

Clearing Process

This is our current plan for bringing people into the housing cooperative sites. This process will be fine tuned as we gain experience. The main objectives are financial stability, good relationships and sensitivity compatibility for cooperative living. At each step two sided decisions get made. The individual makes a decision to live at a site, and the coop makes a decision to accept the individual into the site.

Short term test:

- a weekend or a week to decide if the unit is tolerated by the new person.
- if that testing period is satisfactory then a consensus decision is made by site members about a one-month to one-year lease for the new person.

In order to Rent for six months or a year:

- Month to month lease, or a one year lease that we will break with one month's notice.
- A letter about who you are, background and interests – general “get to know you” info.
- References
- Financial agreement, income documentation – standard landlord information.
- Read an orientation packet about how to live at the site – core values, goals, policies, house rules, consensus process, conflict resolution.
- Orientation meeting and agreements -- interview and positive consensus decision by other members.
- Agree to intentional covenant and discuss participation levels for social, work, meetings.
- Agree in writing to rental agreement and house rules
- A renter must have back up housing.

At six months into the first year of renting a person may anticipate buying a share and should:

- Participate in site meetings, work projects and social activities.
- Keep a monthly budget.
- Straighten out any credit or debt issues and begin saving for down payment.
- Attend Board meetings as an observer.
- Have conversations with other members about values, dreams and goals.
- Receive training in consensus decision making process and conflict resolution.
- Read the Cooperative Housing Toolbox book.

At the end of the first year a person may find other housing, request to buy a share, or request to extend the lease another year.

To buy a Share:

- Write a personal statement on coops and community.
 - Have an interview with the Board of Directors, who will reach a consensus decision.
 - Review, discuss, understand, and sign documents such as Bylaws, values, house rules, policies
 - Review financial information and arrange a financial plan for buying the share.
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Process to Develop a Coop Site

There are three threads that get worked together and hopefully end up at the same point in the end.

1. Finances- culminating in a Business Plan that sustains the site from month to month.
2. Administrative organization – ending in incorporation and sale of shares.
3. Physical site search.

Need to do/have in order to come into Canary Cooperative:

- clear personal needs articulated, written down
- make and keep personal budget
- sensitivities and levels recognized
- find people you can work with
- clearly articulated vision by site group
- find safe place to rent or buy as a group
- business plan created with local Small Business Council

Canary coop hopes to:

- help set up governance and financial plan
- use our structure with certain documents such as site incorporation, 501c
- help with review of money plans and sources
- help with problem solving for renovation issues
- work with a mentor for process, and general support
- review all contracts