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HIGH STREET COHOUSING BODY CORPORATE RULES

High Street / 7 Montpellier Street, Dunedin

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1. Definitions

Terms defined in the Unit Titles Act 2010 (“**Act**”) have the same meaning in these Rules as they have in the Act, unless otherwise defined.

- a) These **Rules** are binding on all Owners and Occupiers of units in the High Street unit title development at 7 Montpellier Street, Dunedin, as well as the employees, agents, guests, customers and tenants of all Owners and Occupiers of units in the unit title development.
- b) “**Body Corporate**” means Body Corporate/Unit Plan No **Xxxxxxxx** and has the same meaning in these Rules as it has in the Act (i.e. all unit Owners). For the purposes of these Rules, it also includes a Cohousing Body Corporate Committee, where the Body Corporate has delegated the relevant power or duty to the Committee.
- c) “**Owner**” has the same meaning in these Rules as it has in the Act and for the purposes of these Rules also includes all Occupiers of a unit in the unit title development, unless the context requires otherwise.
- d) “**Unit Entitlement**”. (Also called Ownership and Utility Interest) The value of an individual unit as a proportion of the value of the total development. The Unit Entitlement proportion is used to determine the share of fees payable by the Owner to the Body Corporate. Note that Unit Entitlement is NOT used to determine either voting rights within the group or the underlying share of common property areas.
- e) “**Group**” means the Owners and Occupiers of the units at 7 Montpellier Street, Dunedin collectively defined as the “**High Street Cohousing Development**”.
- f) “**Group Decision Making Process**” is as set out in Schedule 2 and is the means by which the Body Corporate will make decisions under these Rules.
- g) “**Consensus**” means the stage at which, in accordance with the Cohousing Group Decision Making Process, a matter has been consented to.
- h) “**Commons Development Fund**” is the fund created and maintained by the Body Corporate, in accordance with the “UCOL Agreement To Enter Into A Covenant”, for improvements to common areas, and is separate from the Operating Fund and Long-Term Maintenance Fund.

2. Interpretation

Words referring to any gender include all genders; words referring to the singular include the plural and vice versa.

3. Principles of Occupation (High Street Cohousing Kaupapa)

Owners and Occupiers shall cooperate with other Owners and Occupiers to manage the property in accordance with the following principles:

Resident Management

Owners and Occupiers shall manage the property themselves, making decisions of common concern at Group meetings, using the Group Decision Making Process.

Non-Hierarchical Structure

Responsibility for decisions shall be shared by Owners and adult (18+ years) Occupiers.

Common Facilities

Common areas are intended for daily use to supplement private living areas. The Body Corporate shall be responsible for creating and maintaining a Commons Development Fund.

Community Group Meetings

Unit Owners, or at least one adult member occupying each residence, shall be required to participate in regular Group meetings. Unit Owners are responsible for ensuring at least one person from their unit participates by making attendance a requirement for tenants. The frequency of meetings and minimum requirements for participation are set at meetings from time to time and notified to the Group.

Obligations

Unit Owners are required to meet their obligations as detailed in the Rules, including:

- a) promptly paying the Owner's share of all fees or other service charges levied by the Body Corporate and payable in respect of the unit, including additional contributions to the Commons Development Fund, as agreed using the Group Decision Making Process;
- b) complying with Body Corporate Rules;
- c) complying with legal requirements relating to the use of their unit;
- d) maintaining and repairing their privately owned area so that no damage is caused to other units;
- e) notifying the Body Corporate of their intention to carry out additions and obtaining consent for the additions if they will affect another unit or common property.

Commons Development Fund

Upon the sale of a unit, the vendor shall be required to contribute 5% of any gross capital gain to the Commons Development Fund. This will be in addition to, and will not include, prior contributions to the Fund.

4. Owners Rights

In compliance with the Unit Titles Act (2010), all Owners have the right to:

- a) attend Group meetings, including the Annual General Meeting;
- b) vote on matters affecting their unit and common areas, provided their levy payments are up to date;
- c) have access to and a share in the common property;
- d) have quiet enjoyment of their unit without interruption by other unit Owners or Occupiers;
- e) have access to a disputes resolution process.

5. Use of Units

The Owner of any unit shall use the unit primarily for residential purposes, and:

- a) may use the unit to run a business, upon notification to the Body Corporate. Business employees, clients and visitors must use the private entrance from the street to enter the unit, except for units which do not have a private street entrance;
- b) shall not use or permit the use of any unit for any illegal purpose.

6. Access to Units

Except in the case of emergency, when entry can be at any time, an Owner of a unit shall permit the Body Corporate (or its agents) at all reasonable hours, and with either 48 hours prior notice or the agreement of the relevant Owner, to enter into or onto the unit for any of the following purposes:

- a) installing or maintaining any pipes, cables or other equipment in, upon or passing through the Unit and capable of being or intended to be used in connection with the enjoyment of any other unit or the common property; and
- b) painting, repairing, maintaining, replacing and keeping clean the exterior of the building of which the Owner's unit forms part and all equipment or systems used in connection with any other unit or the common property;

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- c) maintaining, repairing or renewing any walls or fences between Units;
 - d) investigating the cause of, or deactivating any security or fire alarm sounding in the Unit.

7. Access to Common Property

An Owner must not:

- a) interfere with or obstruct the reasonable use or enjoyment of the common property by other Owners; or
- b) carry out any alterations, construction, installation of permanent structures or landscaping on common property without the consent of the Body Corporate. The Body Corporate may remove anything installed or placed on the common property in breach of any Rule and recover the cost of any such removal from the Owner or other person who installed or placed such thing on the common property.

8. Damage to Common Property

- a) An Owner must not damage or deface the common property and must not drive, operate or use, or permit to be driven, operated or used, any vehicle or machinery on the common property that is likely to cause damage to the common property.
- b) Any damage caused or contributed to shall be paid for by the Owner responsible.
- c) If urgent repair is required to any common property, facilities or equipment, any member of the Group may take whatever necessary action is required to prevent further damage.

9. Use of Common Facilities

An Owner must not:

- a) use any facilities contained within the common property for any use other than the use for which those facilities were designed (and must comply with any conditions of use for such facilities set by the Body Corporate from time to time);
- b) obstruct, in any way, any part of the common property that is used as an entrance or access way to the unit title development or any easement area giving access to the unit title development.

10. Vehicle Parking

- a) An Owner must not park a vehicle or permit a vehicle to be parked on any part of the common property unless the Body Corporate has designated that area for vehicle parking.
- b) There is limited parking onsite. Some spaces are reserved for EV charging and disabled parking. Remaining spaces are for Owner and visitor short-term parking (< 48 hours). **Can't leave our car without going out for more than 48 hours???** Longer term parking (including for trailers, containers, rubbish skips etc) must have prior approval from the Body Corporate.
- c) The Body Corporate may remove a vehicle from the unit title development that it considers is parked in a manner that is in breach of Rule 10 at the expense of the Owner of the vehicle or the Owner of the unit to which the vehicle is associated, and the Body Corporate shall not be liable for any resulting damage, loss or costs.
- d) Electric car charging stations and water supply for car washing will be available.
- e) Bicycle parking will be in the planned bike shed or designated bike areas.
Motor bikes?

11. Aerials, Satellite Dishes, Antennas and Air Conditioning Units

An Owner must not fix to the exterior of a unit (including any deck, balcony or porch), or onto common property, without the prior consent of the Body Corporate, which shall not be unreasonably withheld:

- a) any aerial, satellite dish, antenna or similar device; or
- b) any air conditioning unit or ventilation equipment; or
- c) any other system, equipment or structure.

12. Signs, Notices, Advertising and Promotion

- a) An Owner must not, without the prior consent of the Body Corporate, which shall not be arbitrarily or unreasonably withheld, erect, fix, place or paint any signs or notices of any kind onto any part of the common property or onto any external part of a unit.
- b) An Owner may display a temporary sign at any time in or on their own unit, so long as it is removed immediately if a neighbour objects. If this occurs, (a) will apply..

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- c) An Owner must not display any goods or services on common property, or use the common property for any business, promotional or commercial purpose without prior consent of the Body Corporate.

13. Rubbish, Waste Disposal and Composting

An Owner:

- a) must not leave rubbish, material for recycling, trade refuse or other material on the common property except in areas designated for rubbish collection by the Body Corporate, and where such material is left in a designated rubbish collection area, it must not interfere with the enjoyment of the common property by other Owners;
- b) must not throw, or allow to fall, in the passageways or stairwells, out of the windows or from the roof or balconies of the unit title development, any rubbish or other item or liquid. Any costs for cleaning or repair of damage caused or contributed to by the breach of this Rule shall be for account of the Owner responsible;
- c) must dispose of rubbish and material for recycling promptly, hygienically and tidily and ensure such disposal does not adversely affect the health, hygiene or comfort of other owners;
- d) must not burn any rubbish anywhere on the common property or in any unit;
- e) must use the designated composting bins set up for common use.
- f) may set up worm farms with lids and Bokashi bins in private outdoor areas so long as they are kept tidy.

14. Unit Cleaning, Maintenance and Fencing

An Owner must:

- a) ensure that their unit and private outdoor areas are kept clean and maintained;
- b) if the interior of the unit is damaged or destroyed, repair and reinstate it to a high professional standard so as to ensure that no damage, harm or diminution in value shall ensue to the common property or any other unit, provided that nothing in this paragraph 14.b) shall prejudice the right of any Owner in relation to any insurance policy effected by the Body Corporate, or the application of the proceeds of such insurance;
- c) comply with fencing guidelines for private areas, as may be agreed by the Group using the Group Decision Making Process.

15. Cleaning and Replacing Glass

- a) An Owner must replace any cracked or broken glass as soon as possible with glass of the same or better weight, quality and thermal performance.
- b) An Owner must not substitute or replace any exterior window with another window or glass that will alter the external appearance of the unit.
- c) The Body Corporate will periodically organise the cleaning of external windows. If an Owner requires cleaning of external windows more often than the frequency in each year to be determined by the Body Corporate, then the cost of such additional cleaning shall be borne by the owner.

16. Use of Water Services

- a) Any blockage or damage to water, wastewater, sewage services, or loss or costs incurred from damage to water services due to misuse or negligence shall be paid for by the Owner responsible
- b) An Owner shall ensure that leaking taps or pipes are repaired as soon as possible.

17. Laundry

Permanent washing lines will be set up for common use. An Owner:

- a) shall not erect or fix any permanent washing lines, or other such drying apparatus on to the exterior of the unit, or on to any exterior of any building, or on common property without the prior consent of the Body Corporate; and
- b) may make use of temporary clothes racks to hang laundry outside their unit.

18. Security and Fire Systems

An Owner must:

- a) comply at all times with the operating and maintenance instructions of any security, fire alarm or ventilation equipment in the unit; and
- b) cooperate with the Body Corporate during any emergency evacuation drills, and observe and comply with all emergency evacuation procedures.

19. Noise and Conduct

- a) An Owner shall not make or permit any noise or odour, or carry out or permit any conduct or behaviour in any unit or on the common property which is likely to interfere with the use and enjoyment of the unit title development by other owners.
- b) An Owner must observe quietness when leaving or returning to the building between the hours of 11:00 pm to 7:00 am.
- c) The High Street Cohousing Group aspires to be a smoke-free environment.
This is not a rule, delete?

20. Pet Policy

Principles

- a) We welcome the inclusion of pets in our neighbourhood.
- b) Pet owners must be considerate of their High Street Cohousing neighbours, and strive to avoid or minimise undesirable impacts such as noise disturbance and damage or soiling of common property.

Guidelines

- a) Unless there are complaints, indoor pets and pets that never enter common property are not subject to the Pet Policy.
- b) Due to the potential impact of large numbers of cats and dogs living on the Development, prior consent from the Group will be required to keep a cat or dog. Operational details for pet consents will be decided through the Group decision making process.
- c) It is the intention of the Group that, over time, dog and cat numbers may be reduced via a sinking lid policy, with final number **either the final number or final numbers?** to be agreed using the Group decision making process.
- d) Pets will not be allowed in the common house.
- e) Pet owners are responsible for repairing any damage done by their pet.
- f) Pet owners are responsible for promptly removing any waste/droppings from their pet on common property.
- g) Pet owners are expected to take all reasonable measures to ensure that their pet is not a nuisance to other Owners.. **delete second full stop**
- h) Any behaviour by a pet which concerns an Owner or Occupier should first be discussed with the pet owner.

21. Hazards, Insurance and Fire Safety

- a) An Owner must comply with any requirements specified on the insurance policy, and must not bring onto or into, use, store, or do, in any unit or any part of the common property, anything that:
 - i) increases the insurance premium on the unit title development or makes void or voidable any policy of insurance effected by the Body Corporate; or
 - ii) is in breach of any regulation relating to fire, insurance, hazardous substances or dangerous goods; or
 - iii) creates a hazard of any kind; or
 - iv) affects the operation of fire safety devices and equipment, or increases the fire risk in the unit title development.
- b) Any Owner or Occupier who breaches this rule shall be liable for the cost of the higher premium on any Body Corporate insurance policy and for any other cost, damage or loss incurred by any other Owner or Occupier or the Body Corporate resulting from the breach.

22. Firearms Policy

All gun owners must hold a current Firearms Licence and abide by the Firearms Act.

The High Street Cohousing Group aspires to be a firearms free neighbourhood, and we request that firearms be stored off site. This is not a rule, delete?

23. Notice of Damage and Defects

- a) Upon becoming aware of any damage or defect in any part of the unit title development, including its services, an Owner must immediately notify the Body Corporate Committee.
- b) Repairs for any such damage or defect shall be paid for by the Owner or Occupier who caused or permitted the damage or defect.

24. Leasing a Private Unit

An Owner must:

- a) provide a full, up-to-date copy of these Rules to any tenant or Occupier of the unit, inform such tenant or Occupier that they must observe these Rules, as amended from time to time, and obtain and provide to the Body Corporate a written acknowledgement from such tenant or Occupier that they have received a copy of these Rules **punctuation** will observe them; and
- b) provide the Body Corporate with a copy of the tenancy agreement which includes the full name, telephone number, email address and address for service of the Owner and all tenants or Occupiers of the unit, and promptly notify the Body Corporate in writing of any changes to such details; and
- c) inform any tenant or Occupier of the unit that under the Act, documents will be served by delivery to the person's address, by post, or email; and
- d) when absent from New Zealand for longer than 3 consecutive weeks, appoint the Body Corporate or an agent to act as their attorney in respect of their unit, and notify the Body Corporate of such appointment; and
- e) in the event that the owner or their agent is not accessible, or in the event that the Owner does not notify the Body Corporate of the appointment of an agent the Body Corporate shall be deemed to be the agent of the registered Owner of the unit for the purposes of exercising the rights of the Owner in respect of any lease or tenancy

25. Cohousing Working Bees and Administration Duties

In accordance with Cohousing principles, administration duties, routine cleaning and maintenance of grounds, facilities, the Common House, and all other common property, as well as non-routine improvement projects involving the common areas will be shared by the unit Owners and Occupiers.

Working bees will be organised for gardening, cleaning and ongoing scheduled maintenance and, through the Group Decision Making Process, for one-off improvements.

The following suggestions for organising the actual operation of working bees are included for further discussion, with the outcome to be decided using the Group Decision Making Process.

- a) There will be an organiser / committee responsible for organising the work
- b) There may be multiple working bees operating at the same time, focusing on different projects, with some way to notify Group members of various working group schedules.

- c) All Owners in residence, and at least one adult Occupier of a tenant household will contribute 40 hours per year of their time towards working bees on the common areas and/or Group administration. **why should owners do twice as much as tenants?**
- d) Children and dependants of Owners and tenant Occupiers may contribute work hours on a voluntary basis, or contribute 10-20 hours per year depending on age. **What does this mean?**
- e) A log will be kept of hours contributed. **By whom?**
- f) Hours may be bought out at the rate of the current living wage, currently ~~delete currently duplication~~ \$21.15, which will be paid into the Operating Cost Fund. **Why show a rate that has to be updated? Simply set the level ie CLW**

26. Cohousing Shared Meals

In accordance with Cohousing principles, Owners and Occupiers will commit to having shared meals at regular intervals.

- a) Preparing common meals is obligatory.
- b) Eating common meals is optional
- c) When planning shared meals, the team will take into consideration dietary requirements of Group members.

Shared meal frequency, costs, team structure etc will be decided by the group and may change over time.

- ~~a) The Group will prepare 2-3 meals per week in the Common House, with each adult Owner or Occupier involved in meal preparation once every 4-6(?) weeks. **Why would all adult tenants have to do meals when only one has to do working bees?**~~
- ~~b) Meals will be prepared by a team of 2-4 persons for however many eaters sign up for the meal xx days in advance, and the team will also clean up after the meal. The team may draw on the Food Account set up by the Body Corp to cover the cost of food, up to the amount of \$6(?) per adult and \$4(?) per child under 10 who has signed up to eat. **Don't specify amounts as these have to be updated. Just say 'amount as set from time to time'**~~
- ~~c) The price per person for the shared meal will be set at a flat rate of \$6(?) per adult and \$4(?) for a child under 10 years, and this must be paid before commencing the meal by internet banking/cash in box/etc into the Food Account. **Ditto. And go into a restaurant you pay afterwards**~~
- d) ~~With the goal of focusing on Sharing Meals rather than on cooking for large groups, a NZ-style potluck option could be considered as a 'shared meal'. The meal-preparing team will be responsible for organising the potluck to?? ensure~~

~~a balanced meal and for setting up and cleaning up afterwards. No money will be charged, but every family eating will bring a plate.~~

27. Register of Owners

In compliance with the Act, all Owners must provide the following information to the Body Corporate to be held in a register of unit Owners and must promptly notify the Body Corporate in writing of any changes to such information:

- a) the unit Owner's full name; and
- b) the unit Owner's address for service, telephone number, email address and preferred method of contact; and
- c) the name, contact details and preferred method of contact of any representative of the unit Owner;

28. Dispute Resolution and Mediation

Disputes vary in scale and may affect a few or many members of the Group. For this reason, different strategies for dispute resolution will be employed as appropriate. For example, disputes may remain between two Owners or, if they affect the entire Group, they may appropriately be resolved via the Group Decision Making Process.

In general:

- a) If there is a dispute between Owners and/or Occupiers, the parties should first meet face to face to discuss the issue.
- b) The parties may choose to use an in-house mediator, chosen from within the Group.
- c) If the dispute is not resolved by a) and/or b), where relevant, the parties are obliged to appoint and consult a professional mediator and go through the recommended mediation process before seeking legal action. **is this enforceable? How?**
- d) Cost of mediation is to be shared pro-rata between the parties.

29. Duties of the Body Corporate

The Body Corporate shall, in addition to any other duties imposed on it by the Act:

- a) keep in a state of good repair the common property and all services, improvements or amenities on or used in conjunction with it;

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- b) insure and keep insured all buildings and other improvements on the land to the replacement value (including demolition costs and associated professional fees;
 - c) do all things reasonably necessary for the enforcement of any contract of insurance it enters into;
 - d) comply with any notice or order duly served on it by sa **sa? Wot?** local authority or public body requiring repairs to, or work to be performed in respect of, the common property or buildings on the common property;
 - e) subject to the Act, do all things reasonably necessary for the enforcement of the Body Corporate Rules;
 - f) hold Annual General Meetings and send out a notice of the meeting to all members as required by the Act;
 - g) cause minutes to be kept of general meetings of the Body Corporate, including a record of all resolutions;
 - f) fund administrative and operating expenses, as detailed in Schedule 3, including to:
 - i) establish and maintain an **Operating Cost Fund** for administrative expenses sufficient for maintenance, management and administration of the common property and for the payment of insurance premiums, repairs and the discharge of any obligations of the Body Corporate;
 - ii) determine from time to time the amounts to be raised for the above purposes;
 - iii) raise amounts so determined by levying contributions on the Owners in proportion to the unit entitlement **unclear what this means?** of their respective units;
 - g) establish the long-term maintenance plan, as in Schedule 4, and maintain a **Long-Term Maintenance Fund** sufficient to fulfil this Plan;
 - h) establish and maintain a **Commons Development Fund** for the purpose of improving and developing the common property and facilities;
 - i) prepare proper accounts relating to all money of the Body Corporate and its income and expenditure. **Do annual accounts have to be audited?**
 - j) send a copy of the annual accounts to each Owner before each AGM and present the accounts at the meeting.
 - k) on application by an Owner or mortgagee of a Unit, or any person authorised in writing by either of them, make the books of account available for inspection.

30. Powers of the Body Corporate

The Body Corporate may:

- a) borrow any money necessary to enable it to adequately perform its duties or exercise its powers;
- b) establish and maintain accounts at a bank and nominate three (3) persons, of whom any two (2) may operate the account;
- c) employ for and on behalf of the Body Corporate such agents and servants as it thinks fit, to assist the Body Corporate in the performance of its duties in connection with the control, management and administration of the common property and the exercise and performance of the powers and duties of the Body Corporate.
- d) recover the expenses incurred by the Body Corporate in taking any action or proceedings against an Owner or Occupier as a result of the wilful or accidental breach by such Owner or Occupier of any of these Rules and/or any government by-laws and/or regulations.
- e) from time to time, and by consensus through the Group Decision Making Process, ~~a 75% majority resolution of Group members~~, amend these Rules or make additional Rules for the use and enjoyment of the common property or any part thereof. The quorum in a meeting to amend the Rules requires Group members present, or by proxy, who comprise 75% of the group. [We need to decide who makes up the Group – Owners, Tenants, All Occupiers including children & boarders] **75% of people or of units?**

31. Breach

An Owner or Occupier who fails to comply with any of these Rules or any lawful direction given under them shall be in breach of these Rules. An Owner who has breached these Rules (“Defaulting Owner”) must take all steps necessary to remedy the breach immediately upon becoming aware of it.

Where the Body Corporate notifies the Defaulting Owner that it requires the breach to be rectified (“Default Notice”) and the Defaulting Owner fails to rectify such breach with **within?** a reasonable period of time and in any event by no later than seven days after the issue of the Default Notice, the Body Corporate shall be entitled to take all steps required to remedy the breach at the cost of the Defaulting Owner, such steps to include but not be limited to entering the Defaulting Owner’s unit to do works and remove items which are the subject of the Default Notice or breach. **This time limit might not be practical if eg an outside tradesman is required**

Schedules

1. Schedule 1: Vision Statement of High Street Cohousing

- Our vision is to create an urban cohousing neighbourhood that promotes social and environmental sustainability, based on respect and shared responsibilities.
- Through robust eco-design and layout, establish a cohesive community that fosters wellbeing, diversity and the sustainable use of resources.

Within this vision, our aims are:

- to design, construct and maintain a community whose layout, buildings and services demonstrate the highest practical standards of sustainable human settlement;
- to develop and foster a thriving living environment that uses clear communication, decision making and conflict resolution guidelines that promote tolerance, safety, respect and co-operation;
- to assist in education and public awareness of sustainability by demonstrating and promoting innovative community design and environmentally responsible construction.

2. Schedule 2: Cohousing Group Decision Making Process

Communication Guidelines

- I will use “I” statements and speak for myself, not others
- I will speak succinctly (short and to the point)
- I will take responsibility for owning and naming my own feelings
- I will respect others’ rights to speak without interruption
- I undertake to respect others’ privacy by not discussing outside the Group other people’s personal issues which may arise within the Group process
- I undertake to keep relationships within the Group clear by dealing with any problematic issues directly with the persons concerned
- I recognise that we work best together when we remember to have fun!

Coloured Card Agreement Process

We use a particular consensus-building procedure to reach agreement which has been adopted by many cohousing groups, as follows:

Each person should have a set of coloured cards – green, blue, orange, yellow, red and black.

The Process for Discussions

The cards can be helpful in preliminary discussions, particularly if the Group is large. Before being called on to speak on an issue, participants must first put up a coloured card according to the following guidelines:

- Black I have an interpersonal difficulty and can’t proceed
- Red I have a process observation, i.e. we are off topic or over time.
- Yellow I have a question or need clarification
- Orange I wish to acknowledge someone or something (often a thank-you)
- Green I can provide clarification or information
- Blue I have a comment or opinion

The facilitator calls first on anyone holding a black card. The Group then decides what happens next.

The red cards are then dealt with. The red “stop the process” card can be raised at any time. It is used to point out a breach in the way we have agreed to proceed.

People raising yellow cards to indicate questions receive the next attention.

After a question has been asked, people holding green cards are called on to provide clarification.

After all questions have been answered, the facilitator calls on people holding the blue cards to speak.

The Process to Reach Agreement is Through Consensus

When deciding an issue, the minute taker and/or chair writes the minute and reads it out to the Group for any further amendments, additions, corrections or discussion. The whole Group is responsible for the wording of the minute. The chair then calls for a show of cards and each person raises one of the cards:

- Green I agree with the proposal
- Blue I am neutral about the proposal or for it with some slight reservation
- Yellow I have a question concerning the proposal which must be answered before I can make a decision
- Orange I have some serious reservations about the proposal but am not willing to block consensus
- Red I am entirely against the proposal and will block consensus

If all cards raised are not green, those people with reservations should voice their concerns if they have not already done so. The process requires everyone to participate in decision making. Dominant personalities will find it harder to push their ideas through at the expense of the less vocal, and softly spoken members must take responsibility for voicing their concerns.

3. Schedule 3: Provisional Body Corporate Annual Fees & Levies at September 2018

Unit #	Unit Value (GST incl)	Individual prop value (Ex GST)	% ownership	Insurance	Long Term Maint Contrib	Maintenance - commons	Power - commons	Sundries - commons	Admin	Contingency	Body Corp Fees	Weekly charge
H1	840,141	730,557	6.4%	1,179	639	544	224	367	153	128	3,235	62.20
H2	844,506	734,353	6.4%	1,186	643	546	225	369	154	129	3,251	62.53
H3	846,275	735,891	6.4%	1,188	644	547	225	370	155	129	3,258	62.66
C1	349,870	304,235	2.7%	491	266	226	93	153	64	53	1,347	25.90
C2	346,489	301,295	2.6%	486	264	224	92	151	63	53	1,334	25.65
C3	346,489	301,295	2.6%	486	264	224	92	151	63	53	1,334	25.65
C4	346,489	301,295	2.6%	486	264	224	92	151	63	53	1,334	25.65
C5	346,489	301,295	2.6%	486	264	224	92	151	63	53	1,334	25.65
C6	346,780	301,548	2.6%	487	264	224	92	151	63	53	1,335	25.68
D1	532,072	462,671	4.0%	747	405	344	142	232	97	81	2,049	39.39
D2	533,447	463,867	4.1%	749	406	345	142	233	97	81	2,054	39.50
D3	533,447	463,867	4.1%	749	406	345	142	233	97	81	2,054	39.50
D4	531,119	461,843	4.0%	746	404	344	141	232	97	81	2,045	39.32
D5	533,447	463,867	4.1%	749	406	345	142	233	97	81	2,054	39.50
D6	533,447	463,867	4.1%	749	406	345	142	233	97	81	2,054	39.50
A1	656,583	570,942	5.0%	922	500	425	175	287	120	100	2,528	48.61
A2	653,405	568,178	5.0%	917	497	423	174	285	119	99	2,516	48.38
A3	650,204	565,395	4.9%	913	495	421	173	284	119	99	2,503	48.14
A4	653,405	568,178	5.0%	917	497	423	174	285	119	99	2,516	48.38
A5	654,133	568,811	5.0%	918	498	423	174	286	119	100	2,518	48.43
A6	661,386	575,118	5.0%	928	503	428	176	289	121	101	2,546	48.97
M1	394,088	342,685	3.0%	553	300	255	105	172	72	60	1,517	29.18
M2	445,964	387,795	3.4%	626	339	289	119	195	81	68	1,717	33.02
M3	559,078	486,155	4.3%	785	426	362	149	244	102	85	2,152	41.39
	13,138,753	11,425,003	100.0%	18,445	10,000	8,500	3,500	5,740	2,400	2,000	50,585	
						Incl \$5k scaffolding for gutter cleaning		Incl Rubbish, Cleaning & Pest Control		Approx 5% of Op costs, excl LT Maint		

4. Schedule 4: Long-Term Maintenance Plan (TBC)