

Work or Pay Plan Rules Amendment as referred to in By-laws and Decs¹

Getting the Work Done (current rule)

We agree on the importance of sharing the work required to maintain and improve our common areas in order to (1) maintain our property values, (2) keep homeowner dues as low as possible, and (3) build our sense of community. Therefore, it is our goal that residents age 16 or over will work an average of 8 hours per month for the community, at least during the spring, summer, and fall. These hours will be on the honor system and may include work day projects, yard maintenance, work teams, cooking, cleaning, committees, etc. Those who are unable to work are encouraged to contribute to the Work Projects Fund or supplies needed by committees, e.g., bark, topsoil, etc.

Getting the Work Done (revised)

We agree on the importance of sharing the work required to maintain and improve our common areas in order to (1) maintain our property values, (2) keep homeowner dues as low as possible, and (3) build our sense of community. To accomplish this we have two programs - one based on individuals – volunteer and the second based on units – assessed.

INDIVIDUAL – VOLUNTEER HOURS

Residents age 16 or older are encouraged to work 4 hours per month. Individual hours are on the honor system. All tasks of the community count towards the individual-volunteer hours.

UNIT - ASSESSED HOURS

Owner(s) of each unit are required to work 4 hours per month. Unit hours are reported to the work/pay administrator monthly and the unit is assessed a fee if the hours are not worked. Social tasks and attending meetings do not count. Details are outlined below.

Example 1. Mr. and Mrs. A live in a 3 bedroom unit. Their encouraged volunteer hours are 8 (4 for Mr. A and 4 for Mrs. A). Their assessed unit hours are 4. Total volunteer and assessed hours are 12.

Example 2. Mr. and Mrs. B live in a 4 bedroom unit with 2 teenagers ages 16 and 17. Their encouraged volunteer hours are 16 (4 for each occupant 16 or older). Their assessed unit hours are 4. Total volunteer and assessed hours are 20.

Example 3. Ms. C lives in a 2 bedroom unit by herself. Her encouraged volunteer hours are 4. Her assessed unit hours are 4. Total volunteer and assessed hours are 8.

Unit Work or Pay Plan 7 Essentials (adopted 3/13/2015)

Who Pays?	Each UNIT (not each Person)
Initial Deposit?	\$60
Subsequent payments?	\$60 for each month NOT worked
How Many Work Hours?	4 hours / month / unit
Who Can Work?	Owner, Occupant(s), Tenant, or Private Hire
What work counts?	<ul style="list-style-type: none"> • Work Party Tasks • Grounds maintenance & repairs • Facilities maintenance & repairs (inside & out) • Administration
What work doesn't count?	<ul style="list-style-type: none"> • Supper Club cleanup • Personal gardens • Back yards (as agreed)

How the Plan works

1. Initial security deposit.

- a. Initial deposit per unit owned for the first month \$60. (Four hours times \$15/hr) Check to MWCA. *For the initial "start up" of the plan \$60 will be due Feb. 1, 2016. A unit owner can work 4 hours in January 2016 in lieu of the \$60 payment.*
- b. During the month four hours of work is performed per unit owned.
- c. The initial deposit paid the first month "rolls over" to the next month.
- d. These initial deposits will be accounted for and kept in a "work/pay deposit fund" by the treasurer.
- e. If required hours are not worked during the first month, for example 2 hours instead of 4, then the unit would be assessed \$30. These dollars will go into the general operating fund identified as work or pay assessments.

2. Who can do the work?

- a. As the hours are attached to the unit, the owner(s), an occupant, a tenant or a private hire may perform the work. Worker must be at least 16 years old.

3. What work counts?

- a. *Typically*, work tasks that a non-cohousing condominium of similar size and quality would provide via condo assessments.
 - i. Administration – See Addendum I attached.
 - ii. Grounds and Facility maintenance. – All buildings and grounds except as detailed in 4.b.i below.
 - iii. Limited aspects of community life – the maintenance of the inner rooms of the common facilities - library, children’s area, barn, shed, green house. Shopping and preparing of the community meals. **Not clean-up.**
 - iv. Accomplishing any task on the work day project lists.
- b. **Work that does not count** – typically, most of community life.
 - i. Designated backyards as agreed upon per landscaping map or vegetable gardens
 - ii. Attending community or team meetings
 - iii. Social committees that plan events such as parties, dance lessons etc.
- c. In questionable areas the team leaders decide whether the work is related to administration, grounds, facilities and limited community life. In regards to administration see www.irem.org/education/learning-toolbox/homeownersassoc as a guideline.

4. How are hours reported and maintained?

- a. A chart in the common house or on individual sheets where people mark their hours using the prescribed codes as indicated on the chart. These sheets are tallied monthly by the work/pay admin person and any amount due sent to the treasurer who would add this amount to the condo dues invoices as per the by-laws and decs. These amounts are assessments.
- b. Rollover hours are limited to 24 per unit total.

¹Section 10.7 Administration and Maintenance (Work or Pay) Assessments. The Association may levy small special administration and maintenance assessments not to exceed \$60 per unit per month. These assessments may be levied at a flat rate per unit, without regard to the proportional specifications of Schedule C of the Declaration. See Work or Pay Plan in Rules and Regulations and Section 13.4.3 of the Declaration. (adopted 05/18/2015)

¹Section 13.4.3. The Association may levy small special administration and maintenance assessments. These assessments may be levied at a flat rate per individual unit, without regard to the proportional specifications of Schedule C of the Declaration. These assessments will be paid for by the unit owner and may be paid by working in the community at an agreed upon rate. Details of the amount of the current assessment and the rate of reimbursement are updated in the Bylaws and/or the Rules and Regulations. (adopted 06/12/2015)

Addendum I – Details of Administration

1. Facilitating teams
 - a. Presiding over team meetings
 - b. Includes monthly community meeting

2. Communication
 - a. Respond to letters, calls from owners regarding any legal aspect of the community
 - b. Prepare agenda and notify community of agenda and community meetings

3. Fiscal management
 - a. Collect assessments
 - b. Record and calculate work or pay assessments
 - c. Pay bills
 - d. Produce financial statements
 - e. Establish draft budget for approval
 - f. Completion of federal tax forms

4. Advice and consultation
 - a. Advise teams or community of governing documents
 - b. Communication with other professional advisors
 - c. Research insurance coverage and process claims
 - d. Research changes of law that may impact the association

5. Record Keeping
 - a. Recording and keeping of minutes of team meetings and community meetings
 - b. Maintain legal records for the association
 - c. Process seller's certificate

6. Property management
 - a. Negotiate contracts
 - b. Monitor contract vendors