Development Company signed on as co-developers. Their responsibilities included negotiating the OCC financing with local banks and working with the construction company, J.W. Design.
- *March 2003*: Ground-breaking ceremony.
- *Spring 2004*: Hallelujah! The first families moved in on the East side, followed by the West Side in early summer.

Looking back over the five-year process, there were certainly challenges, since few people had direct experience with creating this kind of a community. Asked what aspect of the process was most challenging, Mike says it was finding the right mix of people who were willing to commit the time and money to make OCC a reality. However, in the process of working together on the nitty-gritty details and also on far-reaching decisions (read: “many meetings and retreats were held over a period of years”), community members gained a firsthand understanding of the challenges posed by cohousing:

- The time commitment needed to get a community built and then to manage it over time
- How to work cooperatively and effectively with a group of different personalities and different communication styles
- Setting personal boundaries and resolving conflicts
- Dealing openly with financial issues

Asked what was the most rewarding aspect, Mike unhesitatingly said: “Working with people who were committed to our goal and had the right skills to put the project together and the willingness to work as a team.”

Vision and Values Statement

Creating a “Vision and Values Statement” is a unique aspect of cohousing. While we have CC&Rs and Bylaws that could be seen as the “letter of the law,” the Vision and Values Statement is the “spirit of the law.”

Early in our history, before the first shovel of dirt was lifted, the early residents worked on this statement of our guiding principles. Although the statement may sound quite

general, it becomes specific when applied to decisions that affect everyone who lives at OCC. The statement is kept in the Common House where we refer to it as we discuss business at our monthly meetings. But more important, the statement guides us as we interact with our neighbors and go about our daily life.

Oak Creek Commons Vision: *We are a community that fosters enriching relationships with one another, nature and the larger community.*

Oak Creek Commons Values: *It is our intention to*

- *Celebrate, accept and welcome diversity*
- *Communicate with integrity, respect and trust*
- *Support, encourage and be compassionate with each other*
- *Live in loving connection while respecting personal space*
- *Create opportunities for fun, laughter, play, celebrations and rituals*
- *Contribute time and talents within our community and beyond*
- *Respect the environment by being sensitive to the interconnections among all things*

Community Life

Although each of us joined OCC for different reasons, we all share a keen desire to live in community, to create a meaningful lifestyle and enjoy rich interactions with our neighbors and their children. In addition, we wish to make decisions in a way that considers different points of view and needs. This section describes many of the ways we create an inclusive and enjoyable community. But always remember -- OCC is a work in progress and, as we grow, we will inevitably change.

How the Community Operates: Decision Making and Governance

Community business meetings take place regularly once a month. Teams or individuals who want to present a proposal or make a presentation let the facilitator know in advance what topics they want to present.

See the Appendix for the role of the Board of Directors and the teams, and our decision-making process.

How the Work Gets Done

We are blessed with a beautiful tract of land. Ten of our 14.4 acres are preserved as open space with over 1,000 native blue oak trees and a small creek -- home to many

frogs, cattails and watercress. This natural space needs tending in order to keep it safe from fire and species invasion, and the trails need maintenance for us to enjoy walking them.

Our developed areas include a dog run, a children's playground that we installed ourselves; a large Common House that needs cleaning, repair and maintenance; a garage to keep clean and safe; a swimming pool and spa to be kept up; and common walkways and landscaped areas. This physical plant requires work -- some of it we have agreed to do ourselves, and other work we hire out if it requires either special expertise (such as irrigation systems) or extensive physical labor.

We are also fortunate to have many social activities that give us a chance to know each other and share good times and special occasions. As described in the next section, "Social Life," we share meals, outings, classes, parties, and many other get-togethers. Such activities need people to organize them, to facilitate them, and to clean up when they are over.

For the first year or so, our work agreement was open. It was suggested that adults each contribute a certain number of hours per month to get the work done. But we noticed some gaps in what was needed and what was getting done. Our current work program was initiated in November 2009 and has since been revised. See the Appendix for information about the program and how you can participate.

Social Life

People move to cohousing for many different reasons, but the opportunity to know and socialize with their neighbors is usually one of them. Social life can take many forms, from a walk along the "allee" (our name for the walkway between the rows of houses) during which you greet people, to a formal event, such as a meal or celebration. Social life is in constant flux, and new ideas about ways to foster this aspect of cohousing are welcome. *"Playing together helps us stay together."* (Tierra Nueva Cohousing Resident Guidelines)

Welcoming Newcomers

At some point, we have all been the "new kid on the block" at OCC. But for people who are coming here after the first wave of residents moved in, the process can be a little daunting without some help. So we hope this Guide is one way of welcoming newcomers. In addition, a specific team welcomes new residents, introduces them to the community, and shows them how our community operates.

Community Meals

Eating together in the Common House is one of the most popular shared activities at OCC. It is a time to share delicious, healthy food as well as conversation. Those who plan, prepare and clean up after the meal have an additional chance to get to know their fellow OCCers. Since we have open seating, over time you will probably sit with all the residents of OCC who attend meals.

Besides regular dinners there have been special parties (Valentine's Day, for example) at which meals were also served, and sometimes there is a potluck, brunch, or other meal that is not scheduled on a regular dinner night.

Residents purchase meals in advance by depositing money with a community member, who keeps track of who comes to dinner and sends out an email notice when money in an individual's meal account is almost depleted.

Meals are the glue that holds the community together. A team shops for and prepares food for meals, and another team cleans up after the meal. Sign-up sheets for cooks and cleaners are posted on a bulletin board near the entrance to the Common House. See Appendix C for additional details about our meal plan.

Life at OCC with Children

A number of families with children live at Oak Creek Commons. On any given day you will find children playing in the kids' room of the Common House or outside on the play structure, roaming the allee on bikes and scooters, playing games with adults, and helping with community work. The Family Committee is concerned with children and family issues. Special events for the children have included making gingerbread houses, cooking special treats, crafts projects, and holiday parties.

Celebrations and Special Events

Birthdays, holidays, completion of an OCC project, new move-ins and anything you might want to suggest are cause for celebration. We have had British Pub Night complete with Music Hall songs, a Halloween Costume Contest, a Hawaiian luau, and informal front porch wine tastings. Solstice dinners and Fourth of July parades have become a tradition. Sometimes a resident will organize events such as a hike, a movie, or a concert outing, a wine country tour, and even a trip to Disneyland.

Ongoing Get-Togethers

Residents organize classes, discussions, and sharing groups. Sharing circles give residents a time to get together and talk about their personal lives in a relaxed and supportive setting. We welcome new get-togethers/classes, etc. and suggest that residents post a notice in the Common House and e-mail others via our Google list-serve.

Our Neighbors and the Paso Robles Community

We enjoy good relations with our neighbors. We held an OCC Open House to which not only potential home buyers but also neighborhood residents were invited. When out and about in the community, you will often be asked where you live. When you respond, "Oak Creek Commons Cohousing", you will probably be asked what cohousing is. That's a wonderful opportunity to let others know about cohousing in general and Oak Creek Commons in particular.

A number of us have volunteered for such community organizations as the Paso Robles Library and local theatre groups. Some people have affiliations with religious organizations in the area. Many of the parents volunteer and/or participate in the PTA of their children's schools. A group of OCC-ers have learned more about the natural wonders of SLO County by going on a series of Sierra Club hikes. Other residents have joined a political party and other groups as a way to get involved locally. There are many ways to get to know Paso Robles and our neighbors. If you would like suggestions, ask some of the other OCC residents who have lived here for a while.

HOW THINGS WORK

COMMON HOUSE

Children's Room

The room contains toys and games for the younger children and is maintained by parents and children. It is kept locked, but any adult can unlock the room for children who want to play in it. The children may play without supervision, but the adult who unlocked the room is responsible for locking it when the children have finished playing. The responsible adult must make sure the room is returned to the same or better condition. The cabinets that are locked contain items that may only be used with adult supervision. See the Appendix to find out who has the combination to unlock the cabinets.

Copy Machine

The Office in the Common House contains a copy machine for Oak Creek Commons business. We encourage residents to use other means of communication, like email, as much as possible to reduce the costs of paper and ink.

Giveaway Table

Hosting a table: Any resident is welcome to set up a giveaway table for people to contribute items they no longer want so that others can use them. The table, along with a clothes rack, can be set up in the Parlor. Because this is the first thing people see when they walk into the Common House, we would like to keep the table as attractive as possible. Alternatively, the table can be set up in the Great Room provided it does not interfere with other activities during the time it's set up.

The community needs to know who is setting up the table, either by email or with a sign on the table, and whether community members can add items. The host is responsible for daily monitoring that includes arranging the items on the table and hanging up clothes on a clothes rack, if available. Hangers can be found in the cabinet under the mirror. The host is expected to pack up the table no later than five days after it was set up.

Drop-offs of items: Residents who drop off items for the table are asked to create a space for them and to hang up clothing on the clothes rack.

Guest rooms

Guests can be accommodated in two guest rooms in the Common House. To reserve a guest room, use the calendars posted outside each guest room and note the date or dates and your name and the guest's name. Guest room keys are kept by members of the Common

House team. Guests will receive a keypad code if they require it.

If a guest room is not available when you want to use it, other residents will often open their homes for their neighbors' guests.

Guidelines for guests and hosts are kept in the guest rooms and also included in Appendix C.

Laundry and Cleaning Products

The community has agreed to use non-toxic, biodegradable, fragrance-free cleaning and laundry products in the Common House. (Date of decision: 6/6/04.)

Laundry Machines

The community has paid for the washers and dryers in the Common House as well as warranties for repairs. Any resident can use the machines but must first have an orientation on how to use them properly. Please note that in order to use the machines you need to sign up for a specific time. Additional guidelines are posted in the laundry room. We also use the washers and dryers to wash Common House tablecloths and napkins, guest room linen and towels, and rags.

Residents pay a certain amount per wash load and per drying cycle. We mark each load in a log on the wall in the laundry room. The money is collected by one of the residents and then submitted to the Treasurer. See the Appendix for who is responsible for collecting the laundry money.

Each person uses his or her own laundry detergent, which can be marked and stored in the laundry room. Several residents are sensitive to fragrances. We have agreed to use non-toxic, biodegradable, fragrance-free laundry products in the Common House. The laundry room contains information about which laundry products work best for our machines.

Library

The library contains a variety of books, and all residents are welcome to use the library and to borrow items from the Library. Books are returned to a basket in the Library and are shelved by the custodian of the Library.

The Library is often used for committee meetings, discussion circles, sharing circles, and other small gatherings. To make a reservation, mark the date and the purpose on the Common House master calendar as well as the on-line calendar.

See the Appendix for the name of the custodian of the Library.

Locking the Common House

Residents receive codes to access the keypad on the garage door, which is always locked. That code also opens the key pad on one of the front doors when it's locked at night from 8 p.m. to 7 a.m. The front door of the Common House is opened between 6:30 and 7:30 a.m. and is locked between 8 and 10 p.m. Only a few people possess keys to the doors in the Common House and are in charge of making sure they are locked at night and that the front door is opened in the morning. The children's room opens with a separate key. Guests who stay in the guest rooms may receive a separate code for the keypads.

Mail

The U.S. mail is delivered to mailboxes in the Common House, where each household has a mailbox and receives a key. If you receive a package that is too large for the mailbox, a key will be placed in your mailbox to retrieve the package from one of the large mailboxes for packages. After you retrieve the package, place the key in the lock of the mailbox that contained the package.

Each household has its own cubbyhole next to the mailboxes for internal messages and announcements.

Posting Notices

We use the following procedure for posting notices in the Common House:

1. Write the notice of a meeting or gathering on the community calendar in the Common House as well as on line.
2. Post it in an appropriate area on the bulletin board.
3. If you feel you need to use the front door, make your sign look attractive and post it no more than a few days before the event. Using removable tape or removable plastic dots makes it easy to remove flyers from the glass doors.

These procedures will help to make sure that our front doors do not become a collection of notices.

Reserving a Room in the Common House

Community events or meetings

If you want to convene a community meeting in the Library or the Great Room, note the date and time on the community calendar as well as the on-line calendar.

Other organizations and private parties

Residents sometimes reserve a room in the Common House for a group or organization they are involved in or for a private party. This is usually not a problem unless the particular room or area is needed for an Oak Creek Commons activity. In order to reserve a room, send an email to the community with the information, asking if anyone has any concern about the reservation. If no one has a concern, note the time of the event on the community calendar in the Common House as well as the calendar on line.

Examples of such uses are concerts and other performances, a wedding reception, dinner for a large party, or birthday parties. Sometimes the entire community is invited to an event, but at other times the party is private.

The person reserving the room is responsible for making sure it is cleaned after it has been used and that furniture is moved back to its original position.

SEE ALSO CHECKLIST, APPENDIX C.

OUTSIDE

Allee Safety

See Appendix A about the allee being primarily for pedestrians with very occasional vehicle presence.

Car Washing

Residents can wash their vehicles in the area near the trash containers. The hose can only be used between 6 a.m. and 7 p.m. We keep a key to the hose in the Office of the Common House.

Integrated Pest Management

To protect the health of our community and our environment, Oak Creek Commons residents follow a policy of Integrated Pest Management (IPM) on common property and in the limited common elements (yards around homes).

IPM uses two broad treatment strategies:

(1) Indirect suppression of pests through appropriate mulching, choice of plants resistant to pests, landscape design, blocking pests' entry, and the like.

(2) Direct suppression through physical and mechanical controls, biological controls, and least-toxic chemical controls.

Often chemical pesticides are used because people are unaware of reliable alternatives. In the last few years there has been tremendous growth in research and field evaluation of less toxic alternatives.

Parking

Each household in the cluster is assigned one parking space and a storage locker, either in the underground garage or in the above-ground parking area. For additional parking, residents can lease a space in the above-ground parking area for \$445 a year, payable in advance on January 1. The guest parking spaces are reserved for visitors and vendors. See also Parking Agreements and Rules, Appendix A.

Pool and Hot Tub

The pool is heated during the warmer months, and the hot tub is heated every day all year. All residents have a key to the pool gate. The law requires a child under 14 to be accompanied by an adult when using the pool facilities. See also Appendix A.

Trash and Recycling

The trash bins as well as the recycling and green waste bins are located near the carports. Residents take turns moving the bins for collection.

Green waste bins: Items put into the green bins by the carports are hauled away. The following items can be placed in the green bins:

- Food scraps
- Grass
- Leaves
- Weeds
- Flowers
- Brush
- Fruit tree droppings
- Small branches and prunings (less than 4' long and 6" in diameter)
- Unpainted scrap lumber
- Trees (cut to fit in bin)

OTHER THINGS TO KNOW

Budget Process and Homeowners Dues

In the fall of each year, the Finance Committee prepares a proposed budget based on committee requests. The proposed budget is then submitted to the residents for comments and revisions. The goal is to pass the budget before the end of the year. The fiscal year at Oak Creek Commons is the same as the calendar year and starts on January 1.

The homeowners dues are determined based on the budget and are based on the size of the home. Lot owners who pay for their own repairs to their homes pay less than homeowners in the cluster.

Spectrum Cable Services

Spectrum Cable Services Oak Creek Commons monthly dues include an Internet connection for each household through Spectrum Cable Services via OCC's bulk account. This is an Internet connection only but does include streaming TV service. Residents who opt for upgraded TV service with more channels, etc. will need to open a separate account and be billed by Spectrum monthly for that service. The cable service "runs with the home," which means that if a home with Spectrum cable service is sold, the new resident takes over the service.

New residents should call Spectrum at 1 833 697-7328 to activate service and order a new modem and router. The free Spectrum TV app for streaming TV can be added to a resident's streaming device, such as a Roku, Apple TV or Samsung smart TV. If a resident does not have a streaming device, a free Xumo box can also be ordered if streaming TV is wanted. There is no charge for the equipment, but it must all be returned when the resident moves. Residents should also remind Spectrum that the service is paid for by the community and that the residents should not be billed monthly.

Residents who move out need to return their modem, router and Xumo box to Spectrum in order to get credit for returning them. These items can easily be returned to Spectrum by taking them to the UPS store. They do not need to be boxed.

Community Active Participation (CAP)

We are a self-managed community. Appendix A contains the CAP guidelines, which show the requirement for residents to perform a certain number of hours of work for the community each month.

How we Communicate

We use email to make announcements, post agendas, proposals, and meeting minutes and to send other messages that concern the entire group. Email is best suited for information when the content is practical and specific. The Google group email moderator (see Appendix C) can add you to the group so that you can receive and send group email messages.

We have found that emails are not helpful in trying to resolve interpersonal conflicts or sharing upset feelings. If you receive an email that disturbs you, you can break the cycle by making a telephone call or scheduling a time to discuss the matter with the sender. If you must reply, we encourage you to respond to the sender only. Above all, keep the language respectful.

Also bear in mind that email is not everyone's favorite way of communicating and does not take the place of a face to face meeting.

In addition to email, we use the cubbyholes located by the mail boxes for messages and announcements and/or post them in the Common House.

Keys

All homeowners receive a key to their unit, to their mailbox, and to the pool. A key to the hose for car washing is kept in the Common House Office. Keys to the guest rooms in the Common House are kept by members of the Common House team. See Appendix C.

Resident Contact Information

Residents' addresses, telephone numbers, and email addresses are collected and updated and published by email. See Appendix C for the person in charge of updating the information. New residents are encouraged to submit emergency contact information to the person listed in the Appendix. To preserve confidentiality, this information is distributed in paper form to all residents but is not sent by email.

APPENDIX A

AGREEMENTS AND POLICIES

ALLEE SAFETY

Cohousing is a pedestrian-friendly neighborhood concept. The allee is intended to be for pedestrians, with very occasional vehicle presence: e.g., emergency vehicle, moving van, delivery of heavy items, loading/unloading for a trip. All drivers are to proceed at the speed of a slow walk and with extreme caution when driving a vehicle on the allee.

Pedestrians have the right of way on the allee. Therefore, anyone using wheeled transport (bicycle, scooter, skateboard etc.) is encouraged to use caution.

(Agreement consensed on 11/7/15)

2023 REVISED SELF-MANAGEMENT PROGRAM - Community Active Participation (CAP)*

CAP HIGHLIGHTS

PHILOSOPHY

Our Self-Management Program focuses on the need to get *CRITICAL TASKS* done, to maintain our assets, and to keep HOA dues as low as possible. All OCC households participate in the CAP program by doing the Critical Tasks each month or by paying a Self-Management Assessment, or a combination of both. Residents may voluntarily do other tasks they enjoy, want to have completed, or want to contribute to the community but these hours do not receive CAP credit. Each household is assessed monthly for the required hours not completed, in addition to its regular HOA dues.

CRITICAL TASKS/CREDIT HOURS – Committees have been allotted a certain number of hours for the year and will assign credit hours (in 15-minute increments) to their tasks based on the **critical nature** of the task.

CREDIT GIVEN FOR ASSIGNED VALUE ONLY: Self-Management (work) hour credit will be given for the assigned credit hours only, not how long the job actually takes (more or less). At the end of each year we will have a record as to how long a task actually should take and can adjust assigned values for next year.

WORK PERIODS: Work periods will be from the 16th of a month through the 15th of the following month. The Finance team will use the period of the 16th to the 25th to record hours and prepare OCC HOA bills for the following month.

RECORDKEEPING:

- **COMMITTEES:** Committees will post tasks to the Google tasks spreadsheet (<https://tinyurl.com/occ-tasks>) by the 16th of each month for critical work tasks showing assigned credit hours. Household members will sign up for tasks they will be responsible for completing each month. Any member of the household, including children, may complete tasks. Adults should check children's work to ensure satisfaction.
- **MEMBERS:** After the task is completed, the member records completion in the Google tasks spreadsheet (<https://tinyurl.com/occ-tasks>) no later than the 15th of the month by putting the actual hours worked on the task in the actual hours' column. Actual hours will thus be visible to all and will be used for quarterly reporting purposes/adjusting time values next year.
- **FINANCE TEAM:** After the 16th of the month, the Finance Team transmits the number of work credit hours to the bookkeeper. The bookkeeper prepares bills for monthly HOA dues for the next month from this record. If your required hours are not completed, your HOA dues invoice will include a self-management assessment.

***Consented at Business Meetings: June 11 and August 6, 2016, and October 3, 2022.**

A-2

1. The OCC revised work program began with tasks performed from 11/16/16 through 12/15/16 and reflected on January 2017 HOA dues statements. Each month thereafter, from the 16th of the month to the 15th of the following month is considered a CAP work period.

2. To receive a monthly credit equal to the monthly self-management assessment, households with one adult must complete tasks worth 4 hours of assigned value per month, households with two adults must complete tasks worth 8 hours of assigned value per month, and households with three or more adults must complete tasks worth 12 hours of assigned value per month on the specific tasks assigned by committees. Each hour of work is valued at \$35.00. Partial time worked is given credit for a quarter of an hour worked (15 minutes/0.25 of an hour).
3. Self-Management assessments are \$140 per month for households with one adult, \$280 per month for households with two adults and \$420 per month for households with three or more adults. If your total household required hours are not completed, your HOA dues invoice will include a self-management assessment.
4. Committees will assign credit hours (in 15-minute increments) to their tasks based on the critical nature of the task. Credit hours should add up to the committee's overall allotted annual hours.
5. Community members sign off on-line by midnight on the 15th of each month certifying the completed tasks to get credit on their HOA dues.
6. Ongoing we will conduct periodic reviews of the process to make helpful changes or revisions.

Eligibility

"Adult" is defined as anyone age 18 or older. If an adult child living at home is in school full-time, required work hours are postponed until age 21. Any member of the household, including children, may complete tasks. Their work credit should be entered under a family adult member's account. Adults should check children's work to ensure satisfaction.

Adults who have newly purchased a home at OCC have a grace period of at least 30 days before their work or pay requirement begins. The grace period also encompasses any remaining days of the work period in which escrow closes. For example, for a resident whose escrow closes on January 7, the household's work participation begins on February 16 even if the owner has not moved in by that date. No further grace period applies when owners rent out their units regardless of when the renter moves in. If the number of adult household members in a unit changes, the work or pay requirement changes accordingly as of the next period starting on the 16th of the following month. For example, if two adult renters move in on March 1, the number of work hours required will increase to 8 hours for the work period starting March 16 and will be reflected in the May invoice.

When a home for sale is unoccupied, the required hours are charged for one individual.

A-3

Banking Hours

Each household can bank hours up to one year's amount (48 for one adult, 96 for two adults and 144 for three adults). Banked hours can be used in case of vacation, illness, or other reason.

For example, a single household must get 4 hours of credit each month. If the person performed critical tasks totaling 6 hours in a monthly period, that person will get credit for 4 hours and will bank the other 2 hours. This can happen each month until a total of 48 hours has been banked.

If the total number of hours have already been accumulated and a person is doing a time-sensitive job, such as weed-whacking in the 10-Acre Woods, that person may enter the time in increments over future months.

Donating Hours

If a member wishes to donate hours to someone else who is unable to meet the monthly required hours, the member can type in the name of the person to whom the hours are being donated under the task the member has completed. To assign already banked hours to another person, go to the OCC Task List and at the bottom, select "Donations." Follow the instructions on the right side of the form to donate already earned hours to someone else.

Hiring Out a Task

In some cases, a task is urgent. This often occurs for Landscaping jobs, when for example weeds must be pulled before they go to seed, etc. In such cases, the task will be posted for one month only, the posting team will notify the community via email and by posting the task on the Common House doors that the task(s) is urgent and needs to be completed by a certain date. If the task is not performed during that time period, the task can be hired out. This means the OCC team will hire a contractor to complete the task and monies to pay for the service will be paid from the accumulated CAP fund (which is money paid by Owners who do not complete their required hours of critical tasks during one or more months.) The team doing the hiring should notify the Finance Team of the expected cost of the project before the task is hired out.

A-4

CAP PAY IT FORWARD PROGRAM (consensed 2/5/24):

In the spirit of co-housing, in 2024 the Oak Creek Commons community authorized the CAP team to expand its role and responsibilities to include a program that offers compassion to residents in need while meeting the work and financial obligations of the community.

The CAP team established a program called Pay It Forward. This program maintains a fund of CAP hours that is used to aid those in our community who cannot accrue CAP hours due to prolonged physical or mental illness or other mitigating circumstances and cannot afford to pay the CAP assessment in lieu of work.

In order to establish and maintain the fund, members of the community donate some of their banked CAP hours to the Pay It Forward Fund.

Roles and Responsibilities

1. All CAP participants are eligible to apply in writing for Pay It Forward CAP hours. All residents requesting grants need to apply in writing to the CAP team at cap-occ@googlegroups.com.
2. The CAP Team will work with a “member in need” to cooperatively determine:
 - A. What the nature of the hardship is
 - B. What can be contributed financially and/or doing work
 - C. What hours can be granted temporarily or long term.
3. The CAP Team determines eligibility for grants.
4. Requests are granted based on inability to work and/or pay (hardship).
5. All applicants and grant decisions remain anonymous.
6. Members must have used all banked hours before receiving a grant of CAP hours.
7. The CAP team has stewardship of the Fund, in order to ensure that there are adequate hours to meet ongoing needs.
8. The CAP Team delivers a quarterly report to the community, which will include:
 - A. The number of hours donated by community members
 - B. The number of hours granted
 - C. The balance of hours remaining in the Fund
9. Long term grants are reviewed annually by the CAP Team.
10. Residents may continue to trade or donate hours person to person.
11. Current community members with previous exemptions were integrated into the Pay It Forward program.

A-5

OAK CREEK COMMONS DECISION MAKING PROCESS

Approved on 2/4/06 and 3/18/06 for six months. To be reviewed September 2006. Revised 7/28/11.

1. Present an Idea

- Informal discussion
- Community decision to pursue idea

2. Create a Draft Proposal

- Task group meetings
- Information presentations
- Surveys
- Discussion circles
- Conflict Resolution
- NVC
- Brainstorm

3. Present the Draft Proposal

- Clarify
- List concerns

4. Refine the Proposal

- Committee revisions
- Discussion
- Brainstorm
- Resolve concerns

5. Present Revised Proposal

- Resolve concerns
- Possible Outcomes
 - ✓ Consensus
 - ✓ Evaluate a block
 - ✓ Table
 - ✓ Voting

General

Quorum Requirement:

Representation at the meeting of **more than 40% of the occupied households**. When all homes are occupied, quorum is 15 households.

Eligibility to Participate in Decision Making

All adult residents of Oak Creek Commons are eligible to participate in the decision-making process.

Common Expenditures. When the community agrees to support a proposal, the money for implementing it will come from community funds. With community approval, residents may contribute financially to community projects using their own private funds.

Process Step Explanations

1. Present an Idea (Presentation and Discussion Time: 20 minutes)

Proposals should not spring full blown on the community. The starting point should generally be that, at a business meeting, a broad concept or idea is suggested to determine if the community wants this idea pursued.

Proposals come from committees, not individuals. If there is no preexisting committee, then the community will authorize a committee to be formed from volunteers. If a budget is needed to get to the stage of formulating a proposal, it should be requested at this time.

2. Create a Draft Proposal

- a. Organization -- The first task of the committee would be to appoint a proposal champion and to formulate its roles and responsibilities. The proposal champion will be someone who is willing to insure that the process is carried through in accordance with the community agreements for this. Normally, this would also be the committee chair.
- b. Opportunities for community engagement -- The committee is expected to engage the community in at least 2 different venues to get ideas and elicit concerns about the concept. These can include brainstorming sessions, discussion circles, surveys, or any other means desired. The premise is that the proposal is created through the energy of the community, not by the committee on its own.
- c. Resolution of Concerns--Discussions with individuals who have expressed concerns or further community dialogs will be held to resolve issues brought up in the previous step. Conflict resolution may be used where appropriate.

3. Present the Draft Proposal (Presentation, questions, concerns: 30 minutes)

The first draft of a proposal is presented at a business meeting. A limited time will be available for presentation, questions, and concerns. Concerns will be noted, but not necessarily addressed at this meeting. This presentation will be announced on the agenda and the proposal will be emailed and posted in the Common House at least 5 days in advance of the meeting. (Meeting agendas will be proposed in advance subject to modification by the community at the meeting.) In the event that there are no concerns, or if the concerns are addressed and resolved, it is possible to consense on the proposal at this meeting.

4. Refine the Proposal

The process of 2b and 2c is repeated.

5. Present Revised Proposal (Presentation, questions, concerns, resolution: 45 minutes)
The refined proposal will be brought back to the community at a business meeting. The same notice will be given. At this time consensus will be sought, and further modifications may be made to the proposal. Any changes made now do not require another presentation before consensus.

6. Possible Outcomes

Consensus – There is agreement.

Sent to Committee – There is general agreement but specific details are delegated to a committee to work out. The committee may or may not be empowered to make the final decision on the specific details.

Tabled – There is no agreement and the proposal is dropped or indefinitely deferred.

Block- See Dealing with a Block on last page.

Voting- Occurs at the discretion of the community or is legally required. See Voting on last page.

Revising or Canceling an Agreement

Revising an agreement. To revise an agreement, either the full proposal or the fast-track method should be used, depending on the nature of the revision.

Canceling an agreement. To cancel an agreement, the full proposal method should be used.

Terms and Definitions

The Meaning of Consensus

The heart of consensus is a cooperative intent, where the input of every community member is carefully considered and members are willing to work together to craft the best decision possible that meets the needs of the community at that time.

Consensus is **Not** unanimous agreement. Participants may consent to a decision they disagree with, but recognize it meets the needs of the community and therefore give permission to let the decision go forward.

Consensus is an inclusive process based on the values of the community

Consensus gathers the wisdom and experiences from the whole community. The expression of concerns and conflicting ideas is considered desirable and important. Consensus strives to take into account everyone's concerns and resolve them before any decision is made.

Although every individual must consent to a decision before it is adopted, if there are any objections, it is not the choice of the individual alone to determine if an objection prevents the proposal from being adopted. Every objection or concern must first be presented before the community and either resolved or validated. A valid objection is one in keeping with all previous decisions of the community and based upon the commonly held values or foundation adopted by the community. The objection must not only address the concerns of the individual, but it must also be in the best interest of the community as a whole. If the objection is not based upon the foundation, or is in contradiction with a prior decision, it is not valid for the community, and therefore, out of order.

Standing Aside

When a concern has been fully discussed and cannot be resolved, it is appropriate to ask those persons with this concern if they are willing to stand aside; that is, acknowledge that the concern still exists, but allow the proposal to be adopted. The person and the community are agreeing to disagree, regarding each point of view with mutual respect. Occasionally, it is a concern which has no resolution; the person does not feel the need to block the decision, but wants to express the concern and lack of support for the proposal.

Blocking

Blocking is standing in the way of a decision. One of the key elements is that blocking is done for the best interests of the community, not to serve personal likes and dislikes.

Blocking must be based on a generally recognized value, on irreparable harm to the community if the decision is passed, or it must be essential to the entire community's well-being. It is not personal preference. Before a concern is considered to be blocking, the community must have already accepted the validity of the concern and a reasonable attempt must have been made to resolve it. Remember, even if you disagree with a decision, you can give permission to the community to proceed in order for the community to learn things. Often a community must make decisions without all the information needed or all issues resolved. Moving forward is sometimes the way to understand what will happen as you implement a decision.

Dealing with a Block

When a decision is blocked by four or more people, the proposal is either dropped or work is continued in order to resolve the concerns. If three or fewer block, the following is implemented: Blockers will be asked to explain their position to the community and to agree to meet with a small group of 2-3 other people before the next meeting. This group will be selected from volunteers at the meeting by the facilitator. The discussion will then be deferred to the next meeting. The group will meet at least once with the blocker to resolve concerns. At the next business meeting the group will report back on a proposed resolution, if there is one, or that no resolution was reached. The community would then determine if the resolution is acceptable or if the block should be overturned. Overturning would require 75% agreement of all present.

Voting

Voting will occur as needed at the discretion of the community and facilitator in situations such as aesthetics, urgent matters or multiple items (i.e., wish list).

FAST-TRACK DECISIONS

The following outlines a “fast-track” decision-making process to be used in addition to the process already in place.

1. **INITIATORS.** A fast-track proposal may be presented by either an existing committee or a group of three or more community members (Initiators) from different households.
2. **PRESENTATION.** If a proposal is likely to affect a particular resident or set of residents, the Initiators are encouraged to first discuss the proposal with those residents. To make sure everyone sees a copy of the proposal, the Initiators should present it by email, post it on the bulletin board in the Common House and place a prominent notice on the door directing people to the fast-track proposal on the bulletin board. Preferably, the proposal should first be presented at a business meeting.

Example of a notice on the door:

PLEASE SEE FAST-TRACK PROPOSAL ON BULLETIN BOARD. DEADLINE FOR COMMENTS IS (DATE).

3. **REASONS FOR USING FAST-TRACK.** The fast-track process can be used for proposals that are unlikely to generate much discussion or controversy. Urgency, safety, or cost might be other considerations.
4. **LENGTH OF POSTING.** A proposal should be posted for 10 days.
5. **CONCERNS.** The community will have an opportunity to ask questions, offer suggestions, and express considerations during the time the proposal is posted. The Initiators are encouraged to acknowledge a concern within three days of receiving it. The parties with concerns as well as the Initiators are responsible for keeping track of their communications. If concerns cannot be resolved, the proposal can be abandoned, or the Initiators can use the full decision-making process.
6. **ADOPTION OF PROPOSAL.** After all concerns have been resolved, the Initiators should inform the community that the proposal is moving forward, using the same methods that were employed in presenting the proposal. If the concerns are not resolved, the community should be informed in the same manner.

EXPENSE REIMBURSEMENT POLICY

Date: September 17, 2007

FROM: Finance Committee

TO: Oak Creek Commons

In order to properly maintain the community finances, timely requests for reimbursement are needed. Finance has agreed on a policy for timely reimbursement. In general, requests for reimbursement must be made within 90 days of incurring the expense. However, at year end, all expense reports must be made no later than January 15 so that the year-end reconciliation can occur and the books can be closed. We will issue a reminder in early January.

Oak Creek Commons Homeowners Association

635 Nicklaus Street
Paso Robles, CA 93446
Aug. 28, 2017

Reserve Assets Investment Policy

We, the undersigned, members of the Board of Directors of Oak Creek Commons Homeowners Association, a California Nonprofit Mutual Benefit Corporation under Section 1363 of the California State Civil code, do hereby approve the following policy:

The Board of Directors intend to manage reserve assets as good stewards of community values and financial health, and to that end, the following Reserve Assets Investment Policy is adopted.

Values

- Our community values making our dues affordable; one way to do that is invest our reserve fund prudently while both minimizing liquidity risk and purchasing power risk.
- We value transparency about our investments so that all owners will be able to see the portfolio annually, at minimum.
- OCC investments should take into consideration ethical and sustainability issues, balancing them with liquidity risk and purchasing power risk.
- We value taking a long view in our investments.

Objectives

The reserve assets shall be invested to achieve these objectives in accordance with our values:

- Assume minimal risk as to loss of principal
- Ensure that adequate liquid assets will be available for coming year's reserve needs
- Achieve highest long-term investment performance to offset effects of inflation

Fund Categories

Liquid Assets:

Liquid Assets constitute the amount required to meet reserve expenditures in the upcoming year. On an annual basis, The Finance Committee will review and recommend to the Board by December 1 the reserve schedule of projects for the upcoming year to determine anticipated Liquid Assets required for expected expenditures plus an appropriate cushion.

Non-Liquid Assets:

Non-Liquid Assets are reserve funds over and above the Liquid Assets mentioned above and are to be invested in accordance with the third objective: achieve highest long-term investment performance to offset effects of inflation.

Investment Strategy

Liquid Assets:

Liquid Assets serve the first two objectives of ensuring minimal risk as to loss of principal and ensuring adequate liquid assets will be available for coming year's reserve needs. Because these funds need to be available to spend within the year, the allowable investments of Liquid Assets will be as follows:

- Federally insured interest-bearing savings account
- Certificates of Deposit at insured commercial banking institutions (1-year maturity or less)
- Money Market funds that invest in government-backed securities
- Federally insured Interest-bearing checking account
- Direct obligations of the U.S. Government, its agencies and instrumentalities (1-year maturity or less)
- Mutual funds that invest primarily in direct obligations of the U.S. Government, its agencies and instrumentalities (average duration of 1-year maturity or less)

Non-Liquid Assets:

Non-Liquid Assets serve the third objective of achieving highest long-term investment performance to offset effects of inflation. These funds are designated to provide secure long-term funding for the upkeep of Oak Creek Commons. The yearly total return will be reinvested. Non-Liquid Assets will be converted to Liquid Assets as they are needed to fulfill the annual reserve spending. Because these funds are to be used for the long-term security of Oak Creek Commons, their goal is to emphasize total return – that is, the aggregate return of capital appreciation, dividend income, and interest income. The allowable investments of Non-Liquid Assets will be as follows:

- Index-based mutual funds and exchange-traded funds (ETFs) that invest in Fixed-Income Securities
- Index-based mutual funds and exchange-traded funds (ETFs) that invest in Equity Securities
- Cash equivalents (same as Liquid Assets above)

To ensure marketability and liquidity, all equity investments shall be executed through nationally recognized exchanges such as the New York Stock Exchange (NYSE), American Stock Exchange, and NASDAQ.

No more than 40% of Non-Liquid Assets will be invested in the Equity Asset class. This will strike the balance between minimizing annual volatility and achieving highest long-term investment performance. The Finance Committee reserves the right to recommend to the Board the hiring of a fiduciary professional financial planner to recommend and manage these Non-Liquid Assets. Within the specification of this investment policy, the precise weighting of assets will be reviewed and recommended annually by the Finance Committee to the Board of Directors for approval. Any investment decision that would require a change to this investment policy will first be presented to the community for approval.

Review and Control

All community members involved in the investment process shall act responsibly as fiduciaries of the Community members' trust. Such persons shall invest and manage the Community's assets as prudent investors would, by considering the purposes, terms, risks, and goals. In satisfying this standard, all such persons shall exercise reasonable care, skill, and caution.

All accounts are to be held in the name of Oak Creek Commons Homeowners' Association.

Allocation changes and quarterly performance are to be reviewed and approved by the Finance Committee.

At the end of each calendar year, the Board and Finance Committee will review financial statements and make adjustments as needed to ensure that financial objectives are being met.

Approval Date:

Board Signatures:

**Oak Creek Commons
Homeowners & Cohousing
Association**

**OCC Lease Addendum &
Landlord/Lessor & Tenant Guidelines**

WELCOME to Oak Creek Commons Cohousing Community (OCC HOA).

We are a special form of homeowners association, one which is self-managing and self-governing. We place emphasis on neighbors getting to know each other by working and celebrating together in every-day activities as well as on special occasions.

After much thought and deliberation, our community has arrived at Agreements that help to manage and respect expectations in our lives here. The following is a summary of the agreements that you (owner member and tenant resident of this community) are required to read and observe.

1. Background check: You will conduct (as a Landlord) or cooperate with (as a tenant) a background check *most appropriate to your needs* to help ensure the safety and security of the other community members.
2. Parking: You, as the landlord and/or tenant, will let our parking director know before parking your car in the OCC HOA parking areas what your parking needs are and arrange to pay in advance if a parking space is available and you wish to reserve it; **you agree to honor the parking signs that are posted in the community.**
3. Dogs: While many pet owners believe that their dogs are under voice control, the reality may be different in a new community. Dogs must be kept on leash in the housing area and the orchard at all times, and on leash or under voice control in the 10-acre woods. Dogs are not allowed to chase wildlife. Dogs that are reactive must be kept on a leash at all times. Please see "Living At Oak Creek Commons, A Guide" ([Living Here Guide](#)).
4. Short term rental or leases for less than thirty days are prohibited by our CC&Rs.
5. HOA dues: You as an owner are asked to support the community by ensuring that monthly OCC HOA dues are paid in full and on time.
6. Assignment of Rents: If the owner fails to pay dues on time and falls into arrears, after written notice to both owner and tenant, the OCC HOA will ask **you**, the tenant, to directly pay the dues to the OCC HOA. The amount you will

be asked to pay will not exceed the amount of monthly rent payable under the lease. The owner agrees not to sue the tenant in court to recoup dues in arrears paid directly to the OCC HOA instead of to the owner. See "Assignment of Rents," Oak Creek Commons Restated Declaration of Covenants, Conditions, and Restrictions, hereafter referred to as OCC CC&Rs. IV.9, A.3.

7. Participation: As we state above, we are **self managed and governed**. This only works if our members and residents get to know each other and pitch in to help and celebrate our achievements. There are many avenues available: serving on committees/teams, attending business meetings, coming to community meals, attending community celebrations and TGIF's. Please feel free to discuss the **Community Active Participation Program (CAP)** which gives dues credit to owner(s) and rent credit to tenant(s) who participate.
8. Responsibility to observe community agreements: Both owners and tenants are required to conduct themselves in accordance with the agreements that govern our association. These are found in the OCC CC&R's and the Living Here Guide, which also includes Association Rules (Appendix D). These documents are accessible by clicking the above links and by clicking the OCC Home Page.

Whether or not your lease contains all of the Agreements found in the OCC CC&R's, Rules, and in the Living Here Guide, *your lease will be subject to the requirements of these governing documents*

You may be asked *BY A DESIGNATED BOARD MEMBER OR BOARD MEMBERS* if you have seen these documents, understand them, and intend to abide by them.

9. Please be advised, the Oak Creek Commons Homeowners Association (HOA) has the right to evict a tenant after following Davis Sterling legal requirements if the tenant commits a violation of the above governing documents.
10. A signed copy of your lease and this Addendum shall be promptly delivered to the Secretary or another member of the Board of Directors.

Again, we welcome you into this community of neighbors who have built and continue to build authentic, resilient, and enduring relationships based on our lives together.

I /we have read, understand, and intend to honor the agreements described in this “Lease Addendum.”

Tenant #1 name – Print	date	Cell phone
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Tenant #1 name – Signature		Email: print
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Tenant #2 name – Print	date	Cell phone
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Tenant #2- Signature		Email: print
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Owner/Landlord Name – Print	date	Cell phone
------------------------------------	------	------------

Owner/Landlord Name – Signature	date	Email: print
--	------	--------------

Oak Creek Commons Board Member	date	Email: print
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Emergency Contact Numbers:
(Please include a contact that is not living with you)

Tenant emergency contact name (Print)	Phone number - cell
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Tenant emergency contact name (Signature)	Phone number - cell
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Landscape Alteration Policy¹

4/22/06

Revised 4/7/12; Updated 2/10/18

I. Introduction

Except for the five lots which are privately owned, all land at Oak Creek Commons is held in common. Use by residents of the developed areas, fenced or unfenced, is granted by the HOA. Therefore, this Landscape Alteration Policy has been created to provide guidance and parameters for OCC condo residents who want to make changes to the landscape. The procedure is meant to foster a balance between personal freedom, creative expression, and responsibility to the community by encouraging good neighbor relations, protecting and preserving property and conserving resources such as water and maintenance costs.

The landscape at Oak Creek Commons has been developed using sustainable principles based on our bio-region which is a Mediterranean climate. Microclimate, topography, soils and available resources have all been considered. Our location has the following characteristics:

Climate:

Very hot and dry summers, with strong afternoon winds; wet, cool winters with frosty nights.

Large swings between day and night temperatures, 20-50° F difference.

Low rainfall - on average, 15". Limited water supply for the city of Paso Robles.

Soil:

Heavy clay, with low organic matter, which is rock hard when dry, and very sticky when wet.

The best way to improve the soil is by adding organic matter, e.g. compost, leaf mulch, aged manure.

This is a very challenging location in which to grow plants successfully. See the Resources page at the end of this document for water-wise plants lists.

II. The Role and Responsibility of the Landscape Committee

(within the Landscape Alteration Policy)

1. Be a resource for advice, brainstorming, and evaluating ideas during the planning stages.
2. Distribute the Landscape Alteration Policy (i.e. know where copies are kept and be able to direct people to them, or get copies for people).
3. Clarify the intent and meaning of the policy and process (i.e. help determine the distinction between "minor" and "major" alterations).
4. Support residents in going through the process: have maps available, provide help with marking map and writing of plan (if desired).
5. Facilitate the resolution of misunderstandings and concerns.
6. Work in conjunction with the Facilities Committee.
7. Meet with new residents to explain our policy.
8. Bring to the next regularly scheduled Landscape meeting the alteration requests from residents.

III. Landscape Alterations Procedure

This process gives direction for a collaborative and cooperative progression for community input and approval of major landscape alterations in fenced and unfenced areas (front, side, and back yards). The Landscape Committee is available to assist during all stages of this process.

A. Minor Alterations: Have a minimal impact on the community. They can be easily removed or changed. See Glossary for examples.

1. As a courtesy, please discuss your ideas with your neighbors.
2. Check with Landscape Team for location of irrigation lines.

B. Major Alterations: Have a substantial impact on the community visually and/or physically. They are difficult and costly to reverse, and likely involve a plan and the use of a contractor. See Glossary for examples. **Any changes to slope or drainage are major alterations and must be approved by the Landscape and Facilities Committees** prior to posting notice to community.

1. First consult with neighbors and Landscape Committee.
2. Consult with Design Team for any proposed structures.
3. Steps to Notify the Community by **email** and by **posting in the Common House**:
 - a) Mark area on a map and, if necessary, stake out area for visual observation.
 - b) Provide written description of plan and, if necessary, dimensions of the land area.
 - c) **Post** map and description on bulletin board in the Common House for a period of ten days.
 - d) And send **email** notifying the community of the posting. Provide a description of the plan and a notice stating that neighbors have ten days to submit comments.
4. Sign and submit a copy of the General and Continuing Guarantee and Indemnification Agreement (revised 2011) to the Board with copy to the Landscape Committee.
5. If no concerns are raised, or after the resolution of any concerns, send the final plan to the Board for ratification and filing.

Questions and Concerns: If a community member has questions or concerns regarding the proposed alterations, use the following steps:

- a) Contact proposer to share concerns during the posting period in order to work together to reach a resolution, and/or write a concern on a “concern form” which is posted with the design on the bulletin board in the Common House.
- b) Those with concerns as well as the proposer are responsible for keeping track of their communications.

- c) If a satisfactory resolution is **not** reached, contact the Landscape Committee to help facilitate a resolution.
- d) As a last recourse, present disagreement at a community meeting for community action.
- e) After resolution of a concern, notify the Landscape Team.

IV Responsibilities for All Condo Owners and their Tenants

For altering, restoring, and maintaining landscape.

A. For all areas in the developed portion of Oak Creek Commons:

- 1. Changes to slope or drainage in either the fenced or unfenced areas are “major alterations” and must be approved by the Landscape and Facilities Committee. Therefore, please consult with the Landscape and Facilities Committees prior to posting your design notice to the community.
- 2. Change of plants in a fenced or unfenced area: The OCC landscape is generally a water-wise landscape. Please use drought tolerant plants which require less water once established. Please note: The householder is responsible for providing supplemental water to new plantings until established, whether using the community or private water system.
- 3. Request to change community irrigation: Please notify the Landscape Team.

B. Cost of Alterations:

- 1. Householder is responsible for all costs for design, materials and installation of alterations, and for repairs in the event of damages.

C. Specific Requirements:

- 1. Prevent water from routinely accumulating or splashing against buildings.
- 2. Allow clearance of 8-12” between buildings and mature plants.
- 3. Ensure raised beds are 8-12” away from buildings.
- 4. Maintain conditions that deter animal pests (e.g. mice) and insect pests.
- 5. Preserve aesthetic appearance by keeping area free of clutter, trash and weeds.
- 6. Keep land in a sanitary condition and free of unpleasant odors.
- 7. Use Integrated Pest Management (IPM). See Resources page.
- 8. For trees, see F.

D. Safety

- 1. Consider the safety of children and pets when installing ornamental objects and electrical equipment.
- 2. Use plants that are safe for people, pets and buildings (non toxic and physically benign). See plant lists on Resources page.

E. Maintenance Obligations

- 1. The household is responsible for maintaining the area that has been altered. See Glossary.
- 2. If a household is responsible for maintenance of an area, this responsibility passes to any new owner when the home is sold.
- 3. If the current owner, or a new owner, wishes the community to take over maintenance, the

area is to be restored to a condition maintainable by OCC. Cost for the restoration will be borne by the owner.

4. If the owner leases to a tenant, the owner shall notify the Landscape Committee of who is to maintain the area previously maintained by the owner.
5. If a household becomes challenged to meet maintenance obligations, please contact the Landscape Committee for advice.

F. Trees

To determine planting distance from a building, divide the size of the mature canopy by 2, e.g. a tree with a 20' canopy could be planted 10' from a building. Criteria to consider in selecting a tree: height; width; drought tolerance; disease and pest resistance; invasive roots; deciduous or evergreen; litter; poisonous.

V. Glossary of Terms

Landscape: All commonly held land which includes plants and hardscape (features that require construction, i.e. patios, paths, fences, arbors, stone walls).

Examples of minor alterations:

- planting annuals or perennials
- adding, removing or replacing plants less than 3 feet (approximate) in height
- using plants whose mature height is less than 3 feet (approximate)

Examples of major alterations:

- planting or removing a tree or shrub taller than 3 feet
- removing a lawn
- any change to the **slope**, the **community irrigation system** or **drainage** pattern
- building or removing a structure, foundation, pathway, patio
- installing a fence, flagstones, large ornamental objects

Maintenance

Includes watering; mulching; weeding; pruning; fertilizing; pest control; removing dead plants; upkeep of private irrigation system.

General and Continuing Guarantee and Indemnification Agreement (revised 2011)

A signed agreement submitted to the Board in which the owner agrees to pay the community for any future costs incurred to the community as a result of the implementation of a project.

Integrated Pest Management (IPM)

A pest control strategy that uses an array of complementary methods: natural predators and parasites, pest-resistant varieties, cultural practices, biological controls, various physical techniques, and pesticides as a last resort. It is an ecological approach that can significantly reduce or eliminate the use of pesticides.

VI. Resources

Integrated Pest Management (IPM)

<http://www.ipm.ucanr.edu> This site has a wealth of valuable information on IPM.

<https://www.epa.gov/safepestcontrol/integrated-pest-management-ipm-principles>

“Rebugging Your Home and Garden: A step by step guide to modern pest control”, Ruth Troetschler, PTF Press, 1996. A great resource book on IPM.

Water-wise Plant Lists

<http://www.prcity.com/government/departments/publicworks/water/conservation/wc-landscaping.asp> For plants suitable for the Paso Robles area.

<http://www.SLOWaterwiseLandscaping.com/> Excellent resource, with design ideas, photos and irrigation schedules. However, some plants may not be suitable for Paso Robles climate.

Plant lists developed for OCC are filed at

[https://docs.google.com/spreadsheets/d/1vy8WNXjpUxjtwuYYMNPYI-UyYLgrTanA-WzXRnSk27E/edit?](https://docs.google.com/spreadsheets/d/1vy8WNXjpUxjtwuYYMNPYI-UyYLgrTanA-WzXRnSk27E/edit?usp=sharing&ts=5a96f5e2)

Usp=sharing&ts=5a96f5e2

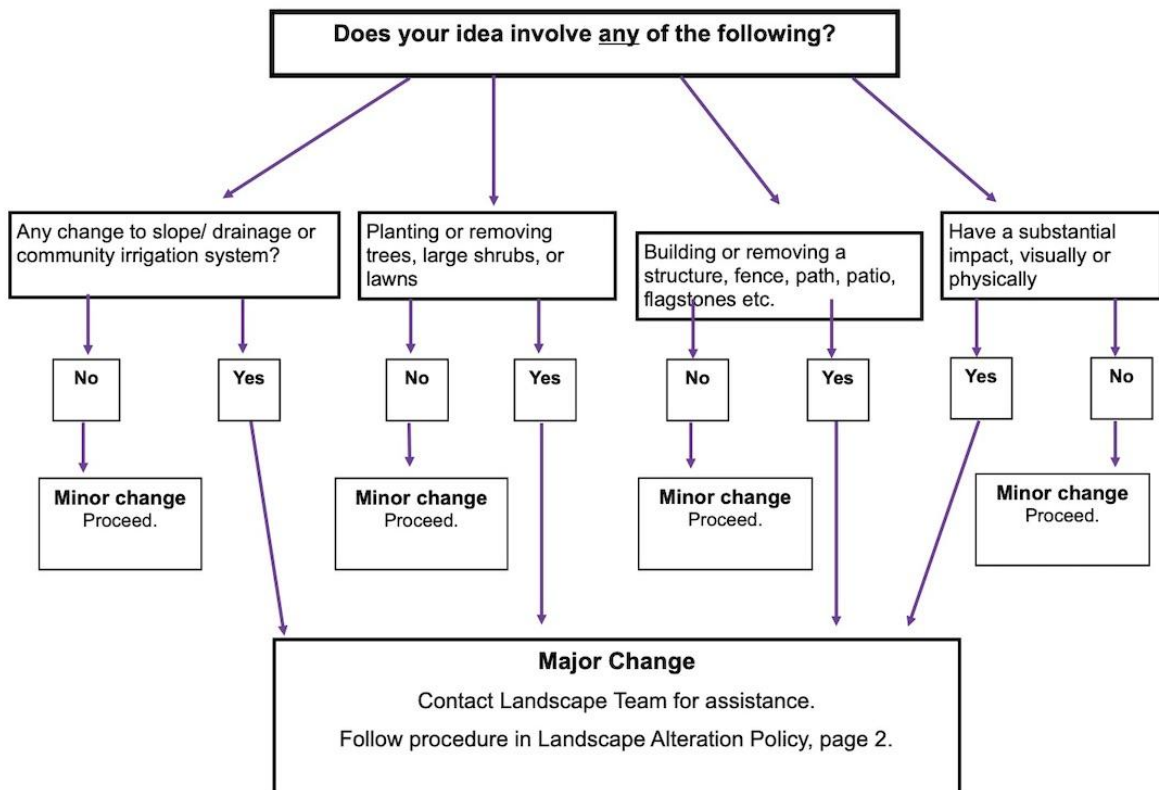
The Landscape Team is also a source of information.

The Landscape Team may, from time to time, subject to review by the Community and the Board, adopt, amend, and/or repeal this process.

Footnotes:

¹ Landscape alterations that were completed prior to April 22, 2006, that depart from this policy, need not be changed unless they present a problem.

Is it a Minor or Major Landscape Change?



PARKING AGREEMENTS AND RULES (Revised and agreed upon at the 4/6/2013 Business Meeting).

These agreements have been created for the mutual benefit of the community, taking into consideration fire regulations, safety, ease, and fairness. All OCC community members are responsible for educating others regarding these agreements.

The underground garage consists of 29 permanent parking spaces assigned to households in the condominium cluster. The carport area contains three permanent parking spaces with storage assigned to households in the condominium cluster.

1. CARPORT SPACES. Carport spaces can be leased to residents at \$445 per year per vehicle with payment due in January, or payments are prorated to the end of the year if the lease starts after January. Residents who no longer need their spaces are reimbursed the prorated amount for the remainder of the year. Monthly payments are not available for carport spaces. Carports are leased on a first come, first served basis. They are not transferable to a new resident or prospective buyer. A wait list is maintained by the Parking Coordinator in the event all carport spaces are leased.

Residents who choose not to rent a space for additional vehicles must park on the street.

2. FIRE HYDRANTS AT BOLLARDS. No parking is permitted within 12 feet of fire hydrants according to the Fire Chief of Paso Robles. Therefore, no parking is allowed at the bollards **on east and west end**.

3. PARKING ON THE ALLEE is allowed by

A. RESIDENTS for 15 minutes for loading and unloading

B. CONTRACTORS so long as the contractor is on site to move vehicle and equipment quickly in case of an emergency

4. PREFERRED PARKING AREAS FOR CONTRACTORS/VENDORS:

A. Space behind unit #653

B. Cul-de-sac by Vicki and Bob's house (# 671)

C. Two parking spaces near the West side entrance

D. Next to garden area near trash enclosure.

Residents may use these spaces to load and unload for 15 minutes.

5. COMMUNICATION WITH CONTRACTORS AND VENDORS. These communications should occur between the homeowner or OCC Agent and the contractor. Contractors are to be informed where they can and cannot park before commencing work. A sheet with parking requirements will be available in the Office. If a resident has a problem with a contractor's vehicle, talk to the homeowner or the agent and NOT to the contractor.

GUEST PARKING. There are six guest parking spaces reserved for guests or contractors of OCC residents with a two-week limit. Residents may use guest parking temporarily for two hours or longer, under special circumstances, with notification to the community by e-mail.

RECREATIONAL VEHICLES. According to section 7.2(C) of the CCRs, boats, trailers, campers, RV's, commercial vehicles, and "trucks in excess of one (1) ton gross carrying weight" can be parked in guest or resident parking no longer than forty-eight (48) hours in a 10-day period. Parking such a vehicle longer requires permission from the Board.

In fairness to all we expect residents to respect and practice these agreements. If you need assistance with parking, please contact the Parking Coordinator or the Board President.

**OAK CREEK COMMONS HOMEOWNERS ASSOCIATION (HOA)
PAYMENT AND COLLECTION POLICY- Revised February 2014.**

Our Payment and Collection Policy is amended to make it consistent with 2013 changes in the Davis Sterling Act, which took effect on January 1st, 2014.

NOTICE TO MEMBERS: This document sets forth the HOA's policy regarding the collection of assessments in accordance with the HOA's Declaration of Covenants, Conditions and Restrictions, its Bylaws, and the California Civil Code. **Civil Code Section 5310.**

1. Assessments in General. The HOA has a duty to levy regular and special assessments sufficient to perform its obligations under the governing documents and California law. Regular assessments are determined at least once annually and are payable during the year in monthly installments or at such other intervals as the Board of Directors shall designate. The HOA shall distribute the written notice to each member of the HOA during the 60-day period immediately preceding the beginning of the HOA's fiscal year. **Civil Code Section 5600.**

2. Obligation to Pay Assessments. A regular or special assessment and any late charges, reasonable fees and costs of collection, reasonable attorney's fees, if any, and interest, if any, shall be a debt of the owner at the time the assessment or other sums are levied. Each assessment or charge is also a lien on the owner's property from and after the time the HOA causes a Notice of Delinquent Assessment Lien to be recorded with the Recorder's Office in San Luis Obispo County. (See paragraph 7. below) **Civil Code Section 5650(a).**

3. Notice of Assessments. Not less than 30 days or more than 60 days before any increase in the regular assessment or any special assessment becomes due, the HOA will give the owners notice of the assessment. Notice will be sent by first-class mail to addresses on the membership register as of the date of notice. The Board of Directors may elect from time to time to provide additional period statements of assessments and charges, but lack of such statements does not relieve the owners of the obligation to pay assessments.

4. Designation of Agent. The Board of Directors may designate an agent or agents to collect assessment payments and administer this Assessment Collection Policy. Such designated agent may be an officer of the HOA, manager, collection service, banking institution, attorney, law firm, or other appropriate agent.

5. Late Charges and Interest on Delinquent Amounts. Any HOA assessments, including dues, Spectrum Cable TV and Internet services, carport fees, etc., shall become delinquent if not received by the HOA within fifteen (15) days of the first day of each month. A homeowner who is unable to pay by the 15th should immediately contact the Finance Team to arrange a payment schedule. **Civil Code Section 5650 (b)**

The Treasurer shall notify the Board of Directors of all delinquent payments on or by the first (1st) day of each month but no later than the 10th of the month.

Delinquent accounts become subject to the following additional charges as contained in the Civil Code and the governing documents: costs of collection including reasonable attorney's fees; a late charge of \$15.00 or 10% of the delinquent assessment, whichever is greater, and interest on all sums (including the delinquent assessment, collection fees and costs, and reasonable attorney's fees) at an annual interest rate of 10% commencing 25 days after the assessment becomes due, whether or not charged prior to collection.

Example: Payment due on February 1st becomes delinquent on the 15th. If the payment of dues is not received by February 25th, a late charge of \$15.00 is added to the March 1st statement. All dues statements are itemized to show each assessment and late charge or fee.

If it is determined that the assessment was paid on time to the HOA, the owner will not be liable to pay the charges, interest, and costs of collection.

6. Initial Delinquency Notice. Once an assessment, or any portion thereof, has become delinquent, the owner **shall** receive an initial delinquency notice stating all amounts past due and any known collection charges imposed as of the date of the notice. This notice may be in the form of a letter, monthly statement, past due notice, or any form of written communication from the HOA or its designated agent.

7. Notice of Intent to Record Lien. Civil Code Sections 5660 and 5675: If an assessment account remains unpaid for 45 days after it is due, the HOA or its designated agent shall, *at least 30 days prior to recording a lien* upon the separate interest of the owner, notify the owner of record in writing *by certified mail*. The certified Pre-Lien Notice must include the following:

- a. A general description of the collection and lien enforcement procedures of the HOA and the method of calculating the amount owed;
- b. A statement that the notified owner has the right to inspect the HOA's Records. A statement in 14-point capital letters or boldface type:

IMPORTANT NOTICE: IF YOUR SEPARATE INTEREST IS PLACED IN FORECLOSURE BECAUSE YOU ARE BEHIND IN YOUR ASSESSMENTS, IT MAY BE SOLD WITHOUT COURT ORDER;

- d. An itemized statement of the charges owed by the owner, including items on the statement that indicate the amount of delinquent assessments, the fees and reasonable costs of collection, reasonable attorney fees, and late charges, and interest, if any;
- e. A statement that the owner shall not be liable to pay the charges, interest, costs of collection if it is determined that the assessment was paid on time;
- f. A statement that the notified owner has the right to meet with the Board.
- g. A statement that the owner has the right to dispute the assessment debt by submitting a written request for dispute resolution to the HOA pursuant to the HOA's meet and confer program.
- h. A statement that the owner has the right to request alternative dispute resolution with a neutral third party before the HOA may initiate foreclosure against the owner's separate interest (see paragraph #14 "ADR & Foreclosure" below), except that binding arbitration shall not be available if the HOA intends to initiate judicial foreclosure;

8 a. Recording of Lien. The Board shall decide in open session and record its decision in the minutes whether or not to impose a lien on the owner's separate interest for the delinquent assessments and charges. At the expiration of 30 days following the Notice of Intent to Record a Lien, the HOA or its designated agent will, without further notice to the owner, record a lien against the owner's property. The notice of delinquent assessment shall be mailed to all recorded owners of that owner's interest in the common interest development no later than 10 calendar days after recordation **Civil Code Sections 5673 and 5675.**

8 b. Liens recorded in error: Civil Code Section 5685(c),

The association shall promptly reverse all charges associated with the recorded lien: late fees, interest, attorney fees, collection costs, pay costs of recording of release of lien (**Civil Code Section 5720**) and pay all costs associated with related dispute resolution or alternative dispute resolution.

9. Recording of Release of Lien. A release of lien will not be recorded until the entire balance of the owner's account is paid in full. All charges incurred in recording a Release of Lien, including reasonable attorney or agent fees and costs, will be charged to the account. The HOA shall record, or cause to be recorded, a lien release or notice of rescission within 21 days of the payment of the sums specified in the notice of delinquent assessment. The lien release or notice of rescission shall be recorded in the office of the San Luis Obispo County Recorder. The HOA must also provide a copy of the lien release or notice that the delinquent assessment has been satisfied, to the owner of the separate interest. **Civil Code Section 5685.**

10. Foreclosure. Foreclosure proceedings may not begin for a period of at least 30 days following the recording date of the Notice of Delinquent Assessment. Further, foreclosure may not be used to collect delinquent assessments until the amount of the delinquent assessments secured by the lien, exclusive of any accelerated assessments, late charges, fees and costs of collection, attorney's fees, or interest, **equals or exceeds** one thousand eight hundred dollars (\$1,800), **or until** the assessments are more than 12 months delinquent. **Civil Code Sections 5675, 5700, and 5720(b)(2).**

11. Payment Plan Request & Agreement. An owner of a separate interest may submit a written request to meet with the Board of Directors to discuss a payment plan agreement to allow the owner to make periodic partial payments on the entire balance of the assessment account in addition to assessments that will accrue during the payment plan period. **Civil Code Section 5665.**

The HOA has no obligation to enter into such a payment agreement. If the HOA accepts an agreement with the owner, it shall be reasonable, as determined by the Board in its sole discretion, and in accordance with the standards for payment plans, if any exist.

The payment agreement shall be in writing and will include a provision that additional late fees shall not accrue during the payment plan period if the owner is in compliance with the terms of the payment plan. Interest and administrative charges will accrue until the account is paid in full. *Payment plans shall not impede the HOA's ability to record a lien on the owner's separate interest to secure payment of delinquent assessments.*

The agreement will also include a provision that *in the event of a default* on the payment plan, the HOA may resume its efforts to collect the delinquent assessments from the time prior to entering into the payment plan. A lien will be recorded against the property to secure the debt for the HOA. The owner will be charged for the additional collection fees and costs to administer the payment plan.

If the request to meet and confer with the Board is mailed within 15 days of the date of the postmark on the Notice required in Paragraph 7, then the Board shall meet with the owner in executive session within 45 days of the postmark, on the owner's request. However, if there is no regularly scheduled Board meeting within that period, the Board may designate one or more members to meet with the owner.

12. Validation of Debt. Unless an owner disputes the validity of the debt, or any portion thereof, within thirty (30) days after receipt of the notice pursuant to a Notice of Intent to Record a Lien in accordance with Paragraph 7, the debt will be assumed to be valid. Validation of the debt will be provided in writing at no additional cost to the owner and will include (a) an itemized statement of the charges owed by the owner, including items on the statement which indicate the amount of any delinquent assessments, the fees and reasonable costs of collection, reasonable attorney's fees, any late charges, and interest, if any; (b) the HOA's name; and (c) the HOA's mailing address.

13. Dispute Resolution Procedure, Meet and Confer. An owner has the right to dispute the assessment debt by submitting a request *in writing* to meet with the Board. The Board or its members may not refuse to meet and confer. The Board may designate a member of the Board to meet and confer. The parties shall meet promptly at a convenient time and place, and explain their positions in good faith. A resolution of the issues shall be memorialized in writing and signed by each of the parties. If there is no agreement,

the owner may appeal using the same meet and confer process described above. **Civil Code Sections 5910 and 5915.**

14. ADR-Alternative Dispute Resolution & Foreclosure. An owner has the right to request alternative dispute resolution with a neutral third party before the HOA may initiate **foreclosure** against the owner's separate interest, except that binding arbitration shall not be available if the HOA intends to initiate judicial foreclosure. **Civil Code Section 5705(b).**

15. Owner Has Right to Inspect HOA Records. An owner has the right to inspect the HOA records. The owner should contact the Board for the policies and procedures set forth to inspect the records. **Civil Code Section 5205 et seq.**

16. Other Remedies. The HOA reserves the right to avail itself of any other remedy permitted by law and the HOA's governing documents to collect assessments and related costs and charges, including but not limited to bringing an action in Small Claims or Superior Court. Such remedies may be taken in addition to, or in lieu of, any action already taken, and commencement of one remedy shall not prevent the HOA from electing to pursue another remedy at a later date. **Civil Code Section 5700(a)(b).**

17. Address of the HOA and the Board of Directors. Owners should respond in writing or make payments to the address as directed by the Board. Overnight payments should be mailed to Oak Creek Commons HOA, 635 Nicklaus Street, Paso Robles, CA 93446. Correspondence should be mailed to the same address. This address is subject to change after the distribution of this policy. Notification of a change will be in writing to the membership through normal day-to-day correspondence from the Board. It is the owners' responsibility to note any changes for their records.

18. Returned Payments. Payments returned for insufficient funds, closed account, stop payment or for any other reason will be charged back to the owner's account in addition to any administrative fee, bank fee or collection fees and costs incurred to handle the returned payment. If any two payments to the account in a 24-month period are "Returned" to the bank, personal checks will no longer be accepted.

19. Sufficiency of Notice. Except for notice that, under California law, must be sent by certified mail, notice is sufficient if either hand-delivered or mailed first class, postage prepaid, to the owner at the address on the membership register at the time of notice. Notice is presumed received three (3) days after being mailed. An owner is required to notify the HOA of any change in the owner's name or mailing address. An owner may provide written notice by United States mail to the HOA of a secondary address. If a secondary address is provided, the HOA shall send all correspondence and legal notices required to both the primary and secondary address.

20. Void Provisions. If any provision of this Policy is determined to be null and void, all other provisions of the Policy shall remain in full force and effect.

Adopted by the Oak Creek Commons Homeowners Board of Directors on
this _____ day of _____, 2014 _____

OAK CREEK COMMONS PET POLICY (Revised 3/4/2023)

GENERAL STATEMENT

At Oak Creek Commons, we value our pets, other domesticated animals and the variety of wildlife that inhabit our community.

We view pet owners as guardians who are fully responsible for the health and safety of their pets and each pet's impact on the OCC community. We ask pet owners to be especially sensitive to people with allergies and those who do not wish to interact with pets.

A. ALL PETS

1. Pet owners are asked to follow the guidelines below set by the Oak Creek Commons community and to follow the Municipal Codes of the City of Paso Robles.
2. Pet owners are responsible for remedying any pet's behavior that OCC residents and/or neighbors consider a nuisance or a safety concern. A dispute that cannot be resolved between the parties will go through a community mediation process before being referred for a complaint procedure under the Municipal Codes of the City of Paso Robles and the County of San Luis Obispo.
3. Please consider spaying and neutering dogs and cats and keeping vaccinations up to date.
4. People keeping pets outdoors, including chickens, should check with their neighbors for concerns. Roosters are not allowed as per city code.

B. CATS

Our goal is to minimize the impact of outdoor cats on our community and the birds, lizards, etc. that live here.

1. Please consider keeping all cats indoors. If you acquire a new cat, make it an indoor cat from the start.
2. If you allow your cat outdoors, please put a bell or a special cat collar on it that alerts wildlife.
3. Help discourage rodents and other unwelcome animals by not leaving any food outdoors for more than half an hour.
4. Please bring cats indoors at night.

C. DOGS

Because living in cohousing involves considerable socializing, we want to ensure the safety, comfort, and happiness of all human and canine community members.

1. Community members are encouraged to speak to dog owners if they have sensitivities to dogs in general or a specific dog in the community.

2. Dogs must be kept on a leash in the housing area and the orchard at all times, and on leash or under voice control* in the 10-acre woods. Dogs are not allowed to chase wildlife.
3. Dogs who are reactive** must be kept on a leash at all times.
4. Please use discretion where dogs relieve themselves. For example, inappropriate places would be where people gather or play on lawns, organic gardens, front yards, against buildings.
5. Please clean up pet waste immediately anywhere on OCC property, including the 10-acre woods and orchard.
6. Please clean up pet waste in yards on a regular basis for sanitary reasons.
7. Only certified service animals are allowed in the Common House.
8. To provide a sense of security, a leashed dog may accompany a Common House lock up team member inside of the Common House during rounds.
9. Residents and their invited guests may use the dog park in the 10-acre woods for off leash play for their dogs. Do not leave your dog unattended and clean up after your dog before you leave.
10. The fenced swimming pool area is designated for human use only.

Definitions:

*Voice control: Dogs must immediately obey verbal commands. The dog returns immediately, and remains by the side of the handler.

**Reactive: Reactive dogs become overly aroused by common stimuli. They may lunge, bark and growl, becoming so preoccupied with whatever is triggering the emotion that they can be difficult to control and move out of the situation. A reactive dog is usually a fearful dog.

Notes:

1. Exceptions to this policy may be considered on a case-by-case basis by the community, such as:
 - Bring the topic to a community meeting
 - Create a fast track proposal
2. Visitors and guests are subject to the same guidelines and Municipal Codes as are members.
3. City of Paso Robles municipal codes for:

Dogs:

https://library.municode.com/ca/el_paso_de_robles/codes/code_of_ordinances?nodeId=TIT8ANCO_CH8.08DO

4. Special cat collars help protect birds: <https://www.birdsbesafe.com/>

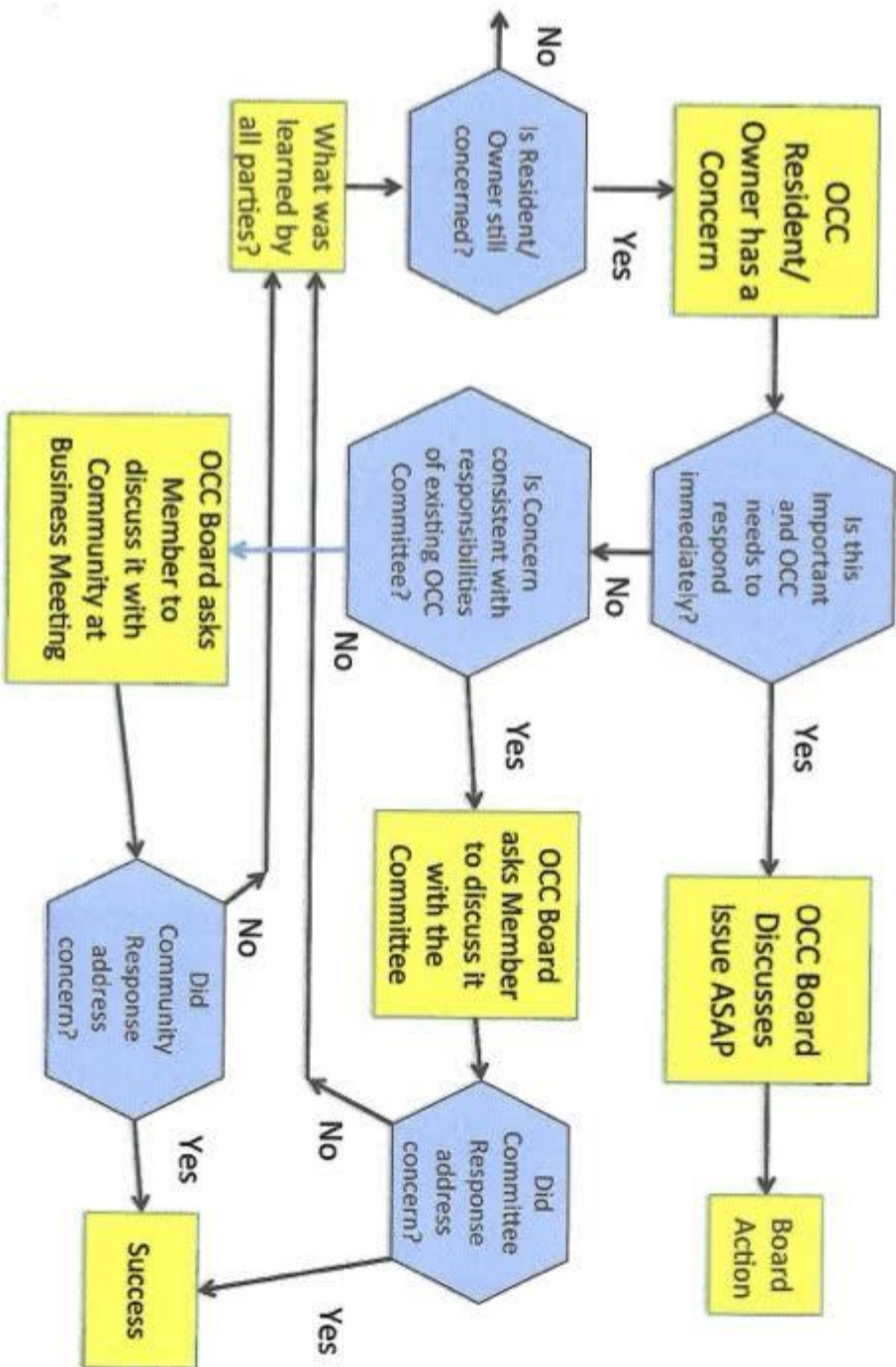
POOL AREA RULES

OCC welcomes all residents and their guests to the pool and spa. Hosts: Please tell guests to sign in on the white board at the east entrance. Notify the community if you will have several guests using the pool.

- 1. POOL HOURS: 10 AM TO 10 PM
(adult lap swimmers only: 7am ok).**
- 2. CHILDREN UNDER 14 MUST BE ACCOMPANIED BY
SOMEONE 18 AND OLDER.**
- 4. SWIM DIAPERS ARE REQUIRED FOR CHILDREN THAT
ARE NOT POTTY-TRAINED.**
- 5. THE POOL GATES MUST BE KEPT CLOSED AND LOCKED.**
- 6. NO GLASSWARE OR GLASS CONTAINERS OF ANY KIND.**
- 7. CLOSE SHADE UMBRELLAS WHEN LEAVING THE POOL
AREA.**
- 8. NO PETS IN THE POOL AREA.**

It is our intention to keep the area clean and safe and to make it an enjoyable experience for everyone. Please pick up toys, trash, towels and all personal belongings when you leave.

Process: OCC Board Response to Resident/Owner Concern
(consistent with our Cohousing Context)



RODENT PROTOCOL

Fast-track decision April 2019

1. Residents are asked to keep their surrounding areas clear and free of hiding places for rodents (rats and mice), such as pet food, dense shrubs, plantings, weeds, etc.
2. If you suspect that you have rodents in your home or attic, contact a pest management company of your choosing to assess the damage. Be sure you ask what they charge for an estimate.
3. Ask the pest control company what you can do on your own to stop or prevent future problems.

In most cases, the pest control company's advice is to place traps around the perimeter of the condos and will offer to install and monitor the traps or "bait stations" for a set monthly fee. *Such "stations" contain very toxic poisons that kill over a period of days. Because the rodents are still alive, wildlife may eat several poisoned rodents and ingest the poison through the rodents. At OCC, we encourage Integrated Pest Management (IPM). This involves using the least toxic method that will work. (*) Ask a community member with experience.*

4. After doing the above, contact the Facilities Team for some advice and history about what has been done in the past.
5. Here is what the HOA will do:
 - a) Monitor the conditions around units and in common areas that may harbor rodents and conditions that may allow them to enter units,
 - b) Act through its teams to remove rodent infestations in the Orchard, the Garden, and the Ten Acre Woods, and,
 - c) Keep the community informed about such infestations when they become known.
6. What the HOA is not responsible for:
 - a) Preventing rodents from entering the condos
 - b) Paying for the removal of rodents (dead or alive) from within the condos
 - c) Paying for damage done by rodents inside the condos
 - d) Paying for measures to prevent rodents from entering condos.

7. Combined efforts of homeowners and the OCC Teams have helped to control and manage the rodent problem here at Oak Creek Commons.

(*) Here are some useful links:

California Fish and Wildlife website is: <https://www.wildlife.ca.gov/living-with-wildlife/rodenticides#2206097-how-do-you-know-rodent-baits-are-poisoning-wildlife>. Scroll down to the question tabs.

US EPA sites on rodenticides: <https://www.epa.gov/rodenticides/canceling-some-d-con-mouse-and-rat-control-products>.

This Old House: <https://www.thisoldhouse.com/ideas/how-to-keep-pests-out-your-house>.

Terminix: <https://www.terminix.com/blog/home-garden/keep-rats-out-of-attic/>

SMOKE-FREE ENVIRONMENT (Proposal passed 4/1/16)

The Oak Creek Commons Homeowners' Association (OCC HOA) supports a smoke-free environment with the expectation that all neighbors will ensure the consideration of others in regard to their health and well-being. Because many people in our community are sensitive to tobacco smoke, and considering that second-hand smoke has been documented as dangerous and even deadly to people and pets, we expect that anyone who chooses to smoke will do so outside of OCC HOA property or within the confined space of his or her own home, taking care not to have any smoke drift outside into the community. Smoking is considered a nuisance and will be treated as such as outlined in our CC&R's. Following are guidelines for this policy:

- "Oak Creek Commons" is defined to include the ten-acre woods, the 31 condominium units and the 5 single family homes and surrounding property that belong to the Oak Creek Commons Homeowner's Association.
- Smoking of tobacco products or electronic smoking devices by any method, including, but not limited to cigarettes, cigars, cigarillos, and pipes, and all other smoking devices that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, or pipe is not in compliance with our smoke-free environment policy and thus is not allowed anywhere in common interior space or in any exterior space at Oak Creek Commons.
- Smoking can take place in individual condominiums or in single family homes, provided that the smoke does not leave the residence and drift into air space, which includes the ten acre woods, gardens, patios, decks, balconies, and other open space areas attached to or surrounding individual condominiums and homes.
- Smokers are expected to be particularly aware of smoke drifting out through windows and doors, which need to be closed if someone is smoking inside.
- If anyone at Oak Creek Commons is irritated by smoke that enters their unit or any outside air space within the OCC community, the smoker is expected to immediately correct the situation. Landlords are responsible for their tenants adhering to the policy. People who are adversely affected by smoke, indoors or outdoors, are encouraged to express their concerns to the smoker and the unit owner if the smoker is a renter. The parties must quickly come to an agreement on both immediate and long-term action to prevent smoke from entering the affected common or private space. The Harmony Team or other appropriate committee will be available for assistance.
- Oak Creek Commons members are responsible for informing their visitors of the community's smoke-free policy. Residents should inform smokers of the "bus stop" as a designated smoking spot outside Oak Creek Commons.
- **Note:** This policy includes smoking marijuana.

APPENDIX B

COMMITTEES

LIST OF OAK C5REEK COMMONS TEAMS

- Board
- Care team
- Celebration team (dormant)
- Common House team; separate Lock-up team
- Community Active Participation (CAP) team
- Design team
- Facilitators team
- Facilities:
 - Facilities Maintenance team
 - Fix-It team
 - Pool team
- Family team
- Finance team
- Garden and Orchard team
- Harmony team
- Kitchen team
- Landscape team
- Membership team
- Tech team
- Ten Acre Woods team

The Oak Creek Commons Community Fund is a separate mutual benefit corporation that exists to provide interest-bearing loans to residents of the community. It is not an OCC committee, but all its board members are OCC residents.

TEAM OVERVIEW

Teams are either permanent or ad hoc. The following is an overview of the permanent teams' responsibilities, keeping in mind that a team's purpose or focus may change.

Board

The Board of the Homeowners Association is elected in accordance with the CC&Rs, and Board members serve two years. The Board meets regularly to discuss legal, financial, and safety issues facing the community. The meetings are open to community members and residents.

Care team

The Care team supports community members in times of need, such as medical emergencies.

Celebration team

This team promotes social activities.

Common House team

This team makes sure the Common House is cleaned and posts sign-up lists for regular cleaning and maintenance and for special tasks on workdays. The team also works on or oversees upgrades of the Common House. A separate lock-up team locks up the Common House at night and opens it in the morning.

Community Active Participation (CAP)

This team implements the work program and helps residents find appropriate tasks to perform, if needed.

Design team

An Architectural Committee is required by the CC&Rs. At Oak Creek Commons, we call it the Design Committee.

Facilitators team

The team members facilitate community meetings and are sometimes asked to facilitate team meetings.

Facilities teams

These teams make sure the physical environment is in good repair and maintained.

Family team

This team is concerned with children and family issues.

Finance team

The Finance Team oversees OCC's finances.

Garden and Orchard team

This team is responsible for maintaining the community organic gardens and orchard.

Harmony Team

This team was formed to provide a safe and supportive space for neighbors to have difficult conversations, as well as developing skills for open and compassionate communication.

Kitchen team

The Kitchen team oversees meals and supplies for the kitchen.

Landscape team

This team is responsible for making sure the landscape in the developed area is maintained.

Membership team

This team represents OCC to potential and new residents, manages real estate needs, and is responsible for integrating new community members.

Tech Team

The mission of this team is to provide technical support in areas that involve the community as a whole.

Ten Acre Woods team

This team is concerned with the ten acres of oaks, making sure we adhere to the fire codes, and preserving and restoring the land with its wildlife, plants, trees, and watershed.

THE CARE TEAM: Purpose and Responsibilities

Purpose: To support community members in times of need, such as medical or other emergencies.

Responsibilities:

Finding neighbors who can step in to help in short-term medical emergencies or other needs. Help may consist of such things as offering rides, shopping or running errands, doing laundry, taking out trash, providing meals, taking care of a pet, or visiting a neighbor.

How to contact us:

To get in touch with the Care Team, contact one of the team members or send an email to the team: Care-OCC@googlegroups.com

CELEBRATION TEAM PURPOSE AND RESPONSIBILITIES

Purpose: Enrich our connections and relationships through shared experiences and activities.

Responsibilities:

- Promote social activities that bring the community together
- Celebrate special events
- Create activities for all ages

COMMON HOUSE TEAM JOB DESCRIPTION

Purpose

- Ensure that the inside of the Common House (except the children's room and the kitchen) as well as the back deck are regularly cleaned and maintained and adequately furnished.
- Monitor and acquire items placed on the Plaza

Responsibilities

1. Request and manage a Common House budget.
2. Purchase cleaning supplies.
3. Coordinate cleaning of the Common House as specified under Purpose.
4. Obtain professional cleaning when necessary.
5. Inventory the guest rooms periodically to assess any needs for purchases or repairs.
6. Hold and distribute keys for people hosting the guest rooms.
7. Ensure daily openings and nightly lock-ups of the Common House.
8. Acquire furnishings needed for all rooms (except the children's room and the kitchen).

Details of tasks and steps to accomplish them

Common House

1. Cleaning supplies include paper supplies for the bathroom.
2. Cleaning of the Common House is done through sign-ups on the task sheets. "Special" cleanings of the Common House are done on a workday but are not limited to that day. A check-list of tasks can be found in the Common House cleaning binder located in the Office.
3. Carpet and window cleaning are budgeted.
4. The guest room manager is responsible for taking the inventory of the guest rooms.
5. A team member is responsible for maintaining sign-up sheets on line for the Common House tasks.

Plaza

6. Before placing items on the Plaza, residents are asked to check with the Common House team first.
7. The Common House team will dispose of broken items on the Plaza and items no longer needed. The community will be notified prior to "clean-up."
8. The Common House team welcomes discussion of residents' ideas for potential use of the Plaza.

DESIGN COMMITTEE PROCEDURE

Approved September 9, 2006 with *proposed Revision adopted May 2011*

PURPOSE

The Design Committee (i.e., that committee in the CC&Rs known as architecture Committee), and known as Committee in this document, provides a place for members of the community to take their building and design ideas for input, information and perspective. As advisors to the community, the Committee considers ideas, plans, and proposals; provides structural and design information that reflects the community's vision and values (when available), and promotes excellence through a balance of individual and community needs.

MEMBERS OF THE DESIGN COMMITTEE

The community will elect or select from a list of interested people a group of 5 residents living at OCC who are willing to be on the committee. This group will be recommended to the Board for ratification.

DESIGN APPROVAL PROCESS

The following is an overview of the roles and tasks performed by the Committee with input from the community:

Community members are encouraged to meet with the Committee to discuss their ideas, drawings, materials, etc. in the very early planning stages.

All projects that will penetrate or modify community owned property must be taken through this process by the individual(s) or committee(s) involved.

The Committee offers ideas and suggestions, if necessary, to assist the individual in successfully completing a proposed plan.

With all projects, the Committee will arrange for community input such as posting designs, gaining neighbors' input and facilitating community questions and concerns.

If the Committee agrees with the individual's idea or plan, the Committee will approve the plan and work with the individual to successfully complete the project.

The Committee can decide to bring a project to the community for input and even approval if the project is new, large, setting a precedent, etc., if community input or approval is important.

If the committee cannot agree with the individual's idea or plan, the individual may bring their proposal to the community.

Only the community, acting as an ad hoc Design Committee of the whole, can disapprove a project.

STANDARDS AND GUIDELINES

As needed, the Committee will research information relevant to maintaining the structural and design integrity of our buildings, such as whether a building permit is required; the type of contractor needed, or preferred building techniques, e.g. how best to attach something to the outside walls. Suggestions for possible standards and guidelines may be made by any member of the community and given to the Committee to research and develop if appropriate. The community must approve all new standards and guidelines.

ACCOUNTABILITY TO COMMUNITY

Minutes will be taken of all meetings and posted. Timely updates on projects will be made on email, posted in the Common House and announced at community meetings when appropriate. *The Design Committee may, from time to time, subject to approval by the Community and ratification by the Board, adopt, amend, and repeal the Design Committee process.*

DESIGN TEAM PROJECT PROPOSAL PROCEDURE

The following is the procedure developed by the Design Team to be used for submitting proposed projects to the Design Team for review. Additionally, the procedures and forms to be used are explained. Based on the proposal agreed upon by the community on September 9, 2006, this is the procedure to be used prior to starting a project. A copy of the community approved proposal is attached.

THINGS TO DO:

The following is a general outline of the steps suggested by the Design Team to allow a project to move forward:

1. Discuss the proposed project with your neighbor(s).
2. Check to see if your project falls under an existing Community Standard for your type of project.
3. Determine if a permit is required from the city for your project.
4. Create and submit a PRELIMINARY PROJECT PRESENTATION form to the Design Team for review and input.
5. *Then, Meet with the Design Team to discuss and review your proposal.*
6. After review by the Design Team, create a PROJECT PROPOSAL SUBMISSION FORM (hereafter, "SUBMISSION FORM") for review by the Design Team.
7. After the proposal owner has met with the Design team to review and discuss the proposed project, *the Design Team deliberates and writes its decision on the SUBMISSION FORM (Attached). A designated Design Team member then gives a copy of the SUBMISSION FORM with the Design Team's comments to the project proposer for posting with the other project documents. The Design Team will file a copy of the SUBMISSION FORM with its comments in the OCC file.*
8. The Project proposer posts the SUBMISSION FORM along with the other project documents and details in the Common House for a *minimum of TEN (10) DAYS. At the same time, the Project Proposer sends a notice to the OCC Community using the current updated email list, including a short description of the project along with a notice that states:*

“Please Note: the Project Documents and the DT’s Submission Form have been posted in the Common House as of _____ (the posting date) and will remain posted for a period of at least ten (10) days for community comment. If you have any considerations or comments, please contact _____ (your name, phone number, email) as soon as possible. Thank you.”

9. After community approval of your project, you provide a signed copy of the “GENERAL AND CONTINUING GUARANTEE AND INDEMNIFICATION AGREEMENT or “IA” and provide proof of the required documents (in the IA) to the Design Team, Landscape Team, or Facilities Team representative as agreed.”

10. After posting a project for at least TEN(10) DAYS, and before proceeding, the project proposer notifies the Design Team that he/she is ready to proceed and have resolved all concern.

SUGGESTIONS FROM THE DESIGN TEAM:

The following suggestions are made by the Design Team to help you create a successful and satisfactory project:

We recommend using a licensed and/or qualified contractor to handle your project. It is strongly advised that you get (a) written quotation(s). We recommend that, if possible, you get more than one quote for your project. We recommend that you ask for and do reference checks on your contractor(s). Determine if your contractor is bonded, and if s/he has employees, does s/he have Workers’ Compensation Insurance coverage.

NOTE: The following forms and the Indemnification Agreement form are found in the Common House office. We can provide you with one.

PRELIMINARY “WRITTEN” PRESENTATION:

A form titled “PRELIMINARY PROJECT DESCRIPTION” has been developed. This form, when completed, is intended to provide sufficient information to the Design Team to understand the project and so that the Team may provide input, suggestions and guidance. The form consists of the following sections:

Brief Narrative Description: This should include a brief general description of the proposed project with details such as approximate location, color, as well as some dimensions if available.

Rough Sketch/Drawing/Photograph: This should provide sufficient information to visualize the project.

Preliminary Installation Details: This section provides the information needed to assure that OCC property is being properly taken care of.

Neighbors Review: Asks if you have discussed your project with your neighbor(s) and addresses possible concerns.

Comments: Space for additional input, as required.

DETAILED PROJECT DESCRIPTION:

A form titled “PROJECT PROPOSAL SUBMISSION FORM” was developed to provide the information that will be posed for Community review prior to initiating the project. The form consists of the following sections:

Purpose: Defines the responsibilities relating to the project to which the homeowner agrees.

Checklist: This section defines the information needed to fully describe the project as well as listing support documents.

Design Team Action: Indicates that the Team has reviewed the project and made a recommendation regarding the project.

PROJECT PROPOSAL SUBMISSION FORM

Revised 06.28.23

Project Name: _____ Date: _____

Address: _____ Nicklaus Street Homeowner: _____ Contact # _____

PURPOSE: To present a brief description of your project to the Design/Landscape Team, with sufficient information for these teams to understand your project, provide guidance, and request required documentation.

1. BRIEF NARRATIVE DESCRIPTION (to help determine if your project falls under an existing Community standard)

2. PLEASE ATTACH ROUGH SKETCH/DRAWING/PHOTOGRAPH/CONCEPT PLAN (including approximate dimensions)

3. CHANGE DETAILS (check all that apply)

☐ Tree Removal ; ☐ Shrub Removal; ☐ Irrigation Modification; ☐ Slope Drainage;
☐ Tree Addition; ☐ Shrub Addition; ☐ Transplanting; ☐ Major Trimming; ☐ Hardscape;
☐ Lighting; ☐ Lawn Removal; ☐ Lawn Addition; ☐ Patio; ☐ Patio Cover ☐ Fencing;
☐ Walls; ☐ Sheds; ☐ Pottery; ☐ Solar Panels; ☐ Water Features;
☐ Other: _____

Attachment To Any Existing Structure: ☐ Yes; ☐ No

If Yes What Structure: _____

4. NEIGHBORS REVIEW:

Have you discussed your proposed project with your immediate neighbors?

Date: _____ Concerns ☐ Yes; ☐ No

Explanation: _____

5. Indemnity Agreement: Indemnity Agreement completed and notarized and returned to the appropriate team for recording with the County.

Date _____ or Not Applicable _____

6. Homeowners Insurance

Provide a copy of the Declaration Page showing OCC HOA listed as an insured on the policy. Date _____
or Not Applicable _____

7. Does the City require a permit for your project?

____ No ____ Yes (if yes please provide a copy of permit)

Contractor (if applicable):

Company Name: _____

CA State Contractor: License Number _____ Expiration Date: _____

Worker's Compensation Insurance Expiration Date: _____

The above requested information can be found at: Check A License - CSLB (ca.gov)

<https://www.cslb.ca.gov/onlineservices/checklicenseII/checklicense.aspx>

This form defines the responsibilities accepted by an OCC homeowner(s) when proposing a project within the purview of Oak Creek Commons HOA. Please read it carefully.

a. The undersigned agree to take responsibility for the care, maintenance and future upkeep of the proposed project.

b. The undersigned agree to provide a notarized Indemnification Agreement, and add OCC HOA as an insured to their insurance policy, and provide a copy of the Declaration Page. Notary and recording fees are the responsibility of the homeowner.

c. The undersigned agree that the project will be completed as shown in the approved 'proposal' plan. If any deviations from the plan become necessary, the undersigned agree to contact the appropriate team prior to proceeding with the change.

The following is a list of items to include with this form:

____ Design Plan and Detail ____ Development Schedule

____ Materials List ____ Material Sample (if appropriate)

Team Action:

_____ Reviewed and Accepted _____ Not Recommended

If not recommended, why: _____

Homeowner(s) signature: _____ Date: _____

Design Team Member Signature: _____ Date: _____

Landscape Team Member Signature: _____ Date: _____

DESIGN COMMITTEE MEMBERS SELECTION

The Design Committee should consist of five members who must be homeowners living on site.

It is desirable that the committee is made up of individuals who, collectively, offer the following:

- Familiarity with design and construction practices
- Group facilitation and/or oral and written communication skills
- Conflict management skills

The Board will announce vacancies at a business meeting or by email or both. Candidates should notify a Board member of their interest. The Board may seek or recruit additional candidates. In accordance with the CC&Rs, the Board will appoint the members of the Design Committee.

FACILITATION TEAM PURPOSE AND RESPONSIBILITIES

Purpose: To provide facilitation skills for community meetings, discussing OCC issues in a transparent, respectful manner while allowing residents the opportunity to express their opinions.

Responsibilities:

- Sets the agenda for monthly business meetings with input gathered from residents
- Facilitates monthly business meetings and sometimes team meetings or discussion circles
- Provides opportunities for the community to learn more about consensus and other decision-making processes

FACILITIES-RELATED TEAMS

Four teams operate under the banner of Facilities:

- Facilities Maintenance team
- Fix-It team
- Pool team

The Fix-It and Pool teams coordinate with the Facilities Maintenance Team (FMT). If any other OCC teams plan work on our facilities, they will communicate and coordinate with FMT.

FACILITIES MAINTENANCE TEAM

This team takes care of:

- Ongoing maintenance and inspections of OCC facilities, to be performed periodically as listed on the task sheets.
- Emergency repairs not handled by the Fix-it team.
- Coordination between teams that have projects involving OCC facilities and keeping track of such projects in its Google archives.
- Referring residents to the appropriate team when a facilities' issue as listed on the task sheets needs to be performed, and taking care of repairs not handled by other teams.
- Planning projects funded by money from the Reserves account. The team, in consultation with the Finance team, decides which projects should be done during a particular fiscal year and prioritizes them. The team is also responsible for recruiting community members to coordinate the various projects.

FIX-IT TEAM

This team can handle basic and quick do-it-yourself maintenance and repair of common areas. Often these tasks can be done with one hour or less of labor, generally do not need a professional service provider, and can involve purchasing supplies. The team keeps a cabinet in the Creativity Center designated for supplies such as replacement batteries for smoke detectors and light bulbs.

Reports to the team of needed repairs can be done on the clip board posted in the Common House or via email to the task sheet coordinator.

POOL TEAM

The pool team is responsible for the maintenance, repair, and operation of the pool and spa, including measuring pool chemicals, and for maintaining and upgrading the pool area inside the fencing.

FACILITIES TEAMS RESPONSIBILITIES

Approved by OCC June 6, 2015 and updated March 2019

Purpose: The Facilities teams are responsible for the repair and maintenance of all community-owned constructed facilities and the HOA-owned equipment and the infrastructure that serves them.

Team Responsibilities

1. Manage routine as well as long-term preventive maintenance or repairs needed for:
 - The Common House and garage and all equipment and facilities within
 - The exterior and roof of each of the condominium buildings
 - The pool and spa and associated equipment
 - The paved common areas and exterior area lighting
 - The fire alarm system
 - Community utility infrastructure including, but not limited to, electrical, gas, water, fire lines, and sewer
 - Other common area structures including, but not limited to, perimeter fence, carports, trash enclosure, and privacy fences
2. Preparation of an annual budget
3. Manage emergency and “special” facilities problems
4. Prepare and maintain a Maintenance Calendar (through task sheets and Reserve Study)
5. Overseeing the Creativity Center
6. Handle other facility improvements or changes as requested by the community
7. Acting as a resource for community members on matters where the teams might be knowledgeable
8. Act as forum for community members wishing to report facility-related issues
9. Monitor utility usage – solar, electric, gas, water

Areas of responsibility

- A. Condominium buildings: exterior, roofs, gutters, balconies, wooden decks, concrete patios, fire sprinkler system and alarm
- B. Common House: major appliances, flooring, deck, fire sprinkler system and alarm, Plaza, underground garage, creativity center, carports, kids’ play structure and area, trash enclosure
- C. Pool, hot tub, shade structure, associated pool/hot tub equipment
- D. Asphalt-paved driveways and parking spaces, carports, concrete sidewalks, flooring and decking; stone-paved pathways
- E. Utility infrastructure including solar, electric, gas, water, sewer, fire hydrants;
- F. Fences, gates, railings
- G. Exterior area lighting, signage, bollards

- H. Garbage, recycling and green waste
- I. Pest control, except that managed by other teams (such as Landscape and Common House) and individual homeowners

Administrative and Communications

- 1. Investigate the qualifications, costs and benefits of utilizing the services of professionals to assist team as things come up
- 2. Maintain a list of qualified contractors and other professionals
- 3. Maintain records of completed facility maintenance and repair actions (history over time)
- 4. Receive information about problems and requests for action from OCC residents and OCC teams and communicate responses
- 5. Keep the community informed of significant team issues under consideration and maintain and publish a list of major facilities repair and replacement projects and status reports of ongoing projects
- 6. Maintain team meeting minutes
- 7. Act as community representative in relationship with regulatory bodies related to common facilities (in collaboration with HOA Board)
- 8. Update the Reserve Study (in collaboration with the Finance Team)
- 9. Maintain and update the Maintenance Matrix

FINANCE TEAM ROLES AND RESPONSIBILITIES

Purpose: To maintain and manage the fiscal affairs of the community.

Accounting and Cash Management

- Billing, collecting and recording member payments for HOA dues, parking, and other payments
- Setting up and administering community bank accounts
- Performing accounting functions such as preparing spreadsheets, preparing and filing taxes, etc.
- Maintaining accounting records
- Distributing funds and signing checks
- Investing available cash consistent with OCC investment policy

Budgets

- Creating and proposing the operating budget for community approval
- Creating reserve studies and reserve budgets
- Creating and proposing reserve policies for community approval
- Monitoring expenditures of committees
- Approving expenses consistent with the budget

Financial Reporting

- Creating and publishing regular operating statements
- Creating and publishing Capital and Reserve Account statements as needed
- Providing financial interpretation and analysis to the community as needed
- Providing quarterly and annual summary of investment performance to community
- Meet with Board monthly to review bank statements, reconciliations, and other financial documents per state law

Direct Financial Oversight of Following Community-Approved Budget Line items

- HOA insurance
- Bookkeeping Services
- Federal and State Taxes
- Legal and Emergency Contingency
- Reserve Study
- Internet Billing and Payment
- Bank Service Charges
- Administrative and Other Costs

HARMONY TEAM CHARTER **(consensus reached 8/23/21)**

Oak Creek Commons Vision: *We are a community that fosters enriching relationships with one another, nature, and the larger community.*

Oak Creek Commons Values (in part): It is our intention to

- *Communicate with integrity, respect and trust*
- *Support, encourage and be compassionate with each other*
- *Live in loving connection while respecting personal space*

In order to live our values, all community members commit to resolving disagreements in a timely manner so as not to impact the community adversely.

Before the Harmony Team is brought into a disagreement, these are steps to be taken:

- a. self-reflection
- b. talk directly to person(s)
- c. talk with a trusted neutral person
- d. request a neutral person to meet with parties

If at any point, these steps are not effective, the conflict may be turned over to the Harmony Team. When the conflict is turned over to that team, the terms of the Charter are in effect, as follows:

1. Once the Harmony Team is brought into a conflict, it will shepherd the conflict until it is resolved to the satisfaction of all parties, or there is an agreement to stop trying.
2. In rare situations, if the Harmony Team does not know what else to try and the community is negatively impacted, the team may turn the issue over to community members for a conversation about possible solutions.
3. Any member or committee in the community can ask the Harmony Team to address a conflict. In addition, the team can proactively insert itself into a perceived conflict if it appears a conflict or broken agreement is not being resolved and there is a negative impact on community life.
4. Whenever the Harmony Team is involved in resolving a conflict, it will decide what, if anything, is appropriate to share with the community (in summary form) about the work the team does with respect to a conflict. The Harmony Team will balance the privacy of individuals with transparency to the community about what is happening.
5. The Harmony Team is charged with finding the most appropriate person (or persons) to mediate a conflict between community members. This mediation is not restricted to Harmony Team members, or even members of the community.

6. The Harmony Team will have a budget, both dollars and CAP hours, for team training, community training in communication and conflict skills, and for hiring outside people to facilitate conflict as needed.

7. The Harmony Team will not have authority to impose solutions. It can only suggest.

8. If the Harmony Team approaches community members to discuss a potential conflict involving them, they are expected to respond to the team within two weeks to discuss their involvement. This is not an admission of guilt or fault; it is a commitment to show up and listen, and to be available to discuss any conflicts in which they are named for the purpose of attending to relationships, clearing up misunderstandings, and resolving issues to the extent possible before they become a community-wide concern.

9. The Harmony Team will report to the community quarterly what volume of work is done during the reporting period and what degree of success it has experienced in resolving conflicts amicably.

10. The Harmony Team will be comprised of people willing and able to occasionally devote significant chunks of time to resolving conflicts. (See list of attributes below).

11. The number of people serving on the Harmony Team should be large enough that it can function well when some members are on vacation or otherwise unavailable, yet not so large that it's awkward to get together and to function well in a pressing situation. Three to five is probably the right number.

12. In order to add a member to the Harmony Team the current team members must first agree that the proposed member is someone they are willing to serve with.

Initial Selection Process for Members of the Harmony Team

The following process was used for the initial selection of Harmony team members:

1. Post the charter for the team and desired qualities for the members of the team.
2. Ask all community members to self-assess to determine if they have some of the qualities listed below:

Proposed qualities wanted in people serving on the Harmony Team

It is understood that all these quantities may not exist in every member, but that together, the team will embody these qualities.

- discretion
- empathy
- fair-mindedness
- ability to deeply listen
- ability to work constructively with emotions
- ability to work in the presence of high distress
- ability to collaborate well (with fellow team members)
- trustworthiness
- approachability
- facilitation skills and experience
- willingness and availability to make the team's work a priority

3. At a community meeting, select an ad hoc Ballot Team (two people should be sufficient) from among those members who have opted off the ballot. These people will be the only ones seeing the filled-in ballots and must agree to divulge to no one else how people voted.
4. Distribute printed ballots to all members, asking them to mark all those whom they find acceptable to serve (people can pick none, all, or anything in between).
5. After 72 hours, ballots are due in and the Ballot Team tallies them in private.
6. After ranking people by the number of votes received:
 - a. the Ballot Team will privately approach candidates, starting with the top vote-getter and working its way down the list, asking them one at a time if there is anyone down the list with whom they would not be willing to serve; if so, those candidates are skipped over
 - b. The remaining candidates (in order of votes received) are asked if they are willing to serve, and specifically with those who have already accepted the call.
8. The Ballot Team announces the composition of the team (which does not require community ratification), the ballots are destroyed, and the Ballot Team is disbanded.

Initial Selection Process for Members of the Harmony Team

The following process was used for the initial selection of Harmony team members:

1. Post the charter for the team and desired qualities for the members of the team.
2. Ask all community members to self-assess to determine if they have some of the qualities listed below:

Proposed qualities wanted in people serving on the Harmony Team

It is understood that all these quantities may not exist in every member, but that together, the team will embody these qualities.

- discretion
- empathy
- fair-mindedness
- ability to deeply listen
- ability to work constructively with emotions
- ability to work in the presence of high distress
- ability to collaborate well (with fellow team members)
- trustworthiness
- approachability
- facilitation skills and experience
- willingness and availability to make the team's work a priority

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The remaining candidates (in order of votes received) are asked if they are willing to serve, and specifically with those who have already accepted the call.

7. This process continues until all slots are filled or there are no additional candidates.
8. The Ballot Team announces the composition of the team (which does not require community ratification), the ballots are destroyed, and the Ballot Team is disbanded.

KITCHEN TEAM RESPONSIBILITIES

Attending meals together is central to cohousing in bringing people together. The Kitchen Team is responsible for taking care of the kitchen and promoting attendance at meals as well as encouraging residents to cook meals and help clean up afterwards.

The Kitchen Team has identified the following specific tasks as falling within its responsibility:

1. Keeping the kitchen clean and organized
2. Monitoring the maintenance of major appliances, such as refrigerator, stove, and dishwasher
3. Ensuring that basic staples are available and replenished
4. Identifying tasks and preparing and posting a monthly task list
5. Creating and monitoring the Kitchen budget
6. Scheduling replacements and acquisitions
7. Conducting inventory, at least annually
8. Maintaining and monitoring meal attendance records for the OCC Kitchen account
9. With community input, scheduling regular meals
10. With community input, setting meal prices
11. Cooperating with holiday meal planners

Some of these functions may be performed by residents who are associated with the Kitchen Team but who may choose not to attend Kitchen Team meetings regularly.

LANDSCAPE TEAM RESPONSIBILITIES
(in the developed area of the cohousing cluster)
Approved 11/4/05

INTRODUCTION

Participation on the Landscape team is voluntary. Members may join or leave the team at any time. Any community member may participate on the team to work on an issue of special interest to them.

The Landscape team will always bring issues to the whole community if they think a better decision would result, even though the team may have the authority to make the decision on their own.

From time to time, issues will come up which are in the Landscape team's area of general responsibility but not addressed by any specific responsibility listed below. In such instances, the team will exercise their best judgment (possibly in collaboration with the HOA board) to decide whether to resolve the issue on their own or bring it to the whole community for resolution.

Responsibilities

1. Create, propose to the community, and manage the annual landscape budget.
2. Maintain team meeting minutes.
3. Communicate to the community significant team issues under consideration, decisions, and events (including distributing agendas prior to meetings).
4. Decide what landscaping tasks need to be done and how to do them.
5. Organize and coordinate landscaping tasks getting done (see next page for a specific list of tasks)
6. Coordinate with other teams during community landscape improvement projects (i.e. installation of internal fences, perimeter fences, community garden)
7. Be a knowledge resource for community members
8. Support members in resolving misunderstandings and disagreements regarding landscape issues

9. Help in guiding the community in creating landscaping guidelines
10. Provide support to members and teams in planning and creating landscape improvement projects on common land.

Landscaping Tasks:

- A. Maintain irrigation
- B. Maintain the mulching of landscaping in community common lands
- C. Plant removal, replacement and transplanting
- D. Composting
- E. Lawn Care
 - * mowing *weeding *aerating *fertilizing
- F. Pruning and/or Staking
 - * trees *shrubs *grasses
- G. Fertilization
 - *trees *shrubs *grasses *creepers
- H. Weed control
- I. Landscape pest control
- J. Erosion control
- K. Drainage
- L. Care and storage of landscaping tools and equipment
- M. Litter and clutter removal on community common land in developed area

MEMBERSHIP TEAM PURPOSE AND RESPONSIBILITIES

Purpose: Representing OCC to potential and new residents, managing real estate needs, and maintaining current resident documentation.

Responsibilities:

- Manage community website and social media presence
- Maintain interest waiting lists of home buyers and renters
- Keep current resident contact information updated
- Real estate monitoring
- Arrange hosts for OCC Tours and visitors
- Orient and help integrate new community members

Oak Creek Commons Community Fund as of 10/1/2016

The Oak Creek Commons Affordability Fund was created with profit share monies from investments by individuals during the construction phase of Oak Creek Commons cohousing community. The investors were offered a percentage interest on their investment with the understanding that any profit share generated by their investment would go into the OCC Affordability fund. This Affordability profit share generated over \$197,000.

When construction was completed, a portion of this money was invested in an equity share in one home at Oak Creek Commons. This home was sold in 2016, and profits were returned to the fund. In addition, numerous small loans have been made and repaid by community members over the years.

In 2014 the Affordability committee decided that the long-term interests of the Affordability Fund would best be served by the creation of a mutual benefit corporation. This insured that the Affordability funds would clearly be separated from HOA funds and preserved for affordability for Oak Creek Commons. The OCC community approved the move of funds and outstanding loans to the Oak Creek Commons Community Fund Mutual Benefit Corporation at the August 2014 business meeting.

Oak Creek Commons Community Fund has a board of four directors who must be residents of Oak Creek Commons. The OCC Community Fund meets four times a year and publishes minutes to the OCC community. The specifics of loans (who they are to and how much money is loaned) are confidential, but the overall financial picture and operations of the OCC Community Fund are published. Once a year the OCCCF holds an annual meeting to which all members of Oak Creek Commons are invited.

To obtain a loan from the OCC Community Fund, a person must be a resident of Oak Creek Commons. Loan requests are made by contacting one of the board members. A follow-up meeting is made with the OCCCF board where the need and feasibility of the loan are discussed. If the loan is approved by the board, a loan document is drawn up and signed. Monthly payments are submitted to a designated board member and deposited into the Oak Creek Commons Community Fund account, which is separate from any OCC HOA accounts.

Tech Team

The Tech Team considers its mission in the community to be that of providing technical support in areas that involve the community as a whole. This would include support for all aspects of Google Drive, Docs and Sheets, digital CAP system, community email, document archiving, etc.

The Tech Team also provides support for Spectrum cable connections, the AV system, and other community aspects that may require technical support.

The benefits of the team's support include saving time, reducing errors, and speeding communication through the use of more efficient technology.

TEN-ACRE TEAM

Purpose:

Observe the connections between the developed and undeveloped land with the goal of preserving, restoring and integrating our land. This includes the land, its wildlife, plants and trees, the watershed, and educational awareness.

Roles and Responsibilities: (in no particular order)

- Fire prevention
- Safeguard all existing plant and tree life
- Trail management
- Creek erosion and flow
- General clean-up of the 10 acres
- Liaison with the City of Paso on easement issues
- Management of annual community budget allotted to team
- Proposal responsibility for projects outside allotted budget

PROJECTS (in no particular order)

1. Maintain fire prevention with annual weed reduction program aligned with city regulations
2. Monitor pathway up to dog park as part of erosion control
3. Monitor creek erosion project to slow and retain most of the water flow
4. Observe ponding effect developing from Wade Street water flow. Possibly assist in slowing water flow
5. Offer community educational walks on and about our land
6. Sponsor annual creek clean up and other workdays as needed

APPENDIX C

INFORMATION AND GUIDELINES

The following guest protocol was adopted and will be used by the Board:

GUEST PROTOCOL AT BOARD MEETINGS

December, 2008

Any community member is welcome to attend a Board Meeting. Guests who wish to speak to the Board about a particular topic are encouraged to contact the President ahead of time, preferably at least five (5) days before the scheduled Meeting, before the agenda is published. Per the Davis-Stirling Community Interest Development Act (AKA: Davis-Stirling), the agenda for an upcoming Board Meeting is to be published four (4) days prior to the meeting.

If the President has not been advised of a guest planning to attend a Board Meeting, the President will ascertain at the beginning of the meeting whether a guest wishes to speak and if requested will reserve time on the Agenda for the guest. Unless otherwise agreed to by the Board, the guest's remarks will be limited to five (5) minutes.

Once again in compliance with Davis-Stirling, there will be no discussion of an item not on the Agenda. Board members may ask clarifying questions of the guest, but there can be no discussion.

Guests will be seated in a designated area and should not plan to be part of any general Board discussion.

CHECKLIST FOR COMMON HOUSE EVENTS

A. Internal Events, such as Birthdays and Other Celebrations

1. Request permission or inform the community via email, indicating the date and time of the event, what type of event is planned and which rooms will be used.
2. If no objections are received, calendar the event on the Common House calendar.
3. Before setting up for the event, walk through the Great Room, if it will be used, and make a note of how it is set up.
4. If food or drinks are served and Common House utensils are used, make sure that everything is cleaned the same way as if a common meal had been served. This includes washing and drying dishes, silverware, and utensils, wiping off counters and tables, sweeping the Great Room floor, and mopping the kitchen floor, if needed, and emptying wastebaskets. In addition, if napkins, table cloths, towels or rags are used they should be washed.
5. If decorations are used, take them down right after the event or the next day as early as possible.
6. Return the furniture, preferably setting up for the next event, if known. Otherwise, return it to the way it was before the event.

RESTORING THE ROOM AND CLEANING UP SHOULD TAKE PLACE IMMEDIATELY AFTER THE EVENT.

B. Events Where the General Public Is Invited

In addition to the chores listed under (A), check the men's and women's restrooms before and after the event, making sure they are clean, and adding paper towels and toilet paper, if needed.

Liability. When a resident sponsors or puts on an event in which outside people attend (especially if liquor is being served) it may be necessary to take out additional liability coverage for the event. This includes pool parties if the Common House is also used. Owners are asked to contact their homeowners insurance company with a request to add Oak Creek Commons HOA as an “added insured” for the event. If additional coverage is needed, please inform the Common House team by emailing commonhouse-occ@googlegroups.com. For questions about whether additional coverage is needed, contact the Finance Team.

Donations are encouraged and greatly appreciated – taking into consideration the number of people at the event, length of time of the event, use of facilities like the kitchen, and any OCC supplies provided.

COMMON MEAL PROGRAM

Common meals that are scheduled in the Common House are generally served on a Sunday or a weekday night at 6 p.m.

Cooks and cleaners. The meal scheduler posts monthly sign-up sheets so cooks and cleaners can choose a day to sign up. Usually a team of three cooks sign up to prepare a meal together, and three people sign up to wash dishes afterwards. The head cook is usually responsible for the menu and the shopping.

Types of meals. Besides traditional dinners, a cook may schedule a pot luck or order in a meal, such as pizza.

Posting menus. The menu is posted in the Common House and by email at least three days in advance of the meal.

Signing up for dinner. The cooks posts a sign-up sheet for a particular dinner. Diners need to sign up two days in advance of the meal unless the cook requests a different sign-up date.

Meal prices. The dinners are \$7 per adult and teenagers 16-17 years old; \$3 for teenagers 13 - 15 years old; and free for children 12 years old or younger. Diners deposit money into the OCC Kitchen fund kept by a member of the Finance Team, and meals are charged against the money the diner has deposited. The Finance Team member takes care of the record-keeping and reminds people when it's time to replenish money in the account.

The Cooks' Budget is based on the number of people who have signed up. The cooks can spend \$6.75 per adult and teenager aged 16-17 and \$2.75 for teenagers 13 - 15 years old. If the cooks spend significantly less for a meal, diners will be charged less. If the cooks expect to spend more for a meal, diners should be notified in advance. However, if cooks happen to spend more for a meal than budgeted, despite careful planning, they will still be reimbursed what they spent.

Last-minute Decisions. Residents who have not signed up for a meal in advance may attend with the understanding that they may participate in the meal after all others have been served provided there is sufficient food.

No-Shows. Any diner who has signed up but does not show up will be charged the regular meal price.

To-Go Meals. Arrangements may be made for a late dinner plate by notifying the cooks in advance.

Work Credit. A list of work credits for cooks and cleaners is posted on the bulletin board by the meal sign-ups.

STEP BY STEP GUIDELINES FOR HEAD COOK TRADITIONAL MEALS

Come up with a brilliant menu keeping in mind that cooking for 20 to 30 people requires a less ambitious menu, and simpler menus are often big crowd pleasers. There is an OCC menu book and other cookbooks for a crowd in the kitchen. Kitchen team members and other experienced cooks are glad to help out with the process from creating a menu to helping out in the kitchen.

Write your meal down on the meal schedule sheet and indicate how many cooks and cleaners you will need.

Prepare a flier with the menu, cost, date and time of the meal, and last date to sign up. Post it on the door of the CH and send it out by email.

Post a signup sheet in the Common House with the last date to sign up. Sheets are available in a file folder in the Office.

Develop a shopping list based on the number of people who will be attending the meal. There are many online sources to make these calculations. Contact the Kitchen Team with any questions you may have. Please note that the cook's budget is \$6.75 per person and that the other .25 is set aside for kitchen staples. Keep all your receipts for reimbursement.

Organize the cooking team. Agree on a time to start cooking. Even if the meal is simple it may take 3 to 4 hours to prepare, so it is nice to take a break after a couple of hours, then return to add finishing touches an hour or half hour before serving.

Other tasks for the team. Set up tables in the dining room, set out utensils, plates, and napkins on the serving counter. Fill a couple of water pitchers. Cleaning as time allows is always appreciated by the clean up team.

Check off diners on the signup sheet. Attach receipts to a reimbursement form, and put both the sign-up sheet and the reimbursement form in Michelle's cubby.

Help box up leftovers after the meal. These are offered to the cooks/cleaners unless you are over budget. If you are over budget you may want to sell leftovers to the diners. Note it on the signup sheet for Finance to deduct from the diners' accounts.

Done! Enjoy your meal.

CREATIVITY CENTER OPERATING and SAFETY GUIDELINES (approved 5/27/16)

CREATIVITY CENTER ACCESS

The Creativity Center welcomes all community members. Minors under 18 must be supervised and authorized (signed waiver) by a responsible adult. The door code will be provided to any adult in the community once a liability release has been signed. Those with the door code are requested not to disclose it to those who have not signed a release waiver. The Center will be locked when unoccupied.

USE OF ADVANCED POWER TOOLS AND WOODWORKING TOOLS

The Creativity Center team requests that users do not use the larger power tools (table saw, miter saw, band saw, drill press, planer) if they are not comfortable with the safety and general use of the tool. Direct supervision and advice can be offered to those not comfortable. Please contact a Creativity Center team member. Use your best judgment. If you are unsure, do not use the tool and risk your safety and condition of the tool. These tools have been generously donated by current and former residents and must be cared for. Part of the facilities operating budget is available for basic maintenance.

TOOLS AND EQUIPMENT

A set of general-use hand tools will be provided for community use. These tools are labeled in orange tape and may be borrowed (removed from the shop) for a maximum of 48 hours. Please sign the USE LOG on the door to account for all tool borrowing and Creativity Center activities, and use existing peg and tag system to mark the tool being borrowed, if possible. The peg tag system will be updated in the near future, so please primarily use the CREATIVITY CENTER USE LOG that is posted on the door.

SHOP USE GUIDELINES

- Hours are 9AM – 10PM. Power tool use may be further restricted.
- The shop is for hobby use, not for commercial production. Please see a team member if your need goes outside of educational, not for profit, or hobby use.
- Please contact the management team for tool loans lasting longer than 48 hours or for large project supplies that take up valuable floor space.
- Temporary project storage is available in cubbies. Please see a team member and account for your use of approved storage space on the USE LOG.
- No alcohol in the workshop or use of tools while under the influence of any alcohol or narcotic.
- Extra wood left over and other materials can be shared on the large storage rack.
- Do not attempt to repair any advanced tools unless you are trained to do so.
- Thoroughly clean up sawdust and all debris on tools, floor, and counters before you leave. Note the condition of the shop upon arrival with the posted USE LOG.
- Make sure the door is closed and locks behind you and that all fans and lights are OFF.

STORAGE

Tools and Materials: Lower cubbies will be made available for project materials in progress, and their related tools, on a temporary basis. Users must contact a team member to reserve a space, and all cubby use will be accounted for. Cubbies are limited, and the timeline of your project must be respectful and reasonable to allow others to share in the storage.

Large Items: Please DO NOT store large projects, lumber, or large materials in the shop floor space longer than one week. We have limited square footage, and this large item storage is not easily moved and therefore prohibits use of the full space for others.

SAFETY

- You must sign a liability waiver in order to use the facility. These are not offered per household, so each member of the household must sign if they intend on using the space and/or tools
- If possible, inform a friend or family member of your plans to use the shop, in case you are in need of assistance or an accident or injury occurs. Keeping your cell phone near is a good idea
- Unplug tools and disconnect rechargeable batteries when not in use and finished charging

FACILITIES TEAMS

The Facilities teams also use the Creativity Center for projects, storage of OCC supplies and tools. Please be respectful to OCC projects and supply storage, and we ask all team members to use the USE LOG to inform other users of projects in progress.

Fire Pit and Heat Lamp Guidelines

The Common House Team has acquired a propane fire pit so that the community can enjoy our wonderful plaza throughout the year, even when it gets chilly. It has had wheels attached so it can be moved to different locations. In conjunction with the heat lamps that are currently on the CH deck, the fire pit provides an inviting focal point for evening gatherings.

Because the fire pit and the heat lamps are fueled by propane and create heat, the Common House Team has come up with the following guidelines for use:

1. Anyone going to use either the heat lamps or the fire pit should know (or be shown) how to safely ignite them and turn them off both at the propane tank and with the starter switch. The mechanism is much like starting an oven, but make sure you know how to work the device.
2. The person who organizes a gathering at the fire pit is responsible for seeing that it and the heat lamps are safely turned on and off. They should be returned to their places within a day of use unless you are going to use them again the following day.
3. The propane tank/tanks need to be checked prior to ignition to insure there is fuel. When propane tanks are empty, they can be refilled at Walmart. The Common House Team should be advised that a tank needs to be filled. The designated propane monitor is responsible for filling them. (Reimbursement available for buying propane.)
4. Children are not allowed to ignite or turn off these devices.
5. The lid should be placed on the pit once the fire has been completely extinguished by turning off first the device and then the propane. Once the lid is in place, it can get hot so do not touch until you are sure the fire pit has cooled down.
6. Note: the ignition sometimes needs time to start. Once you turn on the ignition, similar to a stove, you have to hold the knob in until you are sure the flame is lit.
7. Any difficulty or malfunction should be reported to the Common House Team or the propane monitor.
8. There is a cover for the fire pit. Please replace it after use.

Estimates for how long to use up a full tank of propane:

- BBQ - 24 hours on low, quicker if all 4/5 burners are on
- Fire pit table - 8-10 hours, depends on high or low setting
- heater lamp - 4-10 hours depends on if it's on high or low setting

Cost to refill: the price per gallons varies but approx \$3 a gallon in 2024. The tanks hold 4.5 gallons.

People who know how to operate the devices and can be asked for help:

Adam, BB, Marcel, Rick Van Sant, Ron

Others may be added once they have been shown how to operate the devices.

GUESTS

WELCOME TO OAK CREEK COMMONS!

Keys: Your host will supply you with a key to your guestroom. A pool key may be available on request. The Common House is locked nightly between 8 and 10 p.m., so you will receive a code to get in if you expect to return after the Common House has been locked up. To protect your belongings, please lock your bedroom door when you are not occupying the room.

Extra supplies: There are extra supplies, such as comforters and quilts, in the hall closet opposite the restrooms. Please ask your host if you need an extra comforter or other items that are kept in the closet.

Smoking: There is no smoking in the Common House or outside on Oak Creek Commons property. If you are a smoker, your host can direct you to areas where you can smoke.

Restrooms and shower: Men's and women's bathrooms and a shower are located across the hallway.

Heating/air conditioner: The guest rooms have a remote control for heating and air conditioning. If you are not sure how the appliance works, please ask your host.

Laundry room: The laundry room is for residents only. Contact your host if you need something washed.

Pool and spa: The spa is heated throughout the year, and the pool is heated during the summer months. Ask your host about using the pool and spa. Please shower before using the pool, and read the rules that are posted by the pool.

Use of kitchen: If you need to refrigerate medicines or a small amount of food, we are providing a small container in each guest room that can be placed in the refrigerator in our kitchen. For extra food that does not fit into the container, please arrange with your host to store it in the host's refrigerator. We discourage keeping food in the guest rooms because it may attract pests. The kitchen is used by residents to prepare meals certain days during the week. You may use the kitchen in a limited way, such as for microwaving or boiling water, as long as you clean up after yourself to keep the kitchen sanitary. Guests are not allowed to use the dishwasher. If you have a need for more extensive use of the kitchen, your host needs to be involved. Carbon-filtered drinking water is available from the slender tap located at the bar sink in the dining room. All other water in the Common House has been treated with sodium to reduce hardness. Glasses are kept in the labeled cabinets under the dining room counter.

Emergency: There is no telephone in the Common House. In case of an emergency, contact your host immediately, or use a cellular phone to dial 911. The address of the Common House is 635 Nicklaus Street. The nearest cross street is Wade.

Parking: Please park your car in one of the *uncovered* parking spaces. Most of the carport spaces are reserved for residents.

Television: Guests are welcome to watch television in the Parlor.

Wi-Fi: The Common House Wi-Fi code is 0123456789.

Children's Room: If you have children, they are welcome to play in the children's room and on the play structure. The children's room is kept locked but can be opened with a separate key. After the children have finished playing, please lock the room and make sure it is restored to its previous condition.

Donations for Use of the Guestrooms: OCC does not charge a fee for using the guestrooms. However, donations from community guests are encouraged. A check made out to "OCC HOA" and given to your host is the easiest form of donation for us to process. A donation of \$50 per night per room is suggested.

Feedback on the Guestrooms: We are interested in our guests' comfort and would appreciate feedback on your stay. Please let your host know what worked or didn't work so we can make any necessary adjustments.

Hosts' responsibilities: Every guest must have a host, who is ultimately responsible for the guest and the guest room. Hosts are responsible for any missing items, including keys.

Booking a guestroom: Guestroom reservations are made on the calendars posted outside each guest room, following the instructions posted by each calendar.

Guests of nonresident owners: If an off-property owner wants to use a guest room for a guest, the owner needs to contact an adult resident to host the guest and take care of the room afterwards.

Holiday bookings: The guest rooms can be reserved exclusively for friends and family of residents during the following periods: A week before and after Thanksgiving and Easter, and from December 18 to January 2.

Keys: The procedure for a host to obtain a guest room key is to get it from a resident who keeps a set of guest room keys – generally a Common House team member. The names of residents in charge of guest room keys are posted outside the guest rooms. A pool key is also available on request. Guests may receive a code for the keypad if they expect to return after the Common House is locked at night. Residents' personal codes may be given out to guests who are family or friends, or hosts can ask for an envelope with a separate code. Please make sure you get the key back after your guest leaves, along with the code whether or not it was used, so you can return both items to the team member who gave them to you.

Preparing the guestroom: The host is responsible for making sure the room is ready for the guest and for providing supplies the guest may need. Please use the Occupied sign to indicate the room you have reserved is in use, and put up the Vacant sign after your guest leaves.

South Guestroom Trundle Bed: The South guestroom can be used by one or two persons. Underneath the daybed is a trundle bed on wheels that can be pulled out and used as a second bed. Look for sheets for the second bed in the baskets above the desk. An additional pillow as well as a second twin bedspread/comforter may be found in the hall closet to the left of the South Guestroom.

To use the trundle, slide it out and raise the metal bar on the right side of the frame. This will unlock the springs and allow the bed to pop up to normal height. Push the trundle against the opposite wall to make two single beds in the room, or place it against the daybed to make one larger bed.

If the nightstand or chair gets in the way while positioning or using the trundle, it is easily moved. The chair slides under the desk. The nightstand may be repositioned or stored under the daybed. The marble table top simply lifts off the pedestal base. Extra pillows or bolsters as well as luggage may be stored under beds when the trundle is popped up.

After your guest leaves, strip the bed and push it back under the daybed. To lower the trundle, raise the bar on the right side of the bed so it touches the bed frame. While holding the bar in the raised position, push down firmly on the mattress to collapse the trundle. It is helpful to have two people available to do this task so that equal downward pressure is applied on both ends of the mattress at once.

Please make sure the room is returned completely to its original configuration after your guest departs.

Supplies: Extra sheets and towels are kept in the rooms on the shelf above the desk. Additional supplies are kept in the closet opposite the bathrooms.

Use of kitchen: If your guests need to refrigerate medicines or a small amount of food, we are providing a small container in each guest room that can be placed in the refrigerator in our kitchen. If your guests have more food than fits into the container, we are asking the guests to arrange for storage in the host's refrigerator. We discourage keeping food in the guest rooms because it may attract pests. Your guests may use the kitchen in a limited way, such as for microwaving or boiling water, as long as they clean up after themselves and it does not interfere with residents' use of the kitchen. If your guests would like to use the kitchen more extensively than is described here, you as the host are responsible for all aspects of cooking and cleaning. Pantry supplies are for community use only.

After your guest leaves: On the same day the guest leaves, the host is responsible for washing the sheets and towels, remaking the bed, and cleaning the room so it is ready for the next guest. **Even if no one is signed up to use the guestroom that day, there could be a last-minute reservation, so it is important that the rooms are always ready.** An extra set of towels and sheets are kept in baskets in the room, so the host can start to set up the room while washing the sets used by the previous guests. Make sure the windows are closed and that the heater or air conditioner is turned off. Empty the trash and vacuum the room, if needed. Please also check the room, bathrooms, and shower for items your guests may have left behind. Make sure the room is ready for the next guest and that the key is returned to the Common House team member who gave it to you.

Laundry: Please wash only the sheets and towels used by your guest. Please **do not** wash bedspreads, comforters, pillow shams, blankets or mattress pads. For the longevity of these items, they will be laundered a few times per year by the guestroom manager. If items other than sheets and towels become visibly soiled, please report this to the guestroom manager. If you choose to wash sheets and towels at home, **make sure that all laundry products you use are fragrance-free.** If you wash at the Common House, please remember **to use your own fragrance-free products** and to record the loads under your personal account. (Only laundry loads for guests hosted by the community as a whole should be recorded under the OCC account.) Also make sure everything you wash is returned to the guestrooms. It is best to wash the guestroom linens separately. If they are washed together with other laundry, they sometimes do not get back to the guestrooms.

Payment: Use of the Common House guestrooms is a community amenity made available to OCC members for their guests. We suggest a donation of \$50 per night per room to be given to the person who provided the key to the guest room when the key is returned.

A QUICK REFERENCE GUIDE TO HOSTING GUESTS (6/5/23) **(More detailed guidelines can be found in the Living Here Guide)**

Visitors

All visitors are considered guests and as such must have a host who is present during their stay. The hosts are responsible for sharing the relevant sections of the Living Here Guide agreements with their guests. In the event of an issue involving a guest that cannot be resolved immediately the following guidelines are recommended.

Reach out to (preferably in order):

- Host
- Community Member (resolution-oriented – not gossip-oriented)
- Harmony Team or a Harmony Team Member

Children

- For their health and safety, children under the age of five should be under adult supervision at all times while visiting Oak Creek Commons.
- The children's playroom is a safe place for younger children to play.
- Please help children clean up any play areas and put away toys, etc.
- The playground is a safe place for children to play, with supervision.
- The driveways and carport areas are not safe places for children to play.

Orchard/Community Garden

Flowers and produce can only be harvested by the respective team members. Hosts may offer harvested items that are in the Common House entryway to guests. When visiting the orchard please stay on the paths.

10 -Acre Woods

Guests are welcome to explore the 10-acre woods. Young children should be accompanied by an adult.

Meetings

Guests may sit in on meetings with prior approval by the respective teams. Host must make the request at least five days before the meeting.

Pool

- Please notify the Community via email if you have several guests that will be using the pool.
- Please use the whiteboard by the pool so sign in guests to the pool area.
- Swim diapers are required for children that are not potty-trained.
- Children under the age of 14 must have an adult present at all times.
- Only adults are allowed to supervise children.

See more extensive guidelines elsewhere in the Living Here Guide for overnight guests and guests who are using the pool.

INTRODUCING NEW TENANTS -- GUIDELINES FOR LANDLORDS (proposal adopted 12/29/15)

As expressed in our Vision Statement, we are a community that fosters enriching relationships with our neighbors. When new renters or roommates move in, our community would like to be informed. We want to be able to greet a new person by name. It is also important to know who lives here for safety reasons and in emergencies when everyone has to be accounted for. Therefore, it's also essential to inform us when a person leaves.

When a new tenant moves in, you can introduce the tenant to the community in several ways.

- At a minimum, send an email to the community with the complete name of the resident and a little bit of information about him or her. If possible, include a photo.
- A photo of the new resident on the bulletin board is helpful.
- You are encouraged to invite the person to an event, like dinner or Saturday morning bagels. The community pays for the first meal of a new resident.
- Another way is to invite us to your home to meet a new roommate.

Of course, introductions have to be tailored to individual needs, and you may think of other ways that are effective in introducing new tenants.

ON-LINE ARCHIVE

The OCC on-line Archive contains information and important documents. The OCC Home Page in the Archives is a good way to get familiar with the contents. The first page is copied here.

OCC Home Page

This guide is aimed at helping you find information that is available online concerning a wide range of matters at OCC. Much more is available directly in the OCC online Archive, which you can search using the normal techniques. If you have questions or suggestions, please email the Archive Team at Archive-occ@googlegroups.com

Go Directly to Various OCC Applications	Important Archive Contents
Google Drive (My Drive) (description)	Members' Phones Emails
Your Recent Google Docs (description)	How to Archive Documents Text, Video
OCC Archive (description)	New Residents Check List
Task Sheets (description)	Living Here Guide
	Board Minutes
OCC Teams (description)	Members' Pictures Latest, Previous
OCC Google Groups (description)	OCC Governing Docs
List of OCC Google Groups (description)	Latest Reserve Study
FAQs (description)	OCC Insurance Master Policy
Governing Docs (description)	What to do: Water Leak Protocol
OCC Photos (description)	Contact List for Local Services
"OCC Website" (description)	

OAK CREEK COMMONS -- GUIDELINES FOR PARENTS AND CHILDREN

The following are guidelines that parents have come up with to help us live safely and happily at Oak Creek Commons.

The Common House

People of all ages use the Common House. Rooms are set aside for specific purposes. Only two rooms are safe for play -- the Kids' Room and the Great Room if ping pong or some other activity is specifically set up for play.

1. For safety reasons, community members, including kids, should walk, not run, at all times while in the Common House.
2. There should be no water play in any room, including the bathroom, of the Common House.
3. Guest rooms are for guests and are generally off limits to children (unless they are staying in one of the guest rooms.)
4. Only children who are doing their own laundry are allowed in the laundry room.
5. The Library is a place of quiet and rest, not for play. Older children are allowed in the Library only for quiet reading and contemplation or for a meeting they've been asked to attend. Young children may enjoy the Library if accompanied by an adult.
6. The piano in the Great Room is a Steinway Upright Grand Piano, over 100 years old, and on loan to the community by the Singleton family. Your children are welcome to use the piano provided they treat it with care. They should have clean hands and should refrain from eating or drinking while playing. The lid to the piano should be kept closed when the piano is not being used to prevent dust from getting in. Please encourage your children to close the lid gently and to try not to bang up the piano in any way.
7. The kitchen is off limits to the children unless an adult (age 18 or over) is present (with the exception of clearing plates/cups into the kitchen at the end of meals). Food in the refrigerator is for community meals and is not "free for the taking" by any community member or guest.
8. Children should eat only in the Great Room or outside on the Plaza. No food or drinks are allowed in the Kids' room or any part of the Common House except the Great Room. Kids should not be eating in the Great Room without adult supervision. They should be encouraged to clear their own plates and cups into the kitchen at the end of meals.
9. The Great Room arm chairs with vinyl fabric are more easily wiped clean than the red chairs without arms. The red armless chairs do get grease and other food stains so please encourage your children to use the vinyl chairs. If you have very young children, please use the black chairs or a high chair, or put a cloth across one of the other chairs to aid in clean-up. This also applies to kids when we have a meal with "pick up with your hands" food such as fried chicken or corn on the cob. Please caution your children to wipe their hands before touching chair seats.

The Kids' Room

The Kids' room in the Common House is a great place for the children to play. So that kids of all ages can happily use the room, we encourage the following:

- (a) Parents are requested to periodically check on children playing unsupervised in the children's room -- especially when there is a large number of community children there.
- (b) Each child is expected to clean up after himself or herself when finished playing each day.
- (c) Many wonderful toys, books, videos, and DVDs have been donated to the Kids' Room for the use of all children. Please encourage your children to handle the toys and books carefully and to replace the DVDs and videos in their jackets when finished with them.
- (d) Certain toys are to be used only when an adult is supervising. These are toys (puzzles, games, etc.) with pieces that are easily lost and are useless without them. They are kept in locked cabinets which have locks with passwords. If you need to know the password, contact either Nancy or another parent who knows the password.
- (e) There is a water faucet and sink in the Kids' Room for clean-up purposes. The children should not use the faucet, and the water is turned off under the sink so that they cannot easily use it. All water play should be done outside.

Outdoors and Other Areas

Play Structure/Play Area/Community and Play Area Gardens: We are proud to have a top-notch play structure and kids' community garden in the area by the parking lot. Again, safety and community relations are considerations. The following guidelines should help us keep the kids safe, neighbors happy, and food edible, so remind your kids often:

- (a) The play structure has a climbing feature. Please use it for climbing rather than using the fence surrounding the play area. For privacy reasons, the neighbors would like the kids to avoid peering over the fence into their yards or climbing/sitting on the fence.
- (b) Kids should not walk/run/skip, etc. across the top of the play structure over the swing.
- (c) Kids should not sit on the fence surrounding the top of the play structure.
- (d) We encourage parents to teach their children about the plants in the garden and play area. We welcome and encourage children to work and observe in the community garden. Children should only be in the garden with adult supervision. A variety of garden plants are in the play area. Children are free to pick strawberries at any time once they are red and ripe. All other produce should be picked only with adult supervision.
- (e) Children should be supervised by adults when picking fruit off the apricot and cherry tree near the play area as well. Damage to the limbs of these trees is easily done even when children are being careful. Other plantings such as a sunflower/bean pole house are there for the kids to explore and play with. Please remind your children to turn off any hose that they turn on.

Parking Lot/Allee: The kids like to ride bikes/scooters/plasma cars, etc. in the allee and close to the parking lot. So as to avoid accidents, please encourage your children to beware of cars backing out of their parking spaces or cars coming into the parking lot. Also, children need to be mindful that there are adults and young children in the community who can't move quickly out of the way if the kids come barreling down the allee, around the corners, and find someone there. When riding scooters, bikes, the plasma car or any other "vehicle," the kids should be prepared to stop at a moment's notice and to be on the lookout for obstacles.

Garage: It is dangerous for the children to play in the garage, as it is very difficult to see them under lower light. Please tell your children not to play or ride their bikes, scooters, etc. in the underground garage.

Pool: There are separate community guidelines for pool use. Please explain to your children that the spa is not meant to be a substitute for playing in the pool. Of the two, the spa is much more difficult to balance chemically. The heat and lots of activity disperse the bromine quickly. Everyone is welcome in the spa, but whenever possible, please encourage play activities to take place in the pool.

Suggested Protocol for Future Plumbing Problems at OCC in the Condo Units

LEAK PROTOCOL:

1. When a leak is discovered by a tenant/owner, whether it be from checking the meters or from a condo resident, homeowner should be notified within 1 hour, or sooner, when possible.
2. Turn off water to affected condo immediately. Determine which shutoff is beneficial - the one from the street to the condo or the main water valve one right outside the condo on the unit's property. If it is not known how to do this, complete step #5 now.
3. Homeowner or tenant checks for other indications of possible leaks, i.e.: wet or warm spots on floor, mold on floorboards, presence of water in or outside, etc.
4. Homeowner should then go through the checklist below before calling a plumber.
5. Tenant/owner notifies community by email within 1 hour describing problem. The tenant/owner may request any help desired. We strongly encourage every resident to learn how to turn off the main water valve right outside the condo, on your property, that is going into your unit. It is not difficult.
6. Contact a plumber as needed.
7. Plumber will determine what type of leak exists. If it is an under-the-slab leak, the homeowner should immediately contact a Facilities Team member to determine the next course of action.
8. Two approaches for fixing future leaks exist: repair or repipe. This decision needs to be made with homeowner's participation.
9. Owner contacts her/his insurance company. Insurance company may request a copy of OCC CC&Rs. The owner is responsible for providing a [copy](#).
10. If homeowner wants OCC-HOA to look into common area damage, homeowner needs to notify OCC [Board](#) and copy to FMT by email within 12 hours of discovery of potential common area damage. Contact an FMT member via email to request the form to report the problem. The form includes, as needed, supplementary documentation, diagrams, plumber or other contactor information, recommendations/findings and photographs.
11. Board/FMT will make a decision as soon as it is able to contact HOA insurance within the requirements of OCC-HOA insurance.
12. If it is clear there is no relevant common area damage, owner proceeds as necessary to fix the condo water problem.

CHECKLIST

for suspected leak sources:

OUTSIDE CONDO:

1. Contact a Facilities Team member to help you view the meter if needed. The meters are under plastic covers between the sidewalk and condos with condo address numbers printed on them. Lift the cover and you can see if the meter is moving fast, slow, or not at all. If you're not sure, compare it to another meter nearby if needed. Determine if it is moving fast or not. If it is moving fast, turn off the main water supply valve to determine if the leak might be in the feed line to the house.
2. If the meter to the house is not turning, then check the following possible leak sources:
 - a. Homeowner-installed irrigation system
 - b. Leaky hose bib, front &/or back

INSIDE CONDO:

Check the following possible leak sources:

1. Reverse osmosis system recharging
 2. Washing machine – turn off if in doubt
 3. Refrigerator - ice maker or cold water line
 4. Sink faucets:
 - a. Kitchen
 - b. Bathrooms
 - c. Showers
- Toilets – turn off valve behind the toilet if unsure. *Note – Listen for a water leak sound. Look for bubbles coming up. A couple of drops of food coloring in the toilet tank will detect slight leaks if the color is observed in the toilet bowl.

If leak indications persist, the leak is probably not in the cold-water system. Turn off the water supply to the water heater, (yellow lever above the water heater in the water heater closet) and recheck meter. If this stops the meter movement, the leak is probably in one of the hot water lines or the recirculation line. NOTE: This test may be done earlier if convenient.

If unsure how to check for a leak, contact a Facilities Team member for help. If, with that member's help, a leak source cannot be determined, the member will suggest contacting a plumber.

RESIDENTS WITH RESPONSIBILITIES IN SPECIFIC AREAS

AREA OF RESPONSIBILITY	NAME
Children's Room cabinets combination	Nancy Scott and other parents
Emergency contact information	Rick Van Sant
Google group email manager	Ron Gallagher
Guest room keys	Common House team members
Guest room payments	Terri Knowlton
HOA checks	Terri Knowlton
Invoices from vendors	Terri Knowlton
Laundry machines and use of laundry machines orientation	Mike Swettenam
Laundry money collection	Terri Knowlton
Library	Sonja Eriksson
Phone and email list	Adam Hertz
Reimbursement requests for expenses	Terri Knowlton
Reimbursement requests from cooks from Kitchen Fund	Michelle Coppolino
Spectrum cable issues	Ron Gallagher -- but contact Spectrum first yourself
Web site	Adam Hertz
Welcome celebrations for new residents	Vicki Hotaling

RESIDENTS' CONTACT INFORMATION CAN BE INSERTED HERE.
TWO SHEETS WITH ADDRESSES, TELEPHONE NUMBERS AND
EMAIL ADDRESSES ARE UPDATED REGULARLY.

For residents' emergency contact information, see blue binder located in bottom drawer in file cabinet in the Common House Office.

VIDEO GUIDELINES (Revised 08/21)

1. Anyone planning to use the video equipment must first receive a hands-on orientation by Ron Gallagher to become a Security Access Person (SAP).
2. Only SAPs will have access to the equipment and are responsible for removing it, running it, and locking it up in the cabinet.
3. The SAP is also responsible for setting up the room, cleaning up, and resetting the room afterwards. It is recommended that kitchen facilities or dishes not be used unless there are designated cleaners.
4. There are times when background noise or entertainment would interfere with socializing. Therefore, with some exceptions, the equipment should not be running during meals.
5. An event needs to be announced by adding it to the calendar and emailing a notice. For less than 48 hours' notice, the event also needs to be posted on the door of the Common House. The notice should include information about the date and time of the showing, title of the film and rating (important for parents), description of content and who is showing it.
6. When using the equipment, SAPs are asked to be considerate of guests who are staying overnight

APPENDIX D

ASSOCIATION RULES

OAK CREEK COMMONS ASSOCIATION RULES

Introduction

Association Rules are those rules passed by the Board of Directors in accordance with Paragraph 5.5 of the CC&Rs. In accordance with state law, all Association Rules will be in writing, and appropriate notification will be provided to all homeowners.

Association Rule #1 Loss Assessment Insurance

At the June 9, 2008 Board Meeting, the Board ratified the following Association rule after consensus approval by the community at the June , 2008 Business meeting:

- 1. Each OCC Condominium Owner is required to pay for and maintain \$50,000 in Earthquake Loss Assessment Insurance, equal to or better than that described in Coverage E of the California Earthquake Authority's Condominium or Cooperative Unit Basic Earthquake Policy BEQ-6.**
- 2. Each OCC Condominium Owner is required to provide the OCC HOA Board Secretary with the Basic Earthquake Policy Declaration Page, or the equivalent, which documents that the OCC Condominium Owner has Earthquake Loss Assessment in effect for a specified current time period set forth on the Declaration Page.**

Association Rule #2 Motorized Vehicles in Undeveloped Land

At the July 14, 2008 Board meeting, the Board passed an emergency Association Rule barring ATVs from the open area, pending community consensus. At the following business meeting, some alterations were recommended to broaden the scope to other motorized vehicles. At the August 5, 2008 Board meeting, this emergency rule was modified to:

No motorized vehicles are allowed in the unimproved area for recreational purposes.

Association Rule #3 Rental or Lease Addendum

At the February 8, 2016 Board meeting the Board ratified the following Association Rule after consensus approval by the community at the February 6, 2016 business meeting:

Oak Creek Commons tenants and landlords are required to review, sign, and abide by the Rental or Lease Addendum found in Appendix A of the Living Here Guide.

Landlords who need a copy of the Rental or Lease Addendum can obtain such a copy by contacting a Board member.