

**Wolf Willow - Living in Community  
Guidelines and Policies  
Appendix L**

# Consensus decision making

Consensus decision making is less a particular methodology or structure, and much more a matter of cultivating our attitude, intention, and connection within community. While there is no universally accepted definition for consensus, facilitator Tree Bressen provides a simple explanation:

***“Consensus decision-making is a cooperative process in which a group of members develop and agree to support a decision that is in the best interest of the whole.”***

## REASONS FOR USING CONSENSUS

- Consensus gathers experience from the whole group. Superior decisions are made when we draw on the wisdom and creativity of the group, rather than on one or two individuals.
- Consensus agreements need less enforcement. Once an agreement is made, and everyone gives their consent to it, the agreement is backed by the relationships.
- Consensus moves toward doing what is best for the common interest.
- Consensus builds relationships between people and provides an opportunity to learn and grow. Communication of ideas and feelings, and empathetic listening builds trust and bonds between members. By encouraging shared leadership and participation, consensus empowers all the members to make the best decision. By working together to clarify ideas and proposals, the members build trust and communication skills that continue to grow and expand as the group works together.

## BASIC PRINCIPLES

**Common Purpose:** Consensus is for people who are genuinely trying to work together, and is typically based on shared interest. It is okay to have some divergent interests, as long as there are sufficient joint interests present.

**Cooperation:** Is the basis for consensus - we all get more of what we want when we cooperate. By working together to achieve the best solution for the group it's "us against the problem" we are trying to solve rather than "us against each other". We look for what is the creative way to address all the needs present, rather than meeting the lowest common denominator.

**Willingness to let go of personal attachments in the best interest of the group:** We need to recognize that no decision-making system gets everyone their first choice all the time. The objective of consensus is not necessarily to get full agreement, but to get full consent. Full consent does not mean that everyone must be completely satisfied with the final outcome.

**Participants Knowledge:** Participants need a basic understanding of what consensus is, how the group applies it, and what the expectations are. The skills necessary for consensus are also necessary for good relationships.

**Participation:** Members need to be present for the discussion so ideas can be shared with an opportunity to hear other perspectives and ideas.

**Value all kinds of input:** Share, question and learn from each other's experience and thinking, where rational, emotional, kinesthetic, and other perspectives are appreciated. Listening with openness to ideas and differences is an essential ingredient.

**Ideas are heard and acknowledged:** Each participant needs to feel that their contributions are considered. *Their ideas might not be part of the final solution* but the ideas need to have been fairly and equally considered.

**Preparation:** Agenda planning, facilitator preparation, participants familiarizing themselves with the material that is being discussed.

**Equal access to power:** Consensus requires a level playing field, where everyone feels able to freely share their ideas and thoughts, fears, opinions and experiences and believe they can have an impact on the decision.

**Documented Decisions:** Agreements should be in writing so they can be referred to later.

## Definitions for Decision Making

At Wolf Willow Cohousing we have done our best to have a decision making process that builds an inclusive, connected and sustainable community, while also supporting an efficient and effective process.

The **Eligible Voting Members** include all Owners. When a household contains only one Owner, that Owner shall be the Eligible Voting Member for all decision making processes. When there are two Owners, they shall participate equally in the decision making, but when using the Voting Alternative Process each vote shall only be counted as  $\frac{1}{2}$  a vote.

In the **Normal Decision Process** a decision is reached when all Owners present at a meeting with quorum agree that the motion/proposal, with modifications as required, is either acceptable to them or they step aside and agree not to impede implementation. In the event that agreement cannot be reached, the Voting Alternative Process applies.

The **Voting Alternative Process** is used for:

- a) any decision that is identified as a decision that does not require agreement from all Owners,
- b) any decision if a decision has not been reached at three consecutive meetings,
- c) Emergency Decisions if a decision has not been reached after a single attempt.

In the Voting Alternative Process a decision is reached if at least seventy five percent (75%) of the Eligible Voting Members present at a meeting with quorum agree that the motion/proposal is either acceptable to them or they step aside and agree not to impede implementation. A fraction of .5 or higher is counted as one in support of the motion/proposal.

**Proxy** is only for achieving quorum, and may not be used for voting or consensus decision-making (cannot block consensus). Members who feel strongly about an issue, and cannot attend the meeting when the issue is being discussed, may try to have a decision postponed to a meeting when they can attend, so long as the decision is not of a time critical nature.

**Quorum** for a council meeting, annual meeting or a general meeting consists of not less than 10 owners representing 10 units.

**Emergency Decisions** are decisions that must be made prior to the next possible meeting or there will be a financial consequence.

# **Pet Policy**

## **Background:**

At wolf willow cohousing we embrace all living beings, and understand the profound bond that can form between human and pet. This policy is devised as a framework for the welcoming of pets into the community. We are agreed that we do not want a policy containing many conditions or rules. We hope to address the expressed needs of the members, pet owners and non pet owners alike, present a few necessary conditions for the acceptance of pets, and deal with other issues as they arise.

The Pet Club was formed to meet the needs that have been expressed by the members in past discussions and with the goal of happy pets/happy people. These needs are as follows: safety, hair free common rooms, low noise, low mess, pets under control and responsible pet owners.

## **Policy:**

Every person who moves into the community with a pet will become a member of the pet club. Pictures of the pets and their names will be posted in the common house so all members of the community will know who has pets, where they live and be able to call the animal by name. The pet club is an inclusive entity and as such invites non pet owners to become members of the pet club and to go onto a “willing to walk your dog”, or “would like to walk your dog with you” list.

All animal owners must comply with City of Saskatoon regulations pertaining to licensing/responsible pet ownership.

Pet owners joining Wolf Willow Cohousing must produce proof of vaccinations and, proof that the animal has been fixed must be supplied.

Dogs must be under control at all times. If the pet club is made aware of control problems in a community dog, a suggestion for doggie training will be made to the owner and names of trainers given.

Cats will be confined to private suites, unless leash trained, in which case they may be outside, on a leash, with the owner.

The pet club respects the fact that not all members will be animal lovers, and that some people moving in will have health problems with animals in confined spaces. Therefore it is suggested that no animals, with the exception of service dogs, will be allowed in any of the common areas. Common areas refer to all areas that are not individual suite or units. If it is necessary to walk a dog through the common areas to go out for a walk, the dog shall be under control, on a leash. Pets may be in outside common areas, on a leash, with the owner, in nice weather.

Pet owners shall be responsible for cleaning up after their animals. It is suggested that a pet run, easily accessed from the building, be included in the design. This will enable owners close proximity to the building at night and in the winter. The run, however, must be kept clean by the pet owners.

## **Pet Policy - continued**

It is expected that should problems arise, the individuals involved will attempt to deal with the situation first. If unsuccessful, the pet club will try to resolve the issue.

The following restrictions on pets will apply:

- 1) Domesticated cats, dogs, small birds, small fish, small caged animals are welcome at Wolf Willow Cohousing. Exceptions would include snakes, reptiles, or spiders.
- 2) No animal which has attacked a human or domestic animal shall be welcome in the community. This includes aggressive dog breeds such as Staffordshire Bull Terriers, American Pit Bull Terriers, or Rottweilers.
- 3) Any animal that falls within one of the above descriptions must be approved by the community as a whole.
- 4) A maximum of two dogs OR two cats OR one dog and one cat will be allowed in each private unit. Approval may be given by the community on a case by case basis to allow additional pets.

This policy will be revisited as situations arise.

## **Smoking Policy**

### **Background**

Issues Identified:

- Smoking creates mess, smell and fumes (second hand smoke). It is difficult to avoid the smell of smoke if smoking is allowed in the units or anywhere on the property.
- Some friends and family members are smokers, and we want to make it possible for them to visit or stay in the community.
- For some people it would be a hardship to have to leave the premises to smoke and weather is also an issue.
- We have empathy for the people who have tried but are unable to quit smoking.

The following ideas were suggested to address these issues:

- Have a designated outdoor area with a bench and ashtray somewhere on the common property where it is unlikely to bother anyone.
- Set up a bench and ashtray on the bicycle path across the street.

Our fresh air intake system is located near our private balconies so smoking on balconies is not an option. We are therefore left with only two options for smoking: smoking in a designated smoking area as yet to be determined on Wolf Willow property or smoking on the street.

### **Policy:**

“Smoking is not permitted within indoor common property. Smoking will only be permitted within outdoor common property in a designated smoking area. Smoking is not permitted on exclusive use common property (private decks, gardens, or balconies). Smokers are expected to ensure that their smoking is not bothering their neighbors.”

# Common House Furnishings Policy

## **Background**

Objective: This policy will provide guidelines for accepting and selecting donated items and purchasing furnishings for the common house at Wolf Willow.

The review committee will make decisions on what donated items to accept. If you donate it, it becomes the property of Wolf Willow. Personal items are the responsibility of the owner and the common space should not be used as storage for personal items.

For outfitting the kitchen we will accept donations from everyone and a sub-committee will decide which ones are needed. The donor should attach value to the special items and ask for review if they feel they should not be sent directly to a garage sale if not wanted. The onus is back on the donor to take it away.

## **Policy**

It will be the responsibility of the Review Committee to:

1. Prepare an inclusive list of items needed in the common house as well as numbers required
2. Prioritize items based on what is needed to get started and what can wait
3. Establish two sub-committees, one to set criteria for the acceptance of donated items and the second to seek quotes for items that need to be purchased
4. The first sub-committee will evaluate offered items and determine condition and suitability and will decide if and when each item will be accepted with storage being the responsibility of the donor
5. The selected, donated items will:
  - Be available for use by the whole community and become the property of the common house
  - Be deemed to be valuable to significant members of the community
  - Be of appropriate size and aesthetic quality for the space
  - Meet current energy efficiency standards and be in good working condition
  - Accepted at the discretion of the selection committee
6. The second sub-committee will prepare a preliminary budget for items that will need to be purchased and obtain at least two quotes for large items that must be purchased. Purchased items need to be energy efficient if applicable.
7. Items not selected or needed will be the responsibility of the owner and if not wanted will be sold with profits going to WW community.

## **Parking Policy**

1. Wolf Willow has 24 parking stalls, 19 inside the garage and 5 outside. The 19 inside the garage and 2 or 3 outside are designated parking for Wolf Willow units. The other outside stalls are for visitors.
2. Parking stalls are signed over to the community at time of purchase.<sup>1</sup>
3. Each household will be allowed the use of one parking stall. If a household has more than one vehicle it is expected that the second vehicle be parked on the street, not in a visitor stall.
4. At least one month prior to initial move-in, stalls will be assigned by lottery or by the parking 'Czar'. Any unsold units remaining at this time will be assigned a stall inside the garage. However, until the unit[s] is sold, the inside stall can be used by a member who would otherwise be parking outside.
5. Some narrow stalls may be allocated ahead of time.
6. Stalls are not to be used for storage.

### **Limits on Vehicles parked in the garage**

1. No vehicle[s] parked in a stall may take up more than 19' in length.
2. No RVs may be parked in the garage.
3. No propane-powered vehicles may be parked in the garage.

### **Control over parking**

1. There will be a 'Czar of the Car' who will oversee parking needs, including the need to re-allocate some stalls should that be necessary.
2. Any disagreements will be settled by the WW Council.
3. If all 21 households need parking space, three households will be asked to park outside with HC stall #19 available for short-term use and unloading from vehicles parked outside. The households whose parking stalls are outside the garage will receive a reduction in monthly condo fees, the amount of which will be determined once the maintenance budget has been finalized.
4. If all 21 spaces are not needed #3 will not be in effect. In the same way, if, over time, spaces open up in the garage, households that have been parking outside will be asked to move inside.
5. Car co-ops will have the choice of parking inside the garage.
6. The decision as to whether or not empty spaces may be rented by other Wolf Willow households and under what circumstances as well as the rental rates will be decided by the Wolf Willow Council.

### **(Footnotes)**

<sup>1</sup> The condominium corporation owns the parking (as common property) and will designate the use as needed. When someone purchases a unit they are also purchasing a share of the parking as part of the common property. Every homeowner is guaranteed the use of one parking stall, but the community decides how parking stalls that are not needed for vehicle parking will be used. In other words, if an individual does not have a vehicle, the community can choose to use that stall for other purposes (such as bicycle storage or parking for someone who has more than one vehicle).

# Booking of Main Common Area (Kitchen/Dining Room/Lounge)

## **Background:**

There are two possibly conflicting ideals for the use of the main common area:

- The first is that the common areas are intended as a resource for members to use occasionally in ways particular to their individual needs, and that events including the greater community around us form an important interface between us and them.
- The second is that the common areas are primarily intended as an extension of the home, for the use of all members in a spontaneous fashion.

If both these ideals were extended to the fullest they would be mutually exclusive. We are looking for a balance between these two extremes.

The following definitions help identify the potential different uses:

**Closed Door Event** - an event that a member is hosting, at which some or all other members may be excluded from attending, and which may also include people from outside the community. For example; private parties, celebrations, AGM's, workshops, process sessions, lectures, etc. Generally it was agreed that a limited number of Closed Door Events would be allowed per month.

**Open Door Event** - an event that is open to any member of the community attending, and which may also include people from outside the community. For example; committee or business meetings, parties, celebrations, drum circles, open exercise classes, movie nights, games, cooking or craft events.

**Spontaneous Event** - An event that has not been planned or booked *before* the day on which it takes place, and which may include people from both inside and outside the community.

## **Proposal:**

**1. Booking Calendar:** That a calendar be placed in the entry to the main common area to be used exclusively for booking events in this space. Residents are responsible for ensuring they are adhering to the guidelines when booking an event. Any concerns about use of this main common area can be brought to the community.

**2. Closed Door Events:** That the following limitations be applied to booking for "closed door" events:

- Weekend, nights\* 4/month, max. and 1 evening per weekend, max.

\*Weekend nights refers to the period of time starting at 4:00pm on Friday, Sat. and Sun. evening.

- Weekend, days 2/month, max

- Weekday, nights\*\* 1/week, max. None at times that conflict with regularly scheduled community meetings, meals or other events.

\*\*Weekday nights refers to the period of time starting at 4:00pm., Monday to Thursday.

- Weekday, days open No restrictions apply

## Booking of Main Common Area - continued

**3. Open Door Events.** That the use of these facilities for “open door” events have no restrictions, but should be marked on the events calendar as far ahead of the date of the event as possible to minimize conflict with other community events. In the event of conflicts or issues that arise from this kind of use, these matters will be referred to the community. Particular attention should be paid to avoid conflicting with community meals.

**4. Spontaneous Events.** There is no specified limit on the number of spontaneous events, their occurrence is governed solely by the availability of the space for use. These events should be posted on email and the events calendar as soon as the host decides to hold the event.

**5. Holiday Seasons.** Any booking of the main common area will be restricted to open door events during the following holiday periods. Members wishing to book closed door events during these times must get approval from the community.

Christmas - one week before and one week after December 25th.

Thanksgiving - the long weekend of.

Easter - the long weekend of.

**6. Non-member Events (Outside Bookings):** At present there is no agreement in the community around allowing outside bookings. A separate proposal may be developed if desired to specify guidelines for Outside Bookings.

**8. General Conditions.** The following conditions will apply to the use of the main common area:

- **Clean-up** - the host/initiator of the event takes responsibility for the returning the facility to a clean and orderly state. Including all dishes, utensils, appliances, counters, sinks, floors, garbage and recycling, linen, furniture and bathroom facilities.
- **Donations** - donations to the community improvement fund are welcomed but not required.
- **Signage** - signs are to be hung on the main entrance door during the event so that residents are aware that an event is happening and times when they may enter the main common area.

# Guidelines for Workshop Use

## Activities that may be carried out in the workshop area:

- winemaking
- lantern making
- painting (artist)
- fabric dyeing
- plant potting
- furniture refinishing
- picture framing
- bike repair
- ski maintenance/ boat repair (fibreglass)
- small repair jobs (appliance)
- metal work
- woodworking projects (cabinets, shelving, storage cabinets)

## Suggested tools for the workshop:

### **Large tools:**

- table saw
- mitre/chop saw
- band saw
- drill press
- power planer
- stationary belt sander
- Dust suppression system
- air compressor
- power washer
- bench grinder
- vice

### **Small Power tools:**

- cordless/electric drill
- skill saw
- jig saw
- brad nailer
- shop vac
- small electric sander
- battery charger

### **Assorted tools and accessories:**

- glue gun
- assorted hand tools (saw, hammer screw drivers etc)
- clamps
- precision measuring tools
- first aid kit, fire extinguisher, eye wash station, anti slip mat(s)

### **Stationary furnishings:**

- work bench(s)
- lockable storage cabinet
- Metal storage cabinet (flammables)
- wood storage racks and bins
- nuts and bolts bins

## Guidelines for Workshop Use - continued

Tools in the shop area are to be shared with others, it is not private storage. However, this does not make them public property. They should be treated with respect and handled according to these agreements. For the sake of safety and good maintenance some tools may be labelled with a yellow tag (with initials) requiring the user to get permission from the owner. Some of the tools are locked down and are only available to a **“trustee”**. Only trustees will have access to the power tools. Non trustees have access to hand tools and non powered tools.

To become a **trustee** requires the following:

1. Pay a \$100 deposit (or whatever other amount may be agreed to from time to time) to cover
  - repairs and maintenance to tools and equipment. This money is used for:
  - repairing or replacing a tool, piece of equipment or materials damaged through accident or abuse, in the event that no one otherwise takes responsibility for the repair or replacement needed.
  - repair or replacement of such elements of the tools, equipment and utilities of the shop as wear out through normal use over time. ie., saw blades, drive belts, filters, etc.
2. Knowledgeable about how to use and handle the equipment
3. Maintain strict adherence to standards of clean up
4. Either commit to occasional meetings and/or participation in shop development OR releasing the other trustees that do so to make decisions and take actions freely.

As a trustee you would get a key to a key lock box in the shop, which in turn holds the other keys that lock down the tools and equipment. Whilst you had the key box open the shop would be your responsibility, including taking responsibility for any friend's that you let use it.

### **SHOP RULES**

**Return tools:** Put things back where you found them, in a clean neat condition.

**Sign out tools:** All tools taken out of the shop by someone other than their owner need to be signed out on the clip board provided. They should also be returned to the shop as soon as you are done using them. Precision measuring tools or specialty tools are to locked up and used only with the trustee's approval

**Report wear/damage:** If you break something, wear it out, use it up or find it in an unserviceable condition, please let the community know by posting a note on the bulletin board and sending out an email to the group.

# Guidelines for Workshop Use - continued

## **LABELS:**

If you leave materials of any kind in the shop, they need to be labelled as follows:

**Red** don't touch, this item is intended for a specific use.

**Yellow** ask before using, it may be available with some restrictions. Put your initials on the yellow tags so people know who it is they need to ask about it.

**Green** Up for grabs, may be used freely.

## **STORAGE:**

**Materials** for projects should be labelled and stored with "like" materials in a tidy fashion. In the case of large volumes and/or long term storage, agreement should be sought from other users. Particularly careful labelling of single use products (paints, glues, lubricants, etc) is needed.

**Larger on going projects** should be located in the shop to allow for as free a flow of continued use as possible.

## **HOUSEKEEPING**

**Clean up:** Use the container provided for non recyclable materials. Pieces of material too large to be easily concealed in a large garbage bag need to be cut down to fit. Don't put anything that can rot or any liquids in the garbage. When garbage is full or very heavy dump it. If you want to keep something that might be mistaken as garbage, label it and put it with like materials.

**Recycle:** Use the containers provided to recycle.

There is a wooden box for scraps of hardwood and odd pieces that are likely to be useful for small projects.

If you have any questions about the system, contact Cliff

## **Safety**

- Anti slip mats to placed around stationary power tool stations.
- Safety protective gear must be worn as indicated by signage. (goggles, eye shields, dust masks, hearing protection etc.
- The Dust suppression system must be maintained and used.
- Safe use of power tools is mandatory: A person using an unfamiliar tool must receive proper instruction from a trustee.
- Protective guards and shields must be used and never be removed.
- A commercial first aid kit, fire extinguisher and eye wash station must be located in the workshop.
- All flammable, corrosive liquids must be stored in a fireproof metal cabinet.
- Dated paints must be recycled.

# Laundry Room Guidelines

A survey of equity and associate members conducted in October 2011 indicated that 15 WW households intend to use the laundry room exclusively.

At move-in our laundry room will be furnished with three washers and three dryers. We will accept donated washers and dryers. As they need to be replaced, we are committed to purchasing stackable sets that are “state of the art” energy efficient. The first set we purchase will accommodate “oversized” loads.

## **Rationale/Values:**

**Simplicity of accounting and use:** We wish to establish a simple system by which the energy, maintenance and replacement costs of the machines are easily and accurately calculated.

**Flexibility:** We understand people may have various needs with regard to the way costs are presented and paid.

**Self-responsibility and fairness:** We wish to have these facilities available to members on a cost recovery basis. The purpose of charging for laundry facilities is to enable us to accumulate funds toward the maintenance and eventual replacement of the machines. It is our expectation that the community will cover any cost shortfalls should they arise.

**Security:** We believe that coin-operated appliances invite crime and that the two systems offered in detail below allow for safe retrieval of costs.

## **Policy:**

Members who use the common laundry facilities may choose between the following two systems:

- a) a flat rate:** a system by which households pay a flat rate of \$6.00 per person per month; **OR**
- b) a chit system:** by which users pay \$.75 to wash and \$.75 to dry (\$1.50 per load)

At move-in, households who intend to use the common laundry exclusively will be asked to pay 6 months in advance. As we go forward, fees will be tallied and collected every 6 months. A binder in the laundry room will be available to track loads for users who opt for the “chit system”. All guests will be expected to use the chit system. Record-keeping and payment by the chit system will be on the honour system.

Households may change systems as they wish. In the absence of written and specific information or direction (in the binder), households without washing machines will be charged the flat rate.

Money collected will be kept in a separate account until needed for maintenance or replacement of machines. Soon after move-in we should have the information we need to contact the City of Saskatoon (Utilities) for an estimate of actual costs.

## **Laundry Room Guidelines - continued**

### **General Information:**

The common laundry provides a cupboard in which individual households may store washing powders etc.; and the room will be furnished with a folding table and drying racks.

- Following each use of the room, please wipe up any spills and sweep the floor.
- If there is a finished load in the washing machine, please just place it in a clean place outside the machine, as everyone has different ideas about what goes in the dryer. (Perhaps we'll have a few extra laundry baskets on the premises for this purpose.)
- Please use the binder in the laundry room to track "chit system" loads.
- The deep sinks in the laundry room are intended as laundry sinks (pet baths and washing of paint brushes etc. will occur elsewhere).
- These guidelines will be revisited six months or a year after move-in when we've worked out any wrinkles and encountered situations we hadn't anticipated.
- If you have any questions about the system, please contact Louise W. or Margo, Your Beautiful Laundresses....

## **Rental Policy**

1. Wolf Willow Cohousing is an owner-occupied community. Every unit is intended to be the principal residence of the equity member(s) who own(s) it. It is not intended to be for rent.
2. Wolf Willow Cohousing will keep a waiting list of people who are familiar with the community and who have expressed an interest in purchasing or renting a unit.
3. Any equity member who intends to rent out her/his unit, will agree to mentor, or to find a member who will mentor, the renter on community expectations, decision making and his/her responsibilities.
4. When Wolf Willow owners want to rent their homes, the Community may require signed agreements with the owner and the renters regarding their obligations to maintain the spirit of cohousing and the integrity of the Wolf Willow Community. The specific obligations to be contained in the letters of agreement, such as carrying out member duties, participation of the renter in meetings, and use of common property will be voted on by the members and contained in an addendum to this policy.
5. Any rental of a Wolf Willow unit must be in accordance:
  - a. with the provisions of the Condominium Property Act and
  - b. with all other relevant provincial, local and Wolf Willow laws, codes and bylaws.
6. The Wolf Willow Community may designate a body to act on its behalf to monitor agreements, adjudicate concerns and, if necessary, levy fines in accordance with the Condominium Act.
7. This policy does not apply to visitors. An occupant of a unit may host visitors of any age. It must be clear that these visitors are not using the unit as their residence.

# Managing Cleaning Tasks

## General Principles

1. Teams of four will be created from the members who choose to be involved in the building maintenance. One team of four will be responsible for the cleaning tasks each week. The teams will work in a regular rotation. Each team will ensure that all necessary cleaning supplies are available for the next week's team.
2. Besides the weekly maintenance, there will be semi-annual work bees, one in the spring and one in the fall. Anyone may participate in these bees. Other (eg outside seasonal) maintenance jobs may be scheduled to coincide with the work bees. We may choose to hold some celebratory event to mark the completion of a work bee, eg. a BBQ
3. Snow clearing will be managed by other volunteer teams.
4. Members who use the laundry room will be responsible for cleaning that area.
5. Residents are responsible for the cleaning of the walkway on their floor.

## WEEKLY

1. Sweep and damp mop all hard surface floors in Common House.
2. Vacuum behind/under furniture in guest rooms & meeting rooms.
3. Dust all indoor areas below eye level: ie. furniture, window ledges, baseboards and doors.
4. Spot clean walls as needed.
5. Wipe down switch plates, door knobs.
6. Spot clean common area windows as required.
7. Kitchen: Surface clean all appliances. Wipe down kitchen counters and inside fridge surfaces.
8. Bathrooms: Scrub & disinfect all fixtures.
9. Courtyard area: Sweep, tidy, wipe tables/chairs as required.
10. Stairwells: sweep and or vacuum as required. Wipe down handrails, window ledges, flashings.
11. Dust light fixtures, replace bulbs as required.
12. Elevator: Vacuum & Mop. Wipe switches, doors as needed.
13. Front & Parkade Entry: Mop floor, dust as required, spot clean glass, and wipe/polish mailboxes.
14. Clean recycling area.

## SPRING AND FALL WORK BEES

1. Storage & mechanical rooms swept
2. Clean kitchen grout and reseal
3. Deep clean kitchen cupboards
4. Deep clean bathroom tile floors and tile walls and reseal grout
5. Deep clean fridge, oven and microwave
6. Thoroughly wash inside windows and sills, (guest rooms particularly)
7. Do all high dusting up to 12', including window coverings
8. Power wash parkade
9. Wash courtyard, roof deck and side yard.
10. Clean outdoor drains in courtyard, and gutters at bottom of parkade

## Guest Rooms #1 & #2 - Policy for Use

Our community maintains two guest rooms for the free use of members' family and friends. All guests must have a Wolf Willow (WW) resident host. Donations are always welcome, but not required. The room must be booked prior to use.

**Guest room #1** is to be used exclusively as a guest room and may not be booked for other purposes. This room will be furnished with: 1 queen bed; 2 single beds or bunk beds or combo bunk bed/day bed (depending on donations); 2 chairs; desk/table or dresser; 2 night tables; mirror.

**Guest room #2** is not an exclusive guest room and may be used for other purposes. This room could be available for a variety of uses such as small meetings, book clubs, crafts, quiet space for reading and writing, etc. This room will be furnished with: 1 sofa bed, small desk, a small stand along closet, one desk chair, one easy chair, a folding table, two end tables, two table lamps. Guests will need to put away their belongings and return the bed to sofa position between the hours of 10 a.m. and 6 p.m.

There will be a guest room booking calendar posted on the guest room door. Write your name on the dates when you want to book the room. As a general guideline every household is entitled to approximately 17 days a year (*365 days / 21 units*) per guest room. Any days wanted over the annual unit average can be shared among members. Residents can book up to a maximum of 7 nights in a row. Any stays longer than this will need to be approved by the WW council. WW residents need to find a way to share the most highly desirable times to have family/friends visit.

We are open to visitors staying at WW (i.e. people from other communities, or people who are exploring the idea of cohousing) as long as a WW resident is willing to act as a host. For these types of visitors there will be a \$25.00 charge per night and a maximum stay of 3 nights. Proceeds to be used for guest room supplies. Visitors are welcome to join in potlucks etc. and pay the going rate for a common meal.

The host is responsible for the behaviour of their guests and for ensuring guests understand the restrictions regarding smoking and use of common space. Before your guest arrives check the room to be sure it is ready. You or your guest can make up the bed from the clean linen in the closet/dresser. If your guest won't arrive until late put the "occupied" sign on the door of the guest room they will be using.

On the departure day the host is responsible for having the guest room ready by 2:00 p.m.

- wash towels and bed linens and return to the closet/dresser. Extra sheets and towels are in the closet/dresser, so if you cannot do the laundry right away, you can return them by 6 p.m. on the day following departure.
- wash mattress covers, pillow covers if required.
- clean tub, toilet and sink. (cleaning supplies under sink in bathroom)
- vacuum/sweep or wash floors.
- empty waste baskets.
- replenish toilet paper, soap, cleaning supplies as needed from common house supplies.
- wash and replace water carafe and glasses (if they were used).

## Exercise Room - Use and Furnishing

The exercise room is an odd-shaped, smallish space with one door leading to the east-west hall, another to the outside courtyard and a hallway leading to the shower. We think there will be room for two or at the most three machines and space for yoga mats and a yoga wall.

Recommendations:

1. We accept three machines:
  - (1) treadmill (F & D);
  - (2) Total Gym machine which includes a rowing machine (S & C);
  - (3) elliptical trainer (L.W.).
2. We use the wall that backs onto the dining room for the yoga wall.
3. That, through donations or purchase we acquire exercise balls, stretching bands, hand weights.
4. That we try and install a net on the ceiling or a wall that will hold light equipment.
5. That through donations we acquire a flat screen television and related hardware.
6. That we ask that users clean equipment after use with a spray disinfectant.
7. That the people who use the exercise room will be responsible for regular maintenance.

## Multi-Purpose Room #1 - Use and Furnishing

We propose that Multi-purpose Room #1 be primarily an Arts and Crafts Room, i.e. a **Wolf Willow** "Play Room". Activities which might take place in this room include the following:

- Fibre arts: knitting, spinning, weaving
- Sewing arts: sewing, quilting
- "dry art", i.e. not ones which require a sink. This art can take place in the Workshop.
- Writing
- Crafts other than "wet art" and woodworking

This room may also serve as a meeting room for small groups such as: monthly meeting of the weavers Guild, Book Club, Card Club.

Furnishings being donated: by current **Wolf Willow** residents

- Spinning wheel
- Quilting frame
- Small loom
- Fibre supplies
- Writing supplies
- Art supplies

Needed for this room:

- Folding tables and chairs
- Perhaps more shelving for storage cupboard in the room to store bins for fibre/art supplies

## **Multi-Purpose Room #2 - Use and Furnishing**

The following policy provides a framework and leaves the responsibility for day to day management of the room to those who use it.

- The primary use is as a Music Room. Other uses are welcomed that are appropriate to the available space.
- The room can be booked, first for music use, second for other uses.
- Those who use the room can keep their musical instruments in the Music Room. Donated musical instruments can be left in the room for everyone's use.
- Donated musical instruments can be used by all members. Other instruments can be used with permission of the owner. All musical instruments left in the Music Room will be labelled (on its case or on another appropriate place) with the name of the owner.
- Children must be supervised at all times while in the Music Room.
- The use, cleaning and management of the room and musical instruments will be in the hands of a committee of those who regularly use the room. The committee can develop rules for the proper use of musical instruments.
- All those creating music in the Music Room will be thoughtful of others in terms of both the sound level and the time they are doing music.

**Creation of the Music Room Committee:** Jan, Ken, Al, Adrienne and Lynn will comprise the Music Room Committee to develop further plans regarding use of the room and instruments.

## **Supervision of Children**

Wolf Willow welcomes and expects child visitors. Since we are a senior community our common areas are not childproofed. We are concerned about the safety of young children while visiting our home. In addition we are concerned about the safety and comfort of Wolf Willow members, especially as we age.

Wolf Willow members with children visiting will keep in mind the safety of the children and the safety and enjoyment of common space by Wolf Willow members. Wolf Willow members with children visiting are responsible to ensure that their caregivers are aware that Wolf Willow is not a childproofed building, and that we ask all visitors to be thoughtful of the comforts and needs of others. Children should be supervised by a responsible person while in Wolf Willow common areas. Supervision should be appropriate to a child's age and abilities.

### **Notice:**

That we include in the guest welcome letter:

- A statement that Wolf Willow common areas are not childproofed.
- That children should be supervised while in Wolf Willow common areas.

That we post sign in appropriate places stating that for their safety children should be supervised while in Wolf Willow common space. (The signs can be written in a welcoming fashion, while making it clear that the building is not childproof.)

# **Committee and Meeting Structure for Move-in**

We will keep the broad committees as per below and set up task groups under each committee. We will hold one committee meeting (for each of the committees) and one business meeting per month - additional meetings as required. Agendas for all meetings will go out a minimum of 3 days before the meeting is scheduled to be held. To start with, the meetings will be held on the second Saturday of each month as follows: 10 am - committee meetings / Lunch break / 1 pm - business meeting

The general categories for each committee will be as follows:

## **Community Building**

- Auto sharing
- Meals
- Social events and trips / house concerts
- Garage sales / fund raising
- Conflict resolution
- Community enrichment / skills building workshops
- Outreach / home sales
- Purchase or selection of donations for house wares, furnishings and appliances
- Pet issues
- Policy creation
- Public website
- Common space use

## **Legal Finance**

- Contact for property manager / Contract management
- Bylaw management / AGM coordination
- Agenda coordination for business meetings
- Record keeping / managing private website / maintaining the office
- Treasurer / banking / prepare annual budget / monitor yearly budget / reporting
- Reserve study coordination
- Official correspondence

## **Building and Grounds**

- Garbage and recycling
- Landscaping / Snow removal
- Cleaning / inside and out
- Maintenance / Work bees / task coordination / Equipment requirements
- Safety
- Managing deficiencies (after move-in)
- Managing warranties
- Parking
- Storage
- Special building projects