

Freedom Pond Cooperative, Inc. Membership Committee Policy

The purpose of the membership committee is to process applications for new members, orient new members to the community and co-op living, and screen additional occupants as well as tenants of leased homes.

Committee members comply at all times with **Fair Housing** standards, which prohibit discrimination on the basis of race, color, national origin, sex, familial status, physical or mental disability, sexual orientation, age, marital status or religion. Committee members shall excuse themselves if they cannot process an application in accordance with **Fair Housing** or if they have a conflict of interest.

All information relayed through this committee is to be kept strictly confidential by all committee members. All committee members will be required to sign a **Policy/ Confidentiality Acknowledgement Form** prior to serving on the committee.

The committee will meet as often as deemed necessary to perform its functions.

1. For new applicants: Follow the approved **Application Procedure**. Acceptance or denial of membership will be based on the **Creditworthiness Criteria, Criminal Background Criteria, references, and income-to-debt ratio**. The committee makes a recommendation for approval or denial to the board of directors for every completed application received.
2. **Orient and train new members** about the co-op as soon as they move in. Provide new members with information on co-op management, committees, and other opportunities to participate. Go over highlights of the rules and expectations. Once the members are settled into their new home, reach out and invite them to a co-op event and board meetings. Connect them to other members, and the social committee.
3. **For current members:** If a current member is seeking an additional occupant the membership committee will follow the **Additional Household Member Policy**.
4. **For leased homes:** If a home in the community is leased, all renters will be screened in accordance with the **Renter Screening Policy**.
5. Develop and distribute a **Member Handbook**.

This policy was approved and adopted on August 2, 2015.

Revised **Membership Committee Policy** approved and Adopted on September 13, 2015.

The foregoing is a true and accurate account, attested by,

Michael Vepnevskas
Secretary