

COLONIAL SQUARE COOPERATIVE
MEMBERSHIP AND RESIDENCY POLICY

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- I. Every person whose place of residence is Colonial Square Cooperative must be approved and designated as a “Member” or as a “Resident”.

Every Member or Resident must reside in their assigned townhouse in accordance with their Occupancy Agreement and the By-Laws and all policies and procedures of the Cooperative.

It is the intent of the Cooperative to be a Member- and Resident-occupied community through implementation and compliance of this policy.

- II. Definitions applicable to this policy
 - A. “Functional Family” - a group of people plus their offspring, having a relationship that is functionally equivalent to a family. This relationship must be of a permanent and distinct character with a demonstrable and recognizable bond characteristic of a cohesive unit. “Functional family” does not include any society, club, fraternity, sorority, association, lodge, organization or group of students or other individuals where the common living arrangement or basis for the establishment of the housekeeping unit is temporary.
 - B. “Member” - any person designated by name as a “Member” on the Membership Certificate and in the first paragraph of the initial page, and on the final page, of the most recently dated Colonial Square “Occupancy Agreement.”
 - C. “Resident” - a person who meets the resident criteria as stated in this policy.
 - D. “Rehabilitation” - (in reference to any person convicted of a crime) within the reasonable discretion of the Board and/or their agent, that the person is not likely to again manifest the same or similar behavior that led to criminal conviction, and is not likely to constitute a threat to persons or property at the Cooperative.
 - E. “Satisfactory Credit” - no negative credit one year prior to application or some other demonstration, to the reasonable

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satisfaction of the Cooperative, that the applicant will be able to meet the financial obligations required of a Member of the Cooperative.

- F. "Visitor" - any person whose primary place of residence is not Colonial Square Cooperative and who is on the premises of the Cooperative at the invitation of a Member(s) or adult Resident of the Cooperative.

III. Membership Criteria

- A. To be designated a Member of the Cooperative; all applicants must meet the following requirements:
- i. Be at least 18 years of age at the time of Membership.
 - ii. Be able to prove that they have had Satisfactory Credit for a period of one year prior to the time of application and to provide proof that all debts incurred in the second through fifth years prior to application have been or are being paid to the satisfaction of the creditor or the Cooperative.
 - iii. In the case of bankruptcy, it must be discharged two years prior to application. In addition, the applicant(s) must have two credit accounts in good standing.
 - iv. Be able to obtain satisfactory landlord references for all adults for two (2) years prior to the time of application; or at the Cooperative's discretion, two (2) satisfactory references from neighbors and/or personal contacts.
 - v. Be able to provide documentation of Rehabilitation if the person has been convicted of any felony or other crimes, INCLUDING, BUT NOT LIMITED TO, physical assault against persons, the destruction of private property, and the sale of illegal drugs or other controlled substances.
 - vi. Must not be required to be listed on any Sexual Offender Registry.
 - vii. Meet all requirements herein stated, complete a satisfactory and truthful application for membership, and comply with all of the By-Laws, Occupancy Agreement, Policies and procedures of the Cooperative.

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IV. Resident Criteria, Exceptions & Limitations

- A. In accordance with the Member's Occupancy Agreement, all Residents must be declared and documented with Management. All residents must comply with the By-Laws, Occupancy Agreement, policies and procedures of the Cooperative. To be designated as a Resident of the Cooperative, all persons must meet all of these requirements:
- i. Be able to provide documentation of Rehabilitation if the person has been convicted of any felony or other crimes, INCLUDING, BUT NOT LIMITED TO, physical assault against persons, the destruction of private property, and the sale of illegal drugs or other controlled substances.
 - ii. Must not be required to be listed on any Sexual Offender Registry.
- B. Additionally, a person must meet at least one of the following conditions/criteria to be approved to reside with a Member as a Resident in the Member's townhouse:
- i. Related to the Member by blood, marriage, adoption or guardianship, who will reside as part of a single housekeeping unit.
 - ii. A Member's offspring, including natural offspring, adopted children, stepchildren, foster children, and legal wards.
 - iii. A Resident's offspring, including natural offspring, adopted children, stepchildren, foster children, and legal wards.
 - iv. A person who is part of the Member's Functional Family, living as a single housekeeping unit.
 - v. A health-care professional whose residence in the Townhouse is currently designated by the Cooperative Board as being necessary for the continued health or well-being of a Member or Resident.
 - vi. An adult individual who will reside with a Member where the Member is present and where the Member agrees to be financially and legally responsible to the Cooperative for the Resident.

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- C. Alternatively, a person, at least 18 years of age, may be approved to reside in a Member's townhouse as a Resident, in the absence of the Member, if the person meets one of the following conditions and criteria:
- i. Approved as a sublessee of a townhouse who is currently in compliance with the provisions of the Subleasing Policy and Sublease Agreement and meets these Membership Criteria:
 - (a) Be able to prove that they have had Satisfactory Credit for a period of one year prior to the time of application and to provide proof that all debts incurred in the second through fifth years prior to application have been or are being paid to the satisfaction of the creditor or the Cooperative.
 - (b) In the case of bankruptcy, it must be discharged two years prior to application. In addition, the applicant(s) must have two credit accounts in good standing.
 - (c) Be able to obtain satisfactory landlord references for all adults for two (2) years prior to the time of application; or at the Cooperative's discretion, two (2) satisfactory references from neighbors and/or personal contacts.
 - (d) Be able to provide documentation of Rehabilitation if the person has been convicted of any felony or other crimes, INCLUDING, BUT NOT LIMITED TO, physical assault against persons, the destruction of private property, and the sale of illegal drugs or other controlled substances.
 - (e) Must not be required to be listed on any Sexual Offender Registry.
 - ii. Currently designated by the Cooperative as occupying a townhouse provided for an employee of the Cooperative whose employment includes on-site residence.
 - iii. An adult who is related to the Member by blood, marriage, or guardianship including adopted children, stepchildren, and legal wards, where the Member has decided not to reside in the townhouse, but to allow the adult individual to reside in the townhouse as a Resident on a non-rental basis. The adult individual must meet Membership Criteria

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as stipulated in Section III-A-v and III-A-vi, above. When a townhouse is occupied by an adult individual as stated in this section, additional Residents may occupy the townhouse if they meet Membership Criteria as stipulated in Section III-A-v and III-A-vi, above.

V. Visitors

- A. Visitors may reside in a Member's townhouse, when the member is **present**, for up to 60 days in any one-year period. For periods greater than 60 days, a Visitor must apply and qualify for Resident status pursuant to Section III above.
 - i. It is the inviting Member's responsibility to ensure that all Visitors understand and comply with the Parking Policy, as well as any other applicable Policies.
- B. Visitors may reside in a Member's townhouse, when the member is **absent**, for up to 60 days in any one-year period. For periods greater than 60 days, a Visitor must apply and qualify for Resident status pursuant to Section III above.
 - i. It is the inviting Member's responsibility to notify the office and ensure that all Visitors are pre-approved by Management to reside in a Member's townhouse and understand and comply with the Parking Policy, as well as any other applicable Policies.

VI. Divorce or Separation of Members

- A. When divorce or legal separation or other circumstances results in two Members both attempting to retain membership in the Cooperative, the following will apply:
 - i. A legal determination or the parties themselves shall decide who is to remain as the Member and/or receive the equity in the Townhouse. The Cooperative shall not become involved in this decision process.
 - ii. When a divorced or separated Member withdraws from membership by a legal determination or otherwise, the name of the withdrawing person must be removed from the Occupancy Agreement and the Membership Certificate. Legal documentation must be provided to the Cooperative.

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VII. Additions to Membership

- A. A Member may add a person or persons to their membership by following the requirements of Section III.
- B. In the case of a Member requesting to add a person to their Membership for the purpose of estate planning, in accordance with the By-Laws and not to reside in the townhouse, the requirements of Section III-A-ii and III-A-iii may be waived.

VIII. All prior policies and motions passed by the Board on topics addressed by this policy are superseded by the current policy.