



Agreement & Guideline Handbook

As of April 2023

Welcome

This handbook lists Nubanusit Neighborhood & Farm *approved* agreements and guidelines as of the date above.

Agreements and guidelines are incorporated *after* they are approved.

This is not intended for use as a decision log.

They are

- A personal commitment from each of us to all of us
- An act of trust



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Documents By Owner

Document Title	Team Owner	Date
Landscaping Agreement	B&G	2009-05
<u>Common House Guidelines</u>	Common House	2019-05
<u>Design Review Policy</u>	Design Review	2010-04
<u>Workshop and Equipment Use Agreement</u>	Equipment	2016-05
<u>Compost Pile Guidelines</u>	Farm	2012-01
<u>Elements for a Successful Agreement Concerning Use of Nubi Farm Land</u>	Farm	2016-04
<u>Farm Footing Agreement</u>	Farm	2010-07
<u>Farm Vision</u>	Farm	2010-07
<u>Horse Barn Use Policy</u>	Farm	?
<u>Well Water Agreement</u>	Farm	2010-11
<u>Dues Structure for the Annual Budget</u>	Finance	2021-12
<u>Financial Operations, Account Funding, and Disbursements Policy</u>	Finance	2020-03
<u>Reimbursements - Procedure</u>	Finance	?
<u>Set-Aside Guidelines</u>	Finance	2017-08
<u>Transferring Funds Between Team Line Items - Procedure</u>	Finance	2017-08
<u>Membership Agreement</u>	Membership	2020-01
<u>Ad Hoc Team Guidelines</u>	Steering	2010-09
<u>Agenda Prep Sub Team Guideline</u>	Steering	2021-08
<u>Agreement Agreement</u>	Steering	2009-12
<u>Caring Principles Guideline</u>	Steering	2017-10
<u>Communication Timeline for Selling Units</u>	Steering	2020-12
<u>COVID-19 Guidelines</u>	Steering	2022-04
<u>Decision-Making Authority</u>	Steering	2010-07
<u>Decision-Making Guidelines</u>	Steering	2018-05
<u>Email and Communication Guidelines</u>	Steering	2011-06
<u>Minute Taking Guidelines</u>	Steering	2012-07
<u>Neighbors Fund</u>	Steering	2010-01
<u>Open Forum Checklist</u>	Steering	2011-10
<u>Participation Guidelines</u>	Steering	?
<u>Pedestrian Agreement</u>	Steering	2017-11
<u>Pet Policy</u>	Steering	2013-05
<u>Smoking Policy</u>	Steering	2010-06

<u>Values Statement</u>	Steering	2011-01
<u>Workshare Agreement</u>	Steering	2014-06

Ad Hoc Team Guidelines

Owner: Steering Team

Date: September 2010

An Ad Hoc team forms around the need for a singularly focused effort with a mandate from its sponsor. When the ad hoc team reaches a logical end point as defined by its mandate, it is disbanded.

Members are selected/solicited, voluntary, or a combination of both based on the need for a particular skill set. In the case of a specific team (e.g., Landscape) forming an Ad Hoc team, an individual need not be a member of that particular team because her/his particular skill or perspective is deemed relevant and useful.

Formed by:

- Steering
- Plenary
- An individual team

Membership

- Voluntary

Leadership:

- Has a designated point person or team leader

Expectations:

- Works from a clear mandate, including desired outcome and anticipated inputs or outputs during its existence.
- Conducts open meetings.
- Seeks and takes input from community members.
- Announces meetings and their agenda in advance consistent with current practice.
- Publishes meeting minutes regularly to the community.
- Makes a recommendation to their sponsor, which may include crafting a proposal for plenary and seeing it through to resolution.

Agenda Prep Sub Team Guideline

Owner: Steering

Date: August 2021 (originally approved by Steering May 2014; revised December 2020)

Purpose: To guide teams or individuals through the process of getting an item on the Plenary agenda and perform the administrative tasks to get the proposal to Plenary.

Membership: Agenda Prep Team is a sub-team under Steering. 2 positions: A Steering member who serves for 12 months, and a neighbor who serves for 3 months. Annually, four neighbors would have a short-term (3 month) opportunity to learn about the community Plenary and decision-making, and take their turn in this essential role.

Scope:

- Notify the neighborhood of upcoming plenary prep deadlines.
- Collect plenary prep forms. Update the templates as needed.
- Provide input to help ensure a complete proposal/discussion for the best interests of Plenary.
- Agenda Prep may not block a proposal/discussion, as long as proper process has been followed.
- Craft a detailed agenda including time for each item and job assignments.
- Distribute and file agenda appropriately to ensure community access.
- Remind neighborhood if Plenary Meeting jobs remain unfilled.
- Coordinate with the Plenary facilitator to ensure a smooth handoff.
- Confirm that meeting minutes were distributed and filed appropriately.
- After Plenary meetings where a guideline or agreement is approved, incorporate any changes made in the meeting into a final version of the document, save the final document in the repository in Steering folder, and add a link to the document on the Agreements and Guidelines page on NubiHood.

Agreement Agreement

Owner: Steering

Date: 2009

Whenever we come to a decision as a community, each individual enters into what we refer to as an 'agreement.'

An Agreement

- A. Pertains to a rule, policy, or a set of guidelines decided upon by the community or a team that has been given decision-making authority by the community.
- B. It is a personal commitment from each individual to all other members of the community.
- C. Is an act of trust among community members.
- D. Creates clear expectations, supports safety, and promotes trust.

Each individual

- A. Makes a commitment to follow the agreement.
- B. Implicitly or explicitly supports the details of each agreement.
- C. May 'stand aside,' entering into the agreement even if it does not follow his/her preferred position. When an individual stands aside the reason is noted in the meeting record
- D. When it appears that someone has broken the agreement, will address their concerns directly with that person. This may entail a simple conversation or the formal conflict resolution process already in place.

Barn Use Policy

Owner: Farm Team

Date: tbd

IMPORTANT NOTICE

Read carefully before entering barn or horse areas.

All persons in or around the barn or horse areas accept the inherent risks of equine activities and are subject to the limitation of liability set forth in New Hampshire RSA Chapter 508.

All residents of Nubanusit Neighborhood and Farm who wish to enter the barn or horse areas must first sign a release and indemnification agreement for themselves, their children and any visitors or guests with them.

Children under 12 when in the barn or horse areas must be accompanied by an adult resident who has signed a release and indemnification agreement, unless they have passed the barn test and have submitted written permission from a parent or guardian non-resident adults and children who wish to enter the barn or horse areas must be accompanied by a barn-certified adult.

Information and questions concerning this notice should be directed to Susan Chollet at 924-9095 before entering the barn or horse areas.

Caring Principles Guideline

Owner: Steering

Date: October 8, 2017

Purpose

To describe how we care for our neighbors and to help clarify expectations among neighbors, family members outside the community, and prospective neighbors.

Context & Reflections

Intentionally designed to support the values of an old-fashioned neighborhood, Nubi has experienced patterns of caring and helping typical of many co-housing communities: Caring is a thread woven through the fabric of the community and helping is an integral part of neighborhood life. Caring is best when given and received sincerely.

- Understanding and accepting the difference between caring and caregiving is fundamental to setting clear expectations. Responsibility for caregiving is beyond the scope of neighbor help.
- Neighbors come with differing levels of capacity to provide and need for receiving caring and help; accepting differences among neighbors as well as clarifying and expressing individual boundaries are highly recommended.
- Caring can be intangible (a smile, a kind word, an attitude) as well as concrete (dog walking, preparing a meal, running an errand).
- When neighbors first move in, they usually do not yet have established networks within the community, and so it may not be reasonable to expect the same kinds of care that might be expected when longer-term connections have been developed over time.

Nuts and Bolts

I. Caring is Voluntary

Caring actions are voluntary for the giver and receiver. There is diversity among neighbors regarding levels of availability and desire to reach out and help. Care is given to the extent the giver is able according to their own current life and household situation.

There is diversity among neighbors in terms of ability to ask for help, especially in a way that is easily heard and responded to. Similarly, desire to receive help varies among individuals.

II. Caring is Temporary

Helping activities can end at any time—not just when the need abates.

Our community is healthiest when no judgment is associated with nor explanation needed for not giving care or ceasing to give care. (Conversely, when we say we will help, we need to follow through as best we can.)

It would be unwise to make plans based upon an expectation of receiving help, or moving to the community or adding a family member with an expectation of support, especially over the long term.

III. Caring is Limited

Do not expect to receive unpaid skilled assistance from community members who are professionals unless it is specifically offered and clarified as to its limits.

Caring at NN&F typically does not include taking on responsibilities for, (1) matters of a private or intimate nature that would normally fall to family members and/or professional caregivers or, (2) activities that could cause harm or incur liability to a community member if left undone or not done properly.

Resources

The Caring Coordination and Communication interest group will be forming in order to help with negotiating and facilitating access to caring that is comfortable for both the individual member and the community as a whole. (See NubiHood for more information.)

Common House Guidelines

Owner: Common House Team
 Updated: July 1, 2022

Introduction

The Common House is the center of community life. It functions as both an extension of our own homes and a communal space where we eat together, socialize and celebrate. Our goal is for the Common House to be a welcoming, comfortable, clean, usable space and to encourage its responsible use by all members of the community.

The CH Team has created these guidelines in order to make expectations for use of the CH as clear as possible, to ensure safety, to maximize use, and to protect our common property. The Common House Team is responsible for reviewing CH Guidelines periodically and at least every 3 years or when indicated.

These guidelines set out to provide answers to the following questions:

1. Who can use the Common House and what are basic expectations for its use?
2. What are the Common House facilities and guidelines for the entire building?
3. What common meals and other programs are available?
4. How do we keep the Common House clean?
5. What is the system for reserving, using and maintaining the guest bedrooms?
6. What is the system for reserving, using and maintaining the Common House rooms for events?
7. How do the pandemic guidelines apply to the Common House?
8. How does the Alumni agreement apply to the Common House?

1. Who Can Use Nubi Common House and What are the Basic Expectations?

Residents and their guests can use the Common House according to these Guidelines. Residents are responsible for explaining basic rules and expectations about using the Common House to their guests. For all users, with the privilege of using the Common House comes the expectation that the facility and others in it are treated respectfully.

Resident children are encouraged to use the Common House. We request that parents assume responsibility for modeling, supporting, and expecting respectful behavior from children in the Common House (e.g. moving slowly through crowded areas or lowering voices to ensure that others can hear.) While parents are ultimately responsible for their children, they are encouraged to request support

and assistance from other community members to instill and model an atmosphere of mutual respect.

Usually, by the age of 8, children may be in the CH unaccompanied for short periods of time, provided that they have parental approval. They are not to “hang out” in the basement, kitchen or guest bedrooms.

Basic expectations:

- When entering any Common House room beyond the front hall, residents and guests are expected to remove outdoor footwear. (Indoor shoes are permitted and may be stored on the CH shoe racks.) Exceptions can be made for elderly or disabled people on an individual basis. Hosts are expected to use their own judgment.
- After using a CH room, residents and guests are expected to leave the room at least as clean and tidy as they found it.
- Food is expected to be consumed in the dining room and the kitchen areas. During Happy Hour and other social events, food may also be eaten in the Everyone Room. Adults may bring beverages anywhere in the CH.
- Smoking is not permitted inside the Common House or outside on the porch or patio or anywhere near the CH. (Nor is smoking permissible on Nubi grounds wherever secondary smoke would be unwanted by a resident or by a visitor.)
- Except for special events when a room is reserved, residents are welcome to use every public room, as long as the room guidelines are followed. (When the downstairs rooms are reserved, residents always have access to the entry hall, the mailboxes and cubbies, and the bathrooms.)
- The Common House has quiet hours from 9 p.m. to 7 a.m. on weekdays and from 11 p.m. to 9 a.m. on weekends.
- Cubbies are located in the front hall above our US postal boxes. They are private and meant for their owners only. Each cubby is labeled with the owner/s’ name/s.

2. What are the Common House Facilities and Guidelines for the Entire Building?

The Common House is the main shared building of the community, consisting of a ground floor with an entry hall, a dining room, the East Room, the kitchen and the Everyone Room. The second floor consists of 2 guest bedrooms, a reading nook, and the large Activity Room. The Common House has a basement with storage space, two freezers, and a washer and dryer (see Basement section for information about access and use). Outside, the Common House has a patio area, an outdoor grill area in the back, outside the kitchen and a covered side porch. Descriptions of the rooms and areas follow:

Entry Hall

The entry hall of the Common House is one of the key information hubs for the Nubi community. Neighbors are assigned mailboxes and cubbies. Bulletin boards line the walls, the one facing the door reserved for Nubi-only news and general information. (It is important to remember, however, that essential communications including reservation systems for meals and rooms, other documents and a listserv are virtual!) The Chicken Club *has an egg tower opposite the mailboxes* where neighbors can buy local eggs when available. *Eggs in buckets on the table are not available for sale.*

Coat hooks and shoe racks line the walls. With snow *accumulation and sanding of the roads*, it is easy for the hall to get very gritty. Please remember to *wipe off* boots and shoes *thoroughly* before entering! (See CH Cleaning plan for more information about how to help keep the CH clean and *neat*.)

Near the back door there is a lift, which can be used, by adults only, for people who are not able to use the stairs and/or for transporting heavy objects. Directions for the lift use are posted on the door.

Dining Room

The Common House Dining Room is a large gathering place for the community. Common meals *can be scheduled* to take place here twice a week on *Wednesdays at 6 pm* and on *Sundays at 5 pm*. (See Common Meals *section*.) As the largest indoor space in the neighborhood, it is sometimes used for community events and gatherings. For safety *reasons*, only adults may use the fireplace unsupervised.

The Kitchen

The Common House kitchen is used for meal preparation, resident cooking, and special events. It contains two ovens, 2 large cleaning sinks with one garbage disposal unit, 2 smaller prep sinks, a commercial sanitizer, and a large assortment of cooking, baking and serving *implements*. The Common House team stocks a basic *supply of pantry items* (See pantry list.) Beyond the basic pantry, organizers/cooks and neighbors using the facility are expected to *supply* as well as *remove* their food when they *are* finished cooking *their meal*. Children in the kitchen must be supervised by an adult. During meal preparation, the organizer/head cook is in charge of all kitchen activities.

Kitchen equipment and other CH items may be borrowed; residents sign out items on the Borrowing Board in the pantry. All items and furniture that are borrowed from the Common House are to be returned within 2 or 3 days maximum; in consideration of the needs of the head cooks and neighbors for *Wednesday and Sunday* dinners, return all borrowed items by *Wednesday or Sunday* morning or consult with the *organizer about what the cooks will need to prepare their meal*.

The Everyone Room

This room is primarily for children’s play and after 7 pm for smaller gatherings. For safety reasons, only adults may use the fireplace.

The East Room

The East Room is a sunny, quiet room with comfortable furniture and with small reading and DVD collections available for neighbor use. It is often used for team meetings and other small neighborhood discussions and conversations. *It seats about 6 people comfortably.*

The Guest Rooms

The guest rooms each have two twin-size beds and share a handicapped accessible bathroom on the second floor and may be reserved on a first-come/first serve basis by neighbors for their guests. (Please see description of host responsibilities in Section 5.)

Activity Room

The Activity Room is a multi-purpose room that is used for meetings, for concerts, for yoga classes, for music lessons and for showing films. It is located on the second floor. Neighborhood children often use this space after common meals, especially during the winter. We have a Steinway piano on long-term loan by a generous neighbor. Neighbors are encouraged to play the piano, and are asked to treat it with great care, leaving it with the keyboard closed when they finish. (Rough play and banging are not permitted.) . A ping-pong table and other equipment in the closets can be removed and used, and replaced *when the game is over.*

Basement

The basement is used for storage of group projects and CH supplies; it is not a place for personal storage, nor is it a public space for gathering, nor is it a play area. There are *two* chest freezers. The smaller chest freezer is for the use of people who live in the quads as they have no basements. (Please label all food left in freezers.) The one in the corner is owned by the CH Team.

A heavy-duty washer and a dryer are for the use of residents doing CH laundry or for those who do not have individual washers and dryers. Instructions are attached to the wall nearby. Those using the W&D for personal laundry are expected to donate \$1 for each use of the washing machine and \$1 for each use of the dryer.

3. What Common House Meals and Other Programs are Available?

There are two common meal *times per week* available to neighbors.

Sunday and Wednesday evenings at 6 p.m.

As of May 1, 2022, any neighbor can sign up to be a meal organizer and find their own helpers. The organizer chooses whether the meal will be a themed potluck, a prepared meal or a takeout.

Potluck

For a *generic* potluck, each neighbor/ household is expected to bring a dish to contribute to the group. Neighbors may bring guests and are expected to introduce their guests at a quiet moment at the meal. Neighbors are expected to list the ingredients they used for their contribution, so that people on special diets know what they can and cannot eat. Every neighbor/household is expected to bring their own dishes/flatware/glasses or clean their own dishes, because there is no cleaning crew when the meal is a potluck.. *There is always some cleanup that needs to be done, even after a potluck, so we expect diners to be aware and make sure that someone is available to clean up, which is usually minimal.*

Community Meals

For *planned* dinners, neighbors must sign up online and use their nubi-meals account to pay for their dinners. Sign up [here](#) to participate in preparation and cleanup. Sign up to eat [right here](#). Meals are announced online early in the week and neighbors must sign up *about 4 days before the meal*, though this deadline can vary. The cooking and cleaning crews are considered regular Nubi work and neighbors are heartily encouraged to sign up to help make these meals work! (See below for explanation.) *Potlucks are unplanned but the kitchen dining room and porch must be left clean and neat, ready for the next event.*

Neighbors may bring guests and are expected to introduce their guests *during or before the meal when there are announcements.*

Cooks are encouraged to use home grown, local, organic and unprocessed foods, *especially from our farm, currently Nubi River Farm (2022)*. Because of serious allergies and food sensitivities we refrain from using shellfish, MSG and artificial sweeteners in the CH.) *We accommodate those who have gluten sensitivities and those who are vegetarians.* Neighbors with additional allergies or dietary restrictions can speak with the head cook about accommodations. Often there are simple substitutions; however, Nubi head cooks are NOT expected to meet the requirements/needs of those on special diets. Neighbors are always welcome to bring their own meals or to supplement the prepared meal with food that meets their needs in order to be able to eat and socialize with the group.

Meals costs for planned group dinners
Ages 18 and above \$8.00/pp

Ages 6 – 18 \$4.00/pp
 Under age 6 free

Cooking and cleaning for any meals, both potlucks and prepared meals

For common meals, residents and regular guests are expected to sign up to help with meal preparation and/or cleanup. *Available chores for each meal include several cooks, several cleaners to wash dishes, compost/recycle and someone to do laundry.* Neighbors can access the sign up for helping with meals through a link on the front page of NubiHood [here](#). Only residents of NN&F may sign up online. Guests are welcome to assist with meal preparation. Hosts are expected to be present to supervise working guests.

Leftovers

It is our practice to avoid having leftovers while making sure that there is enough food for everyone to feel satisfied and have seconds, if they wish. When there are leftovers, head cooks are charged with determining where they go depending on the type/amount of food remaining. If there are substantial leftovers that can be stored well until *there is a potluck*, cooks are asked to find a neighbor to take responsibility for putting them out *after the meal*. If the leftovers are scanty or don't lend themselves to storage for that long, our practice is to offer them first to the cooks and the cleaners. After that, leftovers are available on a first-come, first-serve basis. Unassigned leftovers are to be discarded.

Wine/Beer

All alcoholic beverages are to be taken home after an event, as there is no overnight storage of alcohol in the Common House. An exception is made for Nubi home brew that is in the fermentation process, which may be kept in the basement.

4. How do we keep the Common House clean?

The Common House is kept clean through two systems: regular cleaning duties and quarterly cleaning blitzes.

Regular cleaning duties

Some neighbors choose to have a regular common house cleaning responsibility as part of their workshare. Neighbors who have these jobs commit to a regular job, for example, bi-weekly mopping of the dining room floor, weekly cleaning of the downstairs restrooms, and continual sorting and moving recycling to the shed, etc. Neighbors often find these jobs a flexible way to fulfill their workshare obligations. Please contact the CH Team for more information.

Quarterly cleaning blitzes

Each season the CH Team holds a 2-hour long intense CH Cleaning Blitz when all neighbors are asked to spend an hour contributing elbow grease to the effort. The CH Team sends out a sign up and helps to organize neighbors during the session.

(Neighbors may choose to complete their job outside of the scheduled time.) The CH Team often uses the blitzes to gather a group to move furniture and /or take on a special project (for example, organizing the basement). Neighbors who have a regular cleaning job are exempt from quarterly cleaning blitz sessions.

5. What is the system for reserving, using and maintaining the guest bedrooms?

The resident host is responsible for reserving and maintaining the cleanliness of the guest bedrooms.

Nubi guest bedroom host responsibilities:

1) Check the Nubi online guest room [calendar](#) to confirm that a room is available; if it is not available, we suggest that you contact the neighbor who has the dates reserved to confirm their plans. Please do not remove other neighbors' reservations.

2) Sign up for a room:

- a. Like in a hotel, you reserve guest rooms for only the *nights* you are staying; checkout time is at 12:00 noon on the departure day. *Guests may stay no longer than 7 consecutive nights at any one time.*
- b. Enter your reservation in the calendar *under "Nubi guest rooms" first with the room name and then your name, indicating that you are the host*; please don't use the hour feature, click "all day" (but only for the *nights* of the reservation.)
- c. Confirm that you have put the reservation on the Nubi Guest Room calendar and not just on your personal calendar.

3) Hosts are to make sure that the guest rooms that have been used are cleaned, either by guests as they are leaving or by the Nubi host. Rooms are to be ready by 3 p.m. of the day of the arrival of the next guest/s or by 48 hours after your guests have left, whichever falls sooner.

- a. Wash and dry all sheets and towels and place them in the hall closet or on the bathroom shelf.
- b. Remake the bed(s) with clean sheets.
- c. Vacuum and tidy the room(s).
- d. Clean the bathroom thoroughly.
- e. Restock towels and make sure that there is adequate toilet paper, paper towels and cleanser. Most supplies are kept in the hall closet with some in the kitchen and the rest in the basement.

4) We do not charge neighbors or guests for staying in the guest rooms; however, we do encourage and accept donations to help pay for heating costs, electric usage, cleaning and pantry supplies, and general wear and tear *on our facility*.

The terms of our insurance policy and tax status mean that we may not advertise or rent rooms to guests in a way that would resemble a guest house, a B&B or an inn. One

rule of thumb is that personal guests are to be only one degree of separation from neighbors---i.e. our friends, our families---NOT our friends' friends or our friends' relatives.

For marketing to potential residents who are visiting, guest rooms are available for 1 or 2 consecutive nights only. In those cases, reservations may be made by the Membership Team member or by a potential seller.

6) What is the system for reserving, using and maintaining the other Common House rooms?

In addition to the guest bedrooms, the following rooms can be reserved by a Neighbor for use:

On the first floor are the dining room, the kitchen and the East Room. The Everyone Room can be scheduled only when there are no community events.

The Activity Room is on the second floor.

Rooms are available for any group activity to which a resident is connected. CH rooms are booked on the regular [Nubi Calendar](#), found on NubiHood. The Nubi host must designate the specific space/s that will be used: In the first line of the reservation box, enter the room name, followed by the event name, followed by the name of the host. Please consult with a Common House Team member for clarification or assistance with reservations. **Resident hosts need to understand the following restrictions and responsibilities when they host groups in the Common House:**

1. Rooms are not available for private events during times when community wide events are scheduled, such as during community meals, Plenary and community celebrations.
2. If events are closed to NN&F members or involve large numbers of guests, neighbors need at least two weeks advance notice on the NubiHood Calendar and through our Google groups listserv/email group.
3. If the event is catered, the kitchen facilities may be used as long as the event does not conflict with community meals or events; the kitchen must be reserved and returned to its original condition right after the event.
4. The Everyone Room is available to all Nubi residents and may be booked if there is no conflicting community event scheduled.
5. Broken items are expected to be replaced by the person responsible, the group sponsoring the event, or the NN&F host.
6. Disputes or problems will be referred to *the Steering Team* for resolution.

7. Guests are to be given clear limits and behavioral expectations regarding CH use. They are to be given clear directions to get to Nubi, and need to be shown where they are expected to park.
8. There are special requirements for inclement weather:
 - a. The resident host is to be prepared to cancel a CH event in case of hazardous weather conditions. If school days are canceled and the Peterborough town offices are closed, CH events, to which non-residents are invited, are to be canceled, or at least closed to non-residents, and attendees are to be notified.
 - b. Resident hosts are to convey special information regarding keeping safe during adverse weather conditions to their group members by suggesting that they bring flashlights, wear ice cleats and/or that they use walkers.
 - c. The resident host is responsible for ensuring that all paths, walkways and steps leading to the Common House are as reasonably clear of snow and ice as possible, and that sand or other suitable material is spread to mitigate the risk of slips and falls. Resident hosts are encouraged to seek help from neighbors and/or co-members of the group which is meeting to help fulfill these expectations.
 - d. The resident host, or appointee, is responsible for helping any group members requiring special help get visitors to and from their vehicles or other transportation.
9. The resident host, or their designee, must be the final member of a group to leave the building to confirm the building is left in the condition in which it was found; that lights are off; and that guests have safely departed.

The terms of our insurance policy and tax status mean that we may not advertise or rent rooms or sponsor events for money-making purposes. If a neighbor is hosting an event that requests donations, the language of any advertisements about the event must conform to this policy. We request that Nubi hosts show advertisements for events to the CH Team before their distribution.

Any other use of the Common House needs to be arranged through the Common House Team.

7. How do the Pandemic Guidelines apply to the Common House?

Here are the current guidelines from April, 2022 for Covid 19. We will update these as needed.

Communication Timeline for Selling Units

Owner: Steering Team

Date: December 2020

The purpose of this agreement is to improve communication between unit sellers, buyers, and the neighborhood. It's important for the Steering Team to know who owns each unit. The UOA requires that owners inform the NN&F UOA Clerk of a change in the ownership of a NN&F unit and the date of that sales transaction within 2 business days of that event. Neighbors also appreciate timely information on when people are moving in or out. This agreement designates responsibility for communication and a timeline.

Two Weeks Prior to Public Listing of Unit for Sale:

- As required by our by-laws, owners announce intention to sell and terms of the sale including attestation to improvements made to the unit.
- This announcement is made to our neighborhood email list and also shared with our interest list two weeks before the unit is listed publicly.
- Make this announcement every time the unit is offered for sale, including if it was previously under contract or has been rented out.

Upon Signing of a P&S:

- Sellers inform the Clerk of the UOA when they sign a P&S (Purchase and Sales Agreement) within 2 business days of signing. Sellers share the names and email contacts of the buyers and also the proposed closing date.
- The UOA Clerk informs Steering Team and our Tech Team Email Administrator. The email administrator adds new P&S signers to our email list and lets the neighborhood know.

Upon Closing:

New owners (buyers) announce to the neighborhood when closing is complete and share their planned move-in date.

Compost Guidelines

Owner: Farm Team

Date: 2017

Our compost pile helps us reduce waste and create healthy soil on our farmland. Thank you for contributing and following these guidelines!

The compost pile is managed by the Farm Team and finished compost is used on community land (it's not available for personal use).

Nubi Compost Pile

Please contribute food and yard waste to the compost pile according to the guidelines below.

DO add to compost:

- All food except meat/fish
- Eggs and dairy are fine
- Coffee, filters, and tea bags
- Lawn clippings, weeds, plants
- Farm animal manure and litter

Do NOT add to compost:

- Meat or fish
- "Compostable" bags or containers*
- Sticks, branches, woody trimmings (nothing over 1/4" thick)**
- Invasive species*** or any diseased plants
- Pet (cat/dog) waste or litter
- Trash!

*These bags don't always compost well, and they also sometimes blow away in the wind.

**Brush over 1/4" in size (and up to 20" stumps) can be taken to the Peterborough Recycling Center free of charge.

***Invasives must be properly disposed of or burned to prevent their spread. Please consult with Forest and Trails Team if you have questions.

Chicken Scraps

The Nubi chickens love food scraps from your kitchen or garden! If something is not edible for you, please assume it's not edible for the chickens. In addition, follow the guidelines below and ask a member of Chicken Club if you have questions. When the chickens are in their winter yard, please leave scraps inside the permanent enclosure (not the moveable white fence).

DO feed the chickens:

- Most fruits
- Most vegetables
- Dairy
- Grains/bread/legumes
- Table scraps/leftovers are fine

Do NOT feed the chickens:

- Citrus or avocado
- Raw potatoes/peels
- Allium onion family veggies (garlic is fine)
- Uncooked dried beans
- Eggs or eggshells
- Meat or fish
- Junk food, sweets, coffee, tea
- Anything spoiled, moldy, or rotten
- Anything that's not edible for humans (for example, rhubarb leaves)

Covid-19 Agreement

Owner: Steering Team

Date: April 7, 2022

This agreement supersedes all previous guidelines and policies related to Covid-19.

In general I agree to...

- support neighbors and help them, upon request, if I am able
- clearly and respectfully articulate my needs
- respect my neighbors' choices and do my best to honor their preferences
- maintain open communication and assume best intentions

When we gather we agree to...

- accommodate the stated preferences of those in the group for meeting locations and mask-wearing*
- hold community-wide events outdoors when conditions allow
- provide an option for neighbors to attend Plenary and other meetings remotely**

If I suspect I've been exposed to Covid-19 or am experiencing symptoms I agree to...

- stay home from neighborhood events and out of indoor common spaces until I get a negative test result

If I have a positive Covid-19 test result I agree to...

- stay home from events and out of indoor common spaces until I am recovered or no longer test positive, following CDC guidelines

NOTES

*Mask requirements do not apply to children under age 3. Requests for masks at a particular gathering should be made in advance.

**Steering and the facilitators will work to effectively include all participants in hybrid meetings by implementing best practices and possibly investing in technology. Details to be worked out with community input.

Decision-Making Authority

Owner: Steering

Date: July 11, 2010

Purpose: To provide guidance to teams and the community-at-large regarding decision-making authority.

Note: This agreement does not attempt to cover all types of decisions, and teams should consult Steering when uncertainty arises.

Budgetary

- A team may cost-shift within its Plenary-approved budget as detailed by Finance guidelines.
- Plenary approves the annual budget for teams, and for community-wide expenses.

Mandate

- A team takes action or makes decisions related to its mandate and is guided by the will of the community through its consultative process.
- Plenary approves changes to a team's mandate.

Community

- A team takes action or makes decisions consistent with community mission, vision, and values.
- A team may create guidelines consistent with its mandate.
- A team may propose a new agreement or policy, or a change to an existing one.
- A team must receive Plenary approval before taking actions or making decisions that significantly alter existing community-wide agreements.
- Plenary concurs to agreements and policies.
- Plenary makes decisions on something of relative permanence such as a new common structure, feature, or boundary, or a change to existing ones.

Legal

- Plenary, or its designated delegate, makes decisions requiring signing authority, permitting, or licensing, or if time critical, Steering may do so.
- Plenary may approve remedial action for the Board of Directors to take if necessary.

Decision-Making Guidelines

Owner: Steering

Date: May 2018 (previously August 2015 & November 2016)

Consensus as a decision making process

Consensus decision-making is a creative and dynamic way of reaching agreement between all members of the community. Using consensus decision making is a commitment to finding solutions that everyone actively supports, or at least can live with.

Purpose

The purpose of this community decision-making process is to ensure that our community decisions reflect our values, everyone has the opportunity to be heard, and the process results in solutions for the common good. In the event that there is a discrepancy between this document and the by-laws and the NH State Condo Statute, the statute shall be considered the legal authority.

General Principles

Neighbors have both rights and responsibilities during the decision-making process. Everyone has a right to be kept informed in a timely manner of all community meetings, and a right to an equal opportunity to be heard. Neighbors have a responsibility to approach each decision from the viewpoint of the common good, to listen and consider all points of view, to be constructive and respectful in what they say, to work cooperatively with others and to stay informed.

Plenary Worthy

The following items must come to Plenary and then the UOA:

- Annual budget - Plenary recommends to UOA for a vote
- Election of Officers - Discussed in Plenary and recommended to the UOA for a vote
- By-laws and/or Declaration changes - Discussed in Plenary and voted on by the UOA

The following items must come to Plenary:

- Any decision that the Nubanusit Neighborhood & Farm Bylaws state to be the responsibility and right of Plenary
- Decisions that reflect a significant shift in the community's long term plans
- An issue that Steering Team or other team decides should be a community decision
- An issue that conflicts with community values or an issue in which one community value conflicts with another community value
- An issue that cannot be resolved within a team process

- A decision that involves expenditure of money for which Finance Team guidelines call for Plenary approval
- A decision that involves significant use of common assets.

Guidelines for Plenary Proposal Development

The purpose of this section is to outline steps to be used to develop a proposal that requires a Plenary level decision. There are three stages in this process: Input Stage, Proposal-Shaping Stage, and Decision-Making Stage.

This decision-making process is flexible. It is recognized that the complexity and urgency of proposals will vary. Some proposals will require more time to develop, others less time.

Input Stage

This is the expansive stage of proposal development. The purpose is to receive maximal community input concerning factors to be considered in the early stages of the proposal in order to increase a sense of ownership on the part of the whole community. The ideas for a proposal may be developed by teams, ad hoc groups, or individuals.

If the initiator is an individual, that person will first email the community to determine if anyone wishes to join in the sponsorship of the proposal. Interested parties will inform Steering about their existence, then form an ad hoc group after accepting the responsibilities of an ad hoc group. (See Ad Hoc Team Guidelines in Agreement and Guideline Handbook.) If an individual can gain no interest within the community about the idea of the proposal, it is expected that (s)he will not pursue the idea further.

Teams or ad-hoc groups first will define the dimensions and elements of the issue. This step is about clearly understanding all of the factors that a good response to this issue needs to take into account.

The group's best thinking about the factors of the problem is then shared with the entire community, and an explicit request is made for additional thoughts and concerns. Input can be received in a variety of ways - for example, email, surveys, Open Forum, invitations to team meetings, posting a decision board in the Common House, or listening to community members individually or in small groups. A summary of all input received is then shared with the whole community by email or other means. At this time any additional input from the community is again requested.

During this stage, the community has the responsibility to give input in a timely manner. Once agreement has been reached as to the completeness of the list of factors, this list will become part of, or attached to, the agenda prep form.

The stage for receiving community input on the dimensions or elements of the issue is now completed, unless new information becomes available.

Proposal-Shaping Stage

The purpose of this stage is to get the group’s best thinking about how to balance the factors identified in the input stage. This stage may occur in Plenary or at team or ad hoc group meetings. Adequate meeting notice of at least 7 days should be given whenever possible. This is the funneling or contracting stage of developing a proposal.

This stage begins with generating ideas about the proposal. In this step, the information given in the input stage is used to create ideas for the proposal. The sponsoring group explores ideas about the shape of the proposal at ad hoc group meetings, team meetings, or community meetings. This group has the task of trying out possible proposals and investigating ranges of tolerance within the community.

Using “go-arounds” (where all participants have a turn to contribute their ideas) is one way to accomplish the goal of receiving ideas from many people.

“Bridging” techniques, or mediating between different points of view, can be used to come to a final proposal which is within the range of tolerance of the entire group. In cases where disparate proposals remain, then further discussion needs to be held with all parties committed to making a good faith effort to “bridge,” or connect, differing ways of thinking. Mediation and/or facilitation may be considered at this point to clarify and better understand what is behind the differing viewpoints.

Once a proposal is generated, it will be submitted in an Agenda Prep form to the Agenda Prep group. A summary of the thinking that went into the proposal’s development should be given in the Agenda Prep form.

Decision-Making Stage

The purpose of this stage is to give the entire community an opportunity to formally adopt a proposal.

Plenary participants will arrive at meetings ready to discuss proposals from the viewpoint of what is best for the community.

The proposal is presented, clarifying questions are elicited, a “go-around” may be held asking for reactions to the proposal. Further discussion may take place at this point to delve deeper into the group’s thinking. The facilitator may consider minor amendments to the proposal if the sense of the room seems to warrant it.

Once agreement seems to be reached around the shaping of the final proposal, the facilitator reads the resulting proposal including any amendments or changes.

The facilitator then asks if there is anyone who wishes to “stand in the way” of the proposal. “Standing in the way” means: “I have strong objections to this proposal and cannot support it. In my opinion, this proposal will be harmful to the community and/or the proposal is not consistent with the community’s core values. I am willing to work on an alternative proposal which addresses my concerns.” If there is a stand in the way, then the process for a stand in the way is followed. (see below)

If there are no “stand in the ways”, the facilitator will ask for “stand asides.” A “stand aside” means: “I have concerns, but I choose to stand aside for this decision. I agree to disagree for the good of the community and am willing to let this proposal be adopted and I will agree to participate in its implementation.” The individual’s concern is recorded in the meeting minutes along with the proposal.

The facilitator may use his/her discretion about whether stand-asides warrant further discussion about the proposal. This decision by the facilitator will weigh the number and quality of the stand asides. If time permits, further discussion may be enough to reach agreement. If adequate time is not available, the proposal may be returned to the team or ad hoc group for further work.

When a Proposal Is Adopted

Once a proposal is adopted by Plenary, that decision is binding on the entire community. (See Agreement Agreement in the Agreements and Guidelines Handbook.) The decision is accurately recorded in the minutes and read out aloud by the recorder. It is the responsibility of all community members, whether they attended a Plenary meeting or not, to review the minutes and decisions made at Plenary. All decisions remain in effect unless they are replaced by another decision.

Some decisions may be accepted with a specified period of time to have a review of the decision. This time frame will be specified in the proposal. A reminder will be added to the neighborhood calendar by the minute taker to help ensure that a review takes place.

The group crafting the proposal will be responsible for ensuring that a review take place. If the group is no longer active, the Steering will decide who is responsible for ensuring the review takes place.

New Community Members

People who move into Nubanusit Neighborhood and Farm are expected to abide by all previously made community agreements when they become community Members. (See Membership Agreement in the Agreements and Guidelines Handbook.) It is the responsibility of the community to provide new Members with an orientation and easily accessible method for knowing what decisions the community has already made. If new community Members wish to revise a previously made decision, they must follow the Revisiting Decisions section described below.

Guidelines for a Stand in the Way

If a proposal is blocked by a “stand in the way”, the following steps are followed:

A. First Plenary decides whether or not the “stand in the way” is principled or not. The following criteria will be used:

Principled Stand in the Way

- If the proposal would be harmful to the community
- If the proposal is not consistent with the community’s core values

Personal or Inappropriate Stand in the Way

- If you don’t get your way
- If based on personal preference, convenience, ethics, values, beliefs, practices, or how you want to live (as opposed to the community’s values)
- Because you can’t afford the action personally
- Attempting to stand in the way through a proxy when you are not present
- Standing in the way at the last minute without letting others know your concerns earlier in the process (unless new information becomes available late in the discussion)

The “stand in the way” will be judged to be principled if three other people in the meeting accept that the person blocking has a legitimate reason for standing in the way at that time in accordance with the criteria listed above. The three other people do not have to agree with the person standing in the way, just that it may be a legitimate stand in the way that warrants further study and discussion of the issue. The facilitator allows the person blocking to explain the reasons, then calls

for open discussion of the “stand in the way”, and then asks if there are three people willing to accept the “stand in the way” as legitimate. Reasons for accepting the stand in the way will be entered into the minutes. Once a “stand in the way” is accepted as principled, then the community would follow the two-step process outlined below. If three other people in the room do not accept that the stand in the way is principled, then the facilitator proceeds with the decision-making process by asking for stand asides.

B. If a “stand in the way” is accepted by the community as principled, then the Plenary will follow this two-step process:

1. Ad Hoc group meetings:

The Plenary will create an ad hoc group to further discuss the issue. The Plenary will give this ad hoc group a statement of purpose for the minutes and proposal-making authority. Proposal-making authority means that the group reaches an agreement on a new proposal and then brings that new proposal to Plenary. The group will be comprised of a minimum of 4 members. It will include the person(s) who stood in the way of the decision in Plenary, a member who supported the proposal, and at least two people willing to act as a neutral party. Members of the community who feel strongly enough about a decision to stand in the way during a Plenary meeting have a responsibility to work to resolve the issue through this process.

This ad hoc group must meet at least twice for an hour each time with at least 48 hours between the meetings. If this group cannot reach agreement by the next Plenary, the original proposal goes to super-majority voting. If the group does reach agreement then the new proposal is submitted on an Agenda Prep form to the next Plenary meeting.

The new agreement will be presented in the Plenary meeting. If the Plenary is unable to reach consensus to move forward with the new agreement, the original agreement goes to super-majority voting. There can be no “stand in the ways” for the compromise agreement, only stand asides.

2. Plenary super-majority voting:

Super-majority vote is defined as 75% of the people present at the Plenary meeting in which the vote is being held.

There will be an open recording of the votes as they are counted. The vote tally will be recorded in the meeting minutes.

Quorum at UOA and Plenary Meetings

A Quorum is defined according to the current Bylaws. The Bylaws accepted in 2014 define a Quorum as representatives of 25% of residential units. There are 29 residential units; therefore, a Quorum currently consists of 8 unit owners or their designees.

- A. When the Declaration or Bylaws require a vote, a UOA meeting will be called and the presence of a Quorum will be formally ascertained by counting those present at the beginning of the meeting. Current Declaration and Bylaws require a vote for changing common area to limited common area, removal of a Steering Team member, removal of an officer, approval of annual budget, special assessment on unit owners, and amendment to the Bylaws.
- B. Plenary meetings do not require a quorum. If there is a discrepancy between the number of attendees at a meeting and the importance of the matter being considered, then those present may decide to move the decision on the proposal to the next Plenary meeting.

Team Decision-Making Guidelines

Teams serve at the will of the community. All teams act and make decisions by consensus consistent with the community's Mission Statement and Values Statement. All teams need Plenary approval before taking actions or making decisions that alter existing community-wide agreements.

Each team's role and decision-making authority is outlined in the team's mandate. Each team takes action or makes decisions related to its mandate. (See Decision-Making Authority section of NNF Agreement & Guideline Handbook.)

Teams will keep the community informed of their actions by posting meeting times, agendas, and meeting minutes. Meeting minutes will follow the Minute Taking Guidelines adopted in July, 2012 as part of NNF's Agreement & Guideline Handbook. The stated goals of meeting minutes are to record: (1) the facts about the meeting - time, attendees, agenda; (2) decisions made at the meeting and follow-up actions to be taken; (3) major topics of discussion, including what led to any decisions, what alternatives or concerns were discussed, and how they were addressed.

All team meetings are open. Community members are encouraged to attend any team meeting to give input, but will not be part of the team decision-making process during that meeting.

Each team meeting will have a designated facilitator and minute taker. Meetings

will follow the posted agenda.

It is recognized that at times other business does come up for discussion that may not be posted in the agenda. If this occurs, the minutes will highlight that this is an off-agenda item and the discussion will be detailed in the minutes. It is expected that any important decision (ie a controversial issue or one having a major impact on community life) would not be made without neighborhood input.

Appeals Process

A community member may appeal any Plenary decision by notifying the Steering Team, with the exception of a decision made by super-majority vote.

Appeals are to be used sparingly and only under the most extreme circumstances. A community member may appeal when (s)he perceives a decision is harmful to the community or believes that the decision goes against the values of the community. Appeals address community concerns rather than individual needs. An appeal process should be started within two weeks after a proposal is adopted. Community members who appeal will attend the next Plenary meeting to represent their views and if needed, will participate in adhoc efforts/meetings to resolve the issues. The original agreement remains in effect until a new agreement is reached.

Before considering an appeal, community members should ask themselves the following questions:

- Do I fully understand the history, reasoning, and discussion behind the decision?
- Is the original decision good enough for the community?
- Do I have a personal stake in this decision?
- Will this decision pose a threat to the community?
- Does this decision go against our community's stated values?
- If yes, how so?
- Why do I want to appeal this decision?
- What is my alternative proposal that addresses everyone's concerns?

Community members who appeal will present their answers to these questions during the discussion at the next Plenary. A decision about whether the appeals process should continue will be made at Plenary. As a guideline, it is expected that the community member appealing a decision will have the support of at least 3 other community members. If the appeals process continues, it is the responsibility of the person initiating the appeal to organize an adhoc group in consultation with Steering to develop an alternative proposal to present at Plenary.

Revisiting Decisions

Community members may seek reconsideration of a previous community decision by meeting the following requirements and then submitting a new proposal to Plenary. The original decision remains in effect until this reconsideration process is completed.

A. Answer the following questions:

- Have the circumstances that drove the original decision changed?
- Has the decision had enough time to work?
- Has the decision had unforeseen consequences?
- Are there concerns that were not considered at the time of the original decision?
- Did the community (or team) not follow the decision-making process?
- Is the decision having a bad effect on the community?
- Are there others in the community who share these concerns?
- Can these concerns be addressed without involving the whole community?
- Are the history and reasoning behind the original decision fully understood?
- Have the concerns been raised to the team responsible for the issue?

B. Communicating the intent to revisit to Plenary

It is the responsibility of community members wanting to revisit an old decision to let the community know of the intent to write a replacement proposal. The answers to the questions listed above should be provided at Plenary. Community feedback should be considered when writing the replacement proposal.

C. Crafting the replacement proposal

After getting input from the community, an alternative proposal is written. As much as possible, the steps in the Plenary proposal making process should be followed (Input Stage, Proposal-Shaping Stage, Decision-Making Stage).

Design Review Policy

Owner: Design Review Team

Date: April 2010

Purpose

To assist homeowners in planning & implementing additions or exterior alterations to their homes and major changes to landscapes while ensuring that they are in keeping with our community held values & principles.

Exclusions

- Interior alterations or upgrades such as an attic fit-up or an added plumbing fixture. [*However, please remember that multi-family units were designed to minimize penetrations of common walls so as to maximize acoustic separation. Furthermore, please realize that you technically do not own the wall itself, just the drywall. Any penetration of such a common wall should be avoided.*]
- Financial responsibilities such as upgrade/development fees and increased condo dues.
- Legal responsibilities such as deed revisions and Code compliance.
- Landscaping that is covered by the Landscape Guidelines

Principles

- In understanding that buildings can be harmful to the environment, we look to sustainable building practices where practicable.
- In understanding that we have built a beautiful community, we seek to maintain such standards with respect to all future construction.
- In understanding that we aspire to open healthy communication, we agree to follow relevant Neighborhood policy & process.
- In understanding that fairness is important to a healthy balanced community, we agree to balance the rights & responsibilities of the individual with those of the broader Neighborhood.

Design Review Team

Purpose:

- To allow a safe, clear, and fair process to review proposed designs and determine their suitability in the context of Neighborhood values & principles.
- To assist homeowners in giving form to their ideas and addressing the practical considerations involved in the implementation of those ideas.

- To promote sustainable design and educate the Neighborhood about design issues where appropriate.
- To work with Buildings and Grounds & Finance Team in implementing an ongoing record of Neighborhood design & construction drawings.
- To respond to real world construction needs by reviewing proposed changes as quickly as reasonable.

Membership:

- 3-5 diverse neighbor members as consistent with general Nubi practice.

Elements of a successful design

The following categories shall be used by DRT in evaluating proposals & by Neighbors in planning projects or objecting to proposed projects.

- Material compatibility--e.g, Western Red Cedar shingles & vertical tongue and groove boards; Cranberry accent color, etc.—does it match? Complement?
- Form--Scale & language—does it belong? Is the square footage appropriate to the program—right-sized?
- Public/private organization—maintains pedestrian scale along public ways and feels inviting—does it work? (Note: Some units do not have clear public/private logic now.)
- Performance— the envelope—does it negatively impact energy efficiency or maintenance? Does it improve it?
- Protection of Community interests—broader catchall category—what happens if...?

Responsibilities

Homeowners are responsible to:

- Follow the process outlined in this and other relevant Neighborhood documents (such as pedestrian policy.)
- Schedule all required meetings within specified time & notification parameters.
- Post drawings as required by construction type for Neighborhood review.
- Update Condominium dues & pay any upgrade/development fees per Finance Team review.
- Secure all required Town permits.
- Update deed as required by County. (If, for example, it is agreed that the boundary of your LCA will be redrawn as a result of an approved change.)
- Hire an Architect or Structural Engineer when applicable.
- Consult as-built utility maps prior to any digging.

If these responsibilities are not honored:

- All discussion of the proposed project may be tabled per Neighbor request.
- Construction, if begun, may be halted until design review process is completed.
- Any cost for this delay is the responsibility of homeowner.

Neighbors are responsible to:

- Review proposals & respond in a timely and appropriate manner.
- Share concerns directly with homeowners when possible and with the assistance of the DRT or Steering [was CLT] when needed.

Warranties For New Work

The homeowner is responsible for any incomplete work, deficient construction, or leaks or damage to the exterior shell of the new additions for a period of 3 years after the completion of the work. The same applies to any areas of the existing structure that have been tied into or otherwise disturbed in creating the new addition. The homeowner is further responsible to make a reasonable effort to remedy any such defects beyond the 3 year warranty period through legal action as permitted by NH statute. The Neighborhood will begin charging additional condo fees (as determined) upon occupancy of the new work.

Categories of Construction:

Minor Exterior

- Does not break envelope or substantially impact the form—e.g. railings, exterior lighting, minor/ non-permanent play structures or clotheslines.
- Minor landscape—e.g. patios, walks, fences. Plant elements are currently covered by the Landscape guidelines.

Major Exterior

- Breaks the envelope and/or changes the form—e.g. dormer, new window/door/skylight. Breaking the envelope refers to any penetration through the exterior walls or roof.
- Major landscape—e.g. freestanding structures, anything that effects drainage.

Additions

- Grows the footprint & change the form—added living or storage space—e.g. sunrooms, porches, sheds, ect.

Community

- Changes to Common House
- Changes to parking, storage structures, screen house.
- Other

Farm

- Exterior changes to any existing or any new permanent agricultural outbuilding where permanent is defined as a permitted structure on a foundation.

	Minor Exterior	Major Exterior	Additions	Community
	√	√	√	√
Talk w/ neighbors		√	√	√
Notify intent	√	√	√	√
Post proposed project	√			
Tacit approval			√	√
DRT Planning Meeting		√	√	√
Finance Team Review			√	√
Plenary Approval		√	√	
DRT Decision Meeting		√	√	
Follow procedure for post-meeting changes		√	√	

Design Review Process

For all projects:

- 1) Review this document & any other relevant Neighborhood Agreements. Figure out what category of construction you are in. If you are not sure, ask DRT.
 - 2) Discuss with neighbors.
 - 3) Notify intent/ post proposed project
-

Minor projects

Minor projects are planned & executed by a Neighbor without any required participation by DRT. They are tacitly approved by lack of Neighbor objection. The following are required:

- Post proposed project for a minimum of 10 days.
- Include product info & drawings. The point of these drawings is to tell the story of what you would like to do. They do not need to be professionally done.
- If there are no objections, submit project details to DRT for record and implement change.
- If there are any objections that cannot be satisfactorily worked out, bring it to DRT for resolution.

Major Exterior

Major projects are planned & executed with the help of DRT. They are approved by consensus of all in attendance at a DRT review meeting. The following are required:

- Tell the Neighborhood what you think you want to do.
 - Do this at least 2 weeks prior to preliminary DRT meeting.
 - Some type of sketch or other graphic representation of what you are thinking may be helpful but is not required at this stage.
- Schedule a DRT review meeting. DRT meetings shall operate as a meeting of the Plenary to be convened and facilitated by the DRT. As such it is open to all members of the plenary and any decisions made will require consensus of all Neighbor attendees, not just DRT. As a DRT meeting, only a quorum of DRT members and the applicant are required to be in attendance.

- If approval will be sought at this DRT meeting drawings that show location, proportion, & scale need to be posted for 2 weeks prior. Drawings do not need to be professionally done but do need to provide all information necessary to understand what is being proposed. Additional drawings showing relevant details may also be required.
- Project may be approved or conditionally approved at this meeting.
 - If consensus is reached:
 1. Decision & preliminary drawings to be posted for 2 weeks.
 2. If no objections, accurate hard-line drawings are required to be posted for another 2 weeks. Hard-line drawings refer to drawings that are prepared either with drafting implements or computerized as opposed to freehand. [The point here is that, while accurate record drawings are needed the homeowner shouldn't have to pay a professional for this until they are reasonably certain that there are no objections.]
 3. If no objections, submit drawings for record and implement change.
 4. If objections are raised:
 - Follow-up DRT meeting.
 - If consensus not reached:
 - Follow-up DRT meeting.
- Schedule a meeting with Finance Team as required.
- Submit required drawings & information to DRT and implement change.
- Any changes required following the approval meeting for any reason need to be submitted to DRT.
 - Immaterial changes will not require any further process.
 - Minor changes require written notification for 2 weeks. Any objections raised will require a DRT meeting to resolve.
 - Major changes require a DRT meeting to resolve.
 - Any delays or cost incurred to the owner as a result of changes to the approved design are the responsibility of the homeowner alone.

Additions

Additions are planned & executed with the help of DRT. They require Plenary to approve the increase in footprint & any related financial or legal implications. They are approved by consensus of all in attendance at a DRT review meeting. The following are required:

- Tell the Neighborhood what you think you want to do.

- Do this at least 2 weeks prior to preliminary DRT meeting.

- Some type of sketch or other graphic representation of what you are thinking may be helpful but is not required at this stage.
 - Schedule a preliminary DRT meeting. Meeting is open to all interested Neighbors. No decisions will be made.
 - Point is to help homeowner figure out what to do and how to do it prior to hiring professionals or solidifying design ideas.
 - Sketches and product info may be needed to effectively communicate thinking.

- Schedule a Finance Team review. The Finance Team will make recommendations to Plenary about financial implications of proposal as appropriate.

- Notify Neighborhood of intent to bring proposed addition to Plenary and fill out relevant agenda paperwork.
 - Plenary is only responsible for approving the footprint, increase in square footage, and any related financial or legal changes to Neighborhood; this is not a design review.
 - If consensus is not reached either follow NNF decision-making model for blocked consensus or withdraw proposal and resubmit with changes.

- If approval is given, schedule a DRT Review Meeting.
 - Project may be approved or conditionally approved at this meeting.
 - If consensus is reached:
 1. Decision & preliminary drawings to be posted for 2 weeks.
 2. If no objections, accurate hard-line drawings are required to be posted for another 2 weeks. Hard-line drawings refer to drawings that are prepared either with drafting implements or computerized as opposed to freehand. [The point here is that, while accurate record drawings are needed the homeowner shouldn't have to pay a professional for this until they are reasonably certain that there are no objections.]
 3. If no objections, submit drawings for record and implement change.
 4. If objections are raised:
 - Follow-up DRT meeting.

- If consensus not reached:
 - Follow-up DRT meeting.
- Any changes to the project following the approval meeting for any reason need to be submitted to DRT.
 - Immaterial changes will not require any further process.
 - Minor changes require written notification for 2 weeks. Any objections raised will require a DRT meeting to resolve.
 - Major changes require a DRT meeting to resolve.
 - Increased footprints require a return to Finance Team and repetition of all subsequent steps.
 - Any delays or cost incurred to the owner as a result of changes to the approved design are the responsibility of the homeowner alone.

Community projects

Community projects are designed, executed, and implemented with the help of DRT. Community projects require Plenary approval.

Farm projects

The Farm Team in consultation with DRT oversees Farm projects.

Dues Structure for the Annual Budget

Owner: Finance Team

Date: December 2021 UOA Meeting

Nubanusit Neighborhood & Farm, A Condominium, establishes the following elements as the dues structure inherent in the annual budget:

- An annual budget that apportions all dues in a unitary way and that considers all agreed-upon expenses as equally necessary to our community's well-being.
- Apportionment of dues based on the square feet of each unit's limited common area based on the types of space in each unit, and that those types be weighted in recognition that all of our spaces represent some expense to the group as a whole, which was adopted by the Unit Owner's Meeting on November 7, 2009.
- The assigned square feet per unit as of November 7, 2009 shall be modified and documented by the Treasurer (or its designee) and reviewed by the Finance Team as is necessary to account for modifications to a unit's limited common area affecting the type of space. Dues in the subsequent annual budget shall be adjusted to account for such modifications.
- Unit owners shall notify the Treasurer or its designee whenever a material change to the limited common area occurs.
- Special assessments as may occur shall be assessed to each unit owner following the same limited common area apportionment.
- Dues for the Unit 18 (the Farm Unit), owned by the association, shall be likewise apportioned among the unit owners.

Email and Communication Guidelines

Owner: Steering Team

Date: June 27, 2011

Purpose

In response to community discussion at the Feb 2011 Open Forum on Open Communication, Steering is providing these guidelines covering email, including email communication with teams and plenary. These are not comprehensive, and we recognize it is difficult to write a policy to cover all situations in which we may use email.

Email

Email subject line

- Be Concise
- Say what is needed; for example, call to action
- Think “Classified Ad”
- Change subject line if the topic has evolved

Reply to all

- Do it less often
- Respond to fewer people whenever possible
- Check to see if your email editor is inadvertently replying to all

Content Do’s

Repeat what is needed; for example, call to action

When responding, include the original email to give context (note- this may be an email editor configuration)

Content Don’ts

- Avoid email conversations when people are upset
- If it’s an action or topic that affects others, then do not rely on email
- When seeking input for proposals, consider using an alternative to email
- Emphasis on give and take in a group setting that lets ideas coalesce
- Cumbersome to reply to individual emails
- Not everyone is heavily engaged on email

Communications with Teams and Plenary

Tiered Approach

Provide ways for getting input using a tiered approach

1. Face to face is best
2. Meet with a proxy - someone to understand and represent your perspective in a live meeting
3. Email, but in advance (to allow back and forth clarification)

Email input to Teams and Plenary

- Have a proxy read your email at the Team and Plenary meetings if email is your only option
- Don't say "I will never agree to X" in an email to Plenary or a Team. It can't be used effectively to inform a decision, and sets Plenary and the facilitator up to fail.
- Providing clarification is the responsibility of the email sender, not the proxy
- Make email input as brief as possible and to the point. A digest of thoughts are more difficult to distill and to clarify, if necessary.
- Keep in mind that email is a limited channel of discussion, and most often is not inclusive of the community

Transparency

- Allow for groundswell of response based on face-to-face in-communal setting, lets idea coalesce
- A one-to-one email is not shared with the neighborhood the way a community discussion is, leads to an unfair distribution of information
- Shop ideas or a proposal with individuals throughout the neighborhood and then have a more effective discussion at Plenary
- It's easy to shop to friends and supports first, but that's misleading
- Shop to people likely to disagree
- Important that the person you're talking to knows that you're shopping

Values

- We value group processes and participation
- We respect different modes of communication

Farm Footing Agreement

Owner: Farm Team

Date: June & July 2010

Agreement:

1. That plenary acknowledge that the farm at NN&F has undergone major changes in relationship to the neighborhood that have had an impact on the status and the short- and long-term management of the farm.
2. That plenary recognize that it has agreed to accept the transfer of ownership of Farm Unit 18 from NRP to NN&F.¹
3. That plenary agrees that the farm remains integral to the vision of NN&F and supports the farm team as it explores alternative methods of farm development and develops long-range plans for the farm articulating community-wide shared vision and goals.
4. That plenary acknowledges that in the short term, the Farm Team must continue to use instruments such as team meetings, open forums, the budget process and plenary meetings to seek consensus around issues of maintenance and growth absent an alternative approved structure to determine a budget.

¹ The UOA voted to accept the transfer of ownership from NRP to NNF in a special meeting on 9/11/2016. The formal deed transfer occurred on 10/7/2016. The remaining paragraphs remain in effect.

Farm Vision

Owner: Farm Team

Date: June & July 2010

Nubanusit Neighborhood & Farm have a reciprocal and complementary relationship: Neighbors nurture the farm and the farm offers the neighborhood food, beauty and connection to each other and the land.

Mission:

Nubanusit Neighborhood & Farm (NN&F) will continue incremental development of the farm by:

1. Implementing organic and sustainable practices to improve our land;
2. Allowing the interests & skills of neighbors to guide its development;
3. Promoting individual and community well-being with our work and play;
4. Offering a healthy diet and lifestyle;
5. Providing opportunities to recast conventional food production/distribution to adapt to our community life;
6. Providing opportunities for neighbors and others who work with us to learn about farming;
7. Reaching out to the larger community with food donations and learning opportunities.

Financial understanding:

I) NN&F is responsible to maintain our improved farm fields and to continue to improve our compacted veggie field. This will be provided for in two ways:

- 1) As recurring or annual budget expenses as relevant;
- 2) As a cost to farm tenants as specified within their Land Use Agreements (LUA.)

The practical effect of this is that NN&F budget carries cost of farmland not under LUA.

II) Farm tenants are self-supporting² with money coming from sales, donations, grants, etc. as appropriate to the venture and as specified by LUA.

² ~~Budget has provided dues forgiveness for a unit in which the farmer resides. This is subject to an annual appropriation. [Ceased in 2017.]~~

III) Capital improvements beyond the scope and/or capacity of Farm tenants, and that have a clear & lasting benefit to the broader Neighborhood, may be funded as NN&F projects through our annual budget process.

Values:

The Farm at NN&F is foundational. There was a Farm at NN&F 150 years before our Neighborhood was conceived; the spirit of this place was integral to the design of our Neighborhood and remains integral to our continued developmental aspirations; we honor that relationship in our stated value of **Environmental Stewardship**.

The Farm makes our neighborhood unique and is a great benefit to NN&F while also benefiting greatly from being a part of NN&F. We honor this relationship in our stated value of **Interdependence**.

The Farm provides us with a regional identity. We acknowledge the inherent responsibility of that role as we strive to support local efforts to distribute our bounty as consistent with our stated value of **Interconnection**.

The Farm requires lots of labor, expertise, and financial support. We acknowledge the diverse way in which individual neighbors are able and willing to contribute to the Farm in our stated value of **fairness**.

Financial Operations, Account Funding, and Disbursements Agreement

Owner: Finance Team

Date: March 8, 2020

[Version History: revised July 8, 2015 & March 2011; original April 2010]

Overview

The Financial Operations, Account Funding, and Disbursements policy replaces the original “Operating Reserves Fund and Additional Long Term Reserves” policy. Its purpose is to provide guidance for NN&F financial processes and procedures with respect to funds and accounts, disbursements from them, and community financial health and transparency.

Sources of Income

NNF derives its operating income primarily from dues assessments. Other sources of income include donations and Common House use contributions. Per the Bylaws, the Steering Team may levy a special assessment as well.

Financing for NN&F capital projects have been, are now, and may be in the future financed by grants, rebates, gifts, private or commercial loans, assessments, or in a combination thereof.

Initiatives Set-Aside

The Initiatives Set-Aside provides for saving for multi-year defined initiatives such as the Common House front walk (2017 & 2018). Otherwise, an Initiative is funded and expensed in the same fiscal year.

Periodic Expense Set-Aside

The Periodic Expense Set-Aside allows for funding a known Inescapable or Traditional expense that arises regularly but not annually, thus reducing the need to fully fund it in the year in which the expense occurs such as the Long Term Reserve Analysis update, typically done every three to five years.

Operating Reserves

Operating Reserves is a financial cushion to lessen the effect of unanticipated expenses during a fiscal year. Operating reserves are incorporated in the annual budget.

Operating Reserves are

- Administered by Finance
- Prioritized to cover safety and maintenance expenses, or professional consultations

- Permitted to cover short-term cash flow problems as determined by Finance

Additionally, Finance will

- Set Operating Reserves annually. This amount will be reviewed during the annual budget process by the Finance Team and changed, if deemed appropriate, in collaboration with Steering.
- Add to Operating Reserves with dues or a special assessment, if necessary, whenever the Fund balance is lower than its goal amount as estimated during the budgeting process by the Finance Team.
- Deposit unspent monies, if any, from each budget year to the next year's operating budget.
N.B. This constitutes an election under IRS Rev. Ruling 70-604 for excess member income. Such election must occur annually; typically at the same annual meeting.

Teams or individuals submit an Operating Reserves Request to Finance. A team or individual whose request is denied by Finance may submit it to Plenary for further consideration.

Funding Long Term Reserves

We agree to fund our long-term reserves account as provided in the most recent Reserve Analysis, budgeting according to the recommended annual contribution.

We agree that we will periodically commission future Reserve Analysis revisions, which will update the recommended annual contributions to Long Term Reserves.

Disbursements from Long Term Reserves

The Reserve Analysis has multiple statements to the effect of funding repairs using the operating and/or reserve contingency funds and not from Long Term Reserves. Disbursements therefore from Long Term Reserves are allowed only according to the replacement schedule within the study, or when deemed appropriate in the case of an unanticipated shortened lifetime.

In the latter circumstance, however, the relevant team should first consider using (1) full or partial funding from their operating budget, (2) operating reserves as safety or maintenance, or (3) a special assessment. After such consideration and determination to not fund through one of those means, the relevant team shall submit a Long Term Reserves Request to Finance after review and approval by that team.

Financial Emergency

The Finance Team is permitted to declare a financial emergency if forecasting shows both overspending our budget and imperiling Operating Reserves is imminent.

Teams would then be restricted to spending for only Inescapable items until the financial danger passed. Invoices outstanding at the time of such a declaration, or received for services prior to the declared emergency for Traditional and Initiative items would be paid.

To invoke such an emergency, the Finance Team is required to notify Steering immediately upon deeming it appropriate, and to call a special community meeting as soon as feasible to explain the situation and decision.

Plenary may then decide to take other courses of action, such as remove spending restrictions, impose an assessment, or alter spending. Withdrawing from Long Term Reserves is prohibited in a Financial Emergency.

Landscaping Agreement

Owner: Buildings & Grounds

Date: May 9, 2009

Purpose

The purpose of this agreement is to provide direction to our community and individual neighbors when planning the landscaping and planting of NN&F common areas and each unit's limited common area in a manner that is in keeping with our core values. It recognizes differences in each unit's limited common area. It attempts to balance the needs of a unit owner with the needs of neighbors and with NN&F as a whole community. It strives to allow a unit owner to manage their own landscaping as much as possible without relying on the Buildings and Grounds Team.

Scope

- This agreement applies to all Limited Common Area, including the Governor's House and all Common Area within the neighborhood.
- This agreement addresses patios and fences. It does not address decks and external storage buildings, which are addressed by NN&F Architectural Standards.

Principles

1. Environmental Stewardship
2. Openness and Accessibility to NN&F land
3. Organic Gardening
4. Solar Energy Compatibility
5. Appreciation of trees, shrubs & other plants for their beauty, source of food and nesting habitat for wildlife, birds and other creatures, relief from wind & sun, baffling of sound
6. Integrity of in-ground infrastructure and buildings
7. Safety of Children & Pets
8. Individual Creativity

9. Personal Privacy
10. Respect for neighbor's light and air

Overall Concepts

1. All landscaping will comply with the most recent NN&F landscaping master plan and as built grading plan.
2. As stated in our values, NN&F is committed to organic and biodynamic methods of farming. Because of this, the use of non -organic pesticides, herbicides and supplements is prohibited throughout the neighborhood. Concerns about specific areas of poison ivy should be brought to the Buildings and Grounds Team.
3. Use of plant materials native to New England is encouraged. The Buildings and Grounds Team will develop a library of resources about plants that are considered native.
4. Landscaping that minimize water usage is encouraged.

Unit Landscaping & Planting

1. Unit Landscaping refers to the planting of limited common areas as well as the design and building of freestanding structures and the use of boulders. Most Units except the quads have a "private" and a "community or public" side.
Each Unit has some unique characteristics that may impact use of these guidelines and requires discussion with the Buildings and Grounds Team.
2. All costs for unit landscaping are borne by the unit owner(s).
3. The layout of our homes creates yards that are more public and help support community more than a Unit's privacy. Therefore, such yards facing walkways are to be landscaped in a manner that supports with the visibility between the porches of others and walkways in the community. A common feel and free flow from one lot to the next is encouraged between adjacent "public" yards.
4. Owners should take care not to interfere with the function or maintenance of underground infrastructure such as plumbing, electrical wires, etc. Reference to the map of as-built underground infrastructure is recommended prior to substantial landscaping activities. Hand dug holes are recommended when

possible. Any problems that occur as a result of landscaping with the underground infrastructure are the expense of the unit owner.

5. Trees which cast shadows on buildings may only be planted with the agreement of the affected buildings' owner(s) and review by the Buildings and Grounds Team to determine that shadows will not affect the viability of rooftop solar and photovoltaic panels. Note: map is available showing location of proposed solar panels.
6. Trees and shrubs planted within limited common areas should have an expected maximum growth height of up to 30. Plantings should be sited in order to avoid negative impact on building integrity. Suggested setbacks of plantings from building foundations are 10 feet for trees and 3 feet for shrubs subject to discretion with respect to the particular planting in question.
7. Individual unit owners are responsible to water and otherwise care for the trees and shrubs they plant. Individual unit owners are expected to prune or otherwise care for their trees and shrubs in order to keep branches from rubbing against buildings, to avoid introducing carpenter ants or other vermin into the building, to prevent the accumulation of dead wood or otherwise harm building exterior.
8. Unit owners are responsible for the prevention, not planting and control of all existing noxious weeds and plants that have invasive potential. The Buildings and Grounds Team will maintain resources on the identification and control of such plants.
9. Unit owners have discretion to plan trees and shrubs in conformance with the foregoing principles and guidelines. Before installing, a unit owner should share one's plans with affected neighbors. The NN&F Buildings and Grounds Team is available to provide consultation and assistance as needed.
10. Planting of any trees or shrubs that do not fit in the guidelines above need to be submitted for review and approval by the Buildings and Grounds Team before being planted.

Fences

1. Natural barriers are preferred to fences and should be used whenever possible. Natural barriers include trees, shrubs, rocks, perennial grasses and hedges.

2. Fences are discouraged prior to having lived in the house for one year. If needed when a neighbor first moves in, an inexpensive temporary fence can be installed for up to one year.
3. It is important to the community that fences be attractive and compatible with the architecture of NN&F.
4. Fences may be constructed of natural, unpainted materials without chemical treatments or preservatives.
5. Fences should be as low as possible to accomplish their purpose. Fences on the “public or community” side of a limited common area are primarily for decoration, edge-definition or to discourage trampling of the roses and should be 2 feet or less. Fences on the “private side” are primarily for pet enclosure or for privacy and are encouraged to be 4 feet or less, but allowed to be up to 6 feet in height.
6. Before building a fence, unit owners should share and discuss their plan with their immediate neighbors to work out any issues or questions in advance.
7. Owners are solely responsible for upkeep, repair and replacement of fences.
8. Any fences that do not fit in the guidelines above need to be submitted for review and approval by the Buildings and Grounds Team before being built.

Membership Agreement

Owner: Steering Team

Date: August 12, 2020

Purposes of this Membership Agreement

- To strive for broad inclusiveness in NN&F membership for all who participate in our community
- To encourage enthusiastic participation in work and play

General Principles

- Everyone present at NN&F will abide by existing NN&F Agreements.
- Everyone in residence at NN&F is encouraged to participate in the community to both reap the rewards of community and to manage the responsibilities of maintaining it.
- Fair participation in the community involves a balance between meeting one's individual and family needs and meeting the needs of the community.

Members Are

- All unit owners, whether residents or not
- Any unit owner's spouse or domestic partner who resides at NN&F
- Any long-term tenant of a residential unit planning to be in residence longer than 90 days
- As stewards of Farm Unit 18, the farmer(s) as named in a long-term Agricultural Lease Agreement with NN&F

Rights and Responsibilities of Members

- Participate in Plenary meetings
- Participate in the Plenary decision-making process
- Serve on the Steering Team
- Participate in the work of the community according to existing Workshare Agreement(s)
- Understand and abide by all community agreements, guidelines, and policies

Members are responsible for educating non-members whose presence at NN&F is attributable to them (such as children and other dependents, guests, short-term tenants, Governor's House tenants, caregivers and helpers of various kinds) on their rights and/or responsibilities within the community. Members shall act as their non-members' liaison within the community. Any members who are temporarily absent or not residing at NN&F will designate another member(s) to act on their behalf to fulfill these responsibilities.

NN&F welcomes and supports non-members to participate in community life including attending Plenary, but non-members are not expected to participate.

A Member may inform the other Members of the community that a person in their household 18 years or older who has been in residence 90 days or longer is a new member.

Other Categories of Membership

Alumni

Former members are welcome to become ‘Alumni’ members and so continue to contribute to and participate in the work and social life of the community. Alumni members abide by all community agreements, guidelines and policies.

Alumni members donate their time and resources to community life in proportion to their participation in Nubi meals and social events, and use of common land and the Common House.

Alumni members have access to:

- Nubi Alumni email group to receive posts about work events and social happenings
- NN&F Calendar to view upcoming events
- Nubi Meals System to sign up for Meals work and dinners
- Nubi common land for recreation

Alumni membership does not extend to reserving guest rooms, or reserving rooms in the Common House and/or outdoor common areas for events or gatherings open to the public, or for exclusive use by an Alumni member and their guest(s). Alumni members may not participate in Plenary decision-making, or serve on Teams, or have access to Nubi google group email and NN&F documents outside of Work and Meals Sign-ups. Alumni membership in clubs is at the discretion of the individual clubs.

The Membership Team role of ‘Alumni Liaison’ will manage outreach to former members, their enrollment in this category of NN&F membership, their contribution to NN&F community life and rights and responsibilities at this category of membership, and their enrollment and disenrollment in the Nubi Alumni email group. Alumni members renew their interest in being alumni members on an annual basis.

Minute Taking Guidelines

Owner: Steering Team

Date: July 2012

A variety of meetings happen at Nubanusit Neighborhood & Farm, in which weighty (and not-so-weighty) matters are discussed and decisions are made. Taking and promptly sending minutes of team and plenary meetings allows those not present to be aware of topics and outcomes and records decisions and reasoning for future reference.

There is some uncertainty about how detailed meeting minutes should be. Clearly there is a balance between recording only the highest level of detail, such as decisions made, and providing a detailed transcript of the meeting. The intent of this document is to record best practices that have developed over several years and to encourage their widespread adoption.

The goals of meeting minutes at NNF are to record:

- The facts about the meeting: time, attendees, possibly agenda and location
- Decisions made at the meeting and follow-up actions to be taken
- Major topics of discussion, including what led to a decision (if any), what alternatives or concerns were discussed, and how were they addressed

Recording the major topics of discussion, especially the factors that led to a decision, promotes community and consensus by allowing all members of the community to follow with the team along a decision process, at a high level, and to see that the team (or plenary) collected and considered the concerns that were presented.

In keeping with the spirit of a community owning concerns, it is not necessary to record which individual raised a concern, or who responded to it: the community owns it and is responsible for addressing it. The major points that were discussed should be recorded. Recording the attendees of the meeting allows individuals who were not able to attend to seek like more detail or explanation from someone who was present.

In addition, three other best practices stand out:

- Communicate the record in a timely fashion (within a week)
- Name the minutes per our [naming conventions](#) and [put them into the appropriate document collection](#)
- Allow the minute-taker and team flexibility in deciding what to write, what level of detail is appropriate, and whether to send out draft minutes to attendees before a final version.

Minutes that are sent promptly allow folks to read, seek clarification, offer assistance, and so on while details are still fresh in mind. Allowing minutes to be flexible about which topics are 'major' above eases the work of the minute taker and allows minutes to respond to need: more detailed for more contentious or important decisions, less for routine or common-sense decisions. Meeting attendees should also be encouraged to explicitly ask for a note to be added to the minutes.

Because our neighborhood is inclusive with meetings that are open to all, minutes should be shared with the entire community. Currently minutes should be stored as a Google document in NubiHood as part of a collection so they are searchable.

The name of the document contains the meeting name (team name or plenary), "Meeting Minutes" and the date of the meeting; for example, Steering Meeting Minutes 2012-06-25.

These should also appear in the header of the minutes. When minutes are available, e-mail should be sent to the community (manually or automatically) as a notification.

Neighbors Fund

Owner: Steering Team

Date: January 2010

1. Based on financial need due to unexpected circumstances, any owner may use the Neighbors Fund as a source for help with monthly dues payments.
2. Each year in September a solicitation will go to the whole community asking for donations to the Neighbors Fund. Additional contributions will be accepted at any time.
3. Recognizing our dual interests in generosity and respect for individual choice, we encourage all unit owners to make some contribution, however large or small, to the Neighbors Fund annually in September in recognition that we, or our neighbors, may need help with dues at some point. The amount of the contribution will be at the discretion of the unit owner and will be confidential, known only by the fund managers.
4. Any owner with an unanticipated financial need is invited to make a request to either of the fund managers. A single request can encompass one, two or three months. The amount requested can be up to the total dues amount for each month requested. Additional requests can be made after the initial term. Any help given would be confidential, known only by the fund managers.
5. An application for funds will not be routinely questioned and will be honored as long as there is money in the Neighbors Fund. Any decision made by the fund managers is final.
6. Checks will be written to the person requesting funds for the amount approved by the fund managers.
7. The current balance will be included with quarterly NNF financial statements, with accounting for inflows and outflows. The funds will be kept separate from all other NNF funds.
8. Two fund managers will be chosen annually by the plenary.
9. The fund can be dissolved only by the plenary. If it is dissolved, remaining monies will be refunded to the donors proportionately as much as practicalities allow.

Amy Miller and Judith Carberg were elected as the current fund managers.

Open Forum Checklist

Owner: Steering Team

Date: October 2011

Purpose of Open forums:

The purpose of Open forums is to promote discussion and sharing of ideas and opinions within the Community on specific topics. They are typically sponsored by Teams or interest groups and do not involve decision making.

1. Define the subject and purpose of the discussion and design the presentation
2. Notify Steering Team of desire to schedule Open forum time.
3. When time has been scheduled, notify the community at least one month in advance. Clarify the subject, purpose of discussion and use of community input.
4. Sponsoring team or group plans for and provides the following:
 - Facilitator
 - Presentation
 - Minute taker
 - Reporting method
5. Report back to the community the results of the input in a timely manner

Participation Guidelines

Owner: Steering

Date: tbd

PURPOSE

The purpose of this document is to address the particular topic of participation and to act as a bridge between our more general values statement and the more specific guidelines and agreements that have been written or may be written in various areas. It elucidates critical areas of the often unspoken contract that a member of any community has regarding participation with the community as a whole. As in every contract, there is a balance or 'trade off' between what is given and what is received, i.e. rights and responsibilities.

Since this is a guideline, it does not have the intent or power to mandate specific actions. Rather, it is an understanding we have amongst ourselves, one that each of us supports.

I. Living peacefully

We have the right to live in a peaceful and safe neighborhood.

We have the responsibility to address clearly and in a timely manner any issue that disturbs our living peacefully together.

II. Making our needs known

We have the right to have our expressed needs received with serious consideration and generous intent by our neighbors.

We have the responsibility to make our needs known clearly and in a non-violent manner, informally or through venues provided by the community.

III. Privacy in relationships:

We have the right to privacy with respect to our interpersonal relationships within the community.

We have the responsibility to seek assistance with relationship issues that are creating discomfort for uninvolved parties.

IV. Community Agreements/Decisions:

We have the right to be notified in a timely manner about meetings and their agendas and to attend any convened meeting as a guest.

We have the responsibility to become informed about and participate in the development of agreements on topics for which we feel a vital concern.

V. Consensus:

We have the right to have our individual position considered and to take part in the formation of any community-wide agreement.

We have the responsibility to consider both the positions of other individuals as well as the greater good when raising a minority objection and to stand aside as much as possible in favor of a trial run.

VI. Communication of Agreements

We have the right to be notified of all arrived at agreements in a way that maximizes our opportunity for response if one is needed.

We have the responsibility to read material sent to us or posted in agreed upon locations and to abide by all agreements during their tenure.

VII. Community Work:

We have the right to receive the benefits of cooperative projects and resource sharing.

We have the responsibility to give of our time, energy, and resources for cooperative projects and resource sharing as appropriate to our abilities and interests.

VIII. Participation Style:

We have the right to choose to participate or not in any particular community activity, gathering, or meeting.

We have the responsibility to find a way to participate in the common endeavors in a way that contributes to the greater good.

Pedestrian Agreement

Owner: Steering

Date: April 2009/November 2017

Purpose: The purpose of this policy is to establish standards for Nubanusit Neighborhood & Farm ("NN&F") as a pedestrian community.

Principles

1. Safety, especially of children, is the paramount concern of this policy.
2. NN&F is a pedestrian-only community with limited access to motor vehicles. The "NN&F pedestrian community" is defined as the residential area that extends from the west side of Steele Road opposite the cart shed and is to be demarcated by the barrier described below.
3. Neighbors may exercise discretion to allow motor vehicles into NN&F pursuant to the guidelines below when, in their judgment, such access is necessary and there are no suitable alternatives.
4. Motor vehicles shall be operated with great caution and due regard to the presence of children and animals. The speed limit at NN&F shall be 10 mph, except within the NN&F pedestrian community it shall be 5 mph.
5. Neighbors will advise guests, delivery services, and service or trades people of where they may park motor vehicles at NN&F, and that operation and parking of motor vehicles within the NN&F walking community is prohibited except pursuant to the guidelines below.
6. Signage to implement these principles will be designed and put in place pursuant to consensus. In particular, a barrier that complies with any criteria suggested by local emergency authorities and/or appropriate sign(s) shall be erected where Steele Road meets the eastern edge of the NN&F walking community.

Guidelines

1. Neighbors will strive to minimize their own or other operation of motor vehicles within the NN&F walking community, allowing them only when necessary. Examples of necessity to permit motor vehicle access include (i) to transport Neighbors, family or friends for health or safety related reasons, (ii) to move fragile or large or heavy objects or materials otherwise dangerous or infeasible to move, or (iii) for home improvements or repairs. Where practicable, Neighbors will first seek the assistance of their fellow

- Neighbors, for example to aid in the movement of fragile, large or heavy objects from the parking areas, before exercising their discretion to drive into the NN&F pedestrian community.
2. Neighbors will advise their delivery services or service or trades people that operation of motor vehicle(s) beyond the parking areas into NN&F is prohibited without a walking escort which they or another Neighbor or, as a last resort, a designated adult provides. Walking escorts are required for all motor vehicles, including those of Neighbors, with respect to ingress, egress or circulation within the NN&F walking community.
 3. Neighbors will notify the community, to the extent practicable, the day before motor vehicle(s) will be at their behest entering the NN&F walking community.
 4. Neighbors concur that the operation or parking of any motor vehicle(s) within the NN&F walking community will be as limited in magnitude and duration as is reasonably practicable to accomplish the purpose(s) for which motor vehicle(s) are present.
 5. Neighbors are responsible for understanding the conditions under which snow plowing or emergency vehicle(s) may be entering the NN&F walking community. Due to the unpredictability of snowstorms and the nature of the snowplowing business, the snowplow is unescorted and unannounced.

Pet Policy

Owner: Steering

Date: May 2013

Purpose

The purpose of this policy is to guide and advise owners of common household pets. (Common household pets are defined as domesticated animals traditionally kept in the house for pleasure.) This policy is intended to promote a safe and harmonious relationship among pets, their owners, and neighbors.

Principles

Pet owners are responsible for their pet's behavior.

We value the health and safety of human and animal members of our community.

We respect each Neighbor's choice and feelings about how much and how closely they would like to interact with other Neighbor's pets.

Guidelines

Building our Pet Community

When a pet moves into the community, it is the owner's responsibility to introduce the pet to neighbors and other pets.

New Pets

We encourage neighbors to become acquainted with the neighborhood and the current pet situation before acquiring a new pet. Prospective pet owners should think carefully about the type of pet that will thrive in our community setting before bringing one home.

Responsibilities of all neighbors

Neighbors will treat pets with care and respect. It is expected that any pet-related concern by a neighbor will be communicated to the pet owner promptly in order to promote resolution of the concern. When a pet-related concern cannot be resolved by direct discussion, the community's mediation process is available.

Aggression

If a pet threatens or hurts a person or animal, the pet needs to be immediately restrained. If there has been provocation of the pet, that needs to be dealt with as well. Consultation with an animal behaviorist may be needed. If there are recurring incidents of dangerous behavior, the community may decide that the pet needs to find a more appropriate home.

Poop and Pee

Pet owners and caretakers are responsible for promptly cleaning up after their animal. Special effort should be made to avoid soiling landscaped areas, the pond area, and areas where food is grown.

Indoor Pets

Indoor pets are the responsibility of the household in which they live, unless they cause complaint beyond the walls of their living unit.

Outdoor Dogs

Dogs need to be under the owner's control within the residential area, which includes the housing and parking areas. Behavior of outdoor dogs in their owner's LCA is at the discretion of the owner; outside of the LCA, the Pet Policy applies.

There are two levels of control:

- On leash

- Off-leash but under voice control

Steps to take before allowing a dog off-leash:

- Announce to the community via email the intention to change to off-leash status.

 - Provide an opportunity for neighbors to express their concerns.

 - Make a reasonable effort to address those concerns.

- When those concerns are resolved, then email the neighborhood of the change in level of control.

Outside the residential area, dogs may be off-leash and under voice control.

Consult the Common House Guidelines for questions on pet access to the Common House.

Outdoor Cats

The community's preference is for all neighborhood cats to be indoor cats. This is grounded in concerns about predation to wildlife, especially birds, a source of joy for many neighbors.

It is expected that all cats acquired after moving here will be indoor cats.

Owners of outdoor cats who move into the neighborhood are encouraged to transition their cats to an indoor life.

Revised 5/5/13

Reimbursements - Procedure

Owner: Finance Team

Date: tbd

Team chairs, or their designees, should collect all reimbursement requests, with receipts, from team members and turn them in to the Treasurer in the NNF cubby by the end of every month.

Individuals seeking reimbursement for non-team-related expenses should turn in reimbursement requests, with receipts, to any member of the Finance Team by the end of every month.

All requests should indicate the name of the person to be reimbursed and the line item of the budget to which the request should be charged.

Late requests will be honored if turned in by the end of the month following the month the expense was incurred, except for the end of the fiscal year, when all requests are due by December 31. Any request turned in after the appropriate deadline will not be honored.

Set-Aside Guidelines

Owner: Finance Team

Date: August 2017

Budgeted money should be spent in the year it is budgeted. If it is unavoidable due to external circumstances that a team is not able to do so for a particular line item, the team may approach the Finance Team to request that the money be set aside for the following year. A team may request this for two consecutive years, after which the funds are returned if not spent.

Smoking Agreement

Owner: Steering

Date: June 13, 2010

Smoking is not permitted in indoor common property, such as the Common House, sheds, barn, and garages.

Residents who smoke or who allow their guests or workers/invitees to smoke are responsible for preventing secondhand smoke exposure to other neighbors.

A no-smoking sign shall be posted at the main entry. Sign requires input.

Transferring Funds Between Team Budget Line Items - Procedure

Owner: Finance Team

Date: August 2107

During the course of a budget year, teams are authorized to transfer funds between line items under their control for amounts under \$250 cumulative for the budget year. Such transfers shall be reported to the Finance Team monthly.

Transfers of funds between line items under the team control in any amount more than \$250 (cumulative) must be approved by the Finance Team before such expenditures are made. Request for approval must include the amount of the transfer and the reasons for the request. Requests may be sent to the Finance Team Chair(s).

Approval may be received by email after members of the Finance Team have reviewed the request by email or in person.

An exception to this guideline are transfers from Initiative line items. A team must request approval from plenary to transfer any funds from an Initiative line item.

Unit 18: Elements for a Successful Agreement Concerning Use of Nubi Farm Land

Owner: Steering

Date: February 2016

Note: Please refer to the link below. Unit 18 is the official designation (per the condominium declaration. Commonly used terms are the farm, the farm unit, and unit 18.

<https://docs.google.com/document/d/13HzDDpkzldcKgBfBE08GXGQg7XDJBkVSxwwGDsNzOzw>

Values Statement

Owner: Steering Team

Date: January 2011

This statement represents shared values of the members of our community. We intend for these values to help guide our actions, behaviors, and agreements; build trust in and commitment to our community; and inform others about our community.

Environmental Stewardship

We support sustainable practices and aim to minimize our ecological impact on the earth.

- *We consider our ecological footprint when making community decisions.*
- *We manage our lands in harmony with natural processes.*
- *We tend our agricultural land using organic methods to grow food for our community.*

Fairness

We aspire as a community to be fair to all in everything we do.

- *We practice inclusivity.*
- *We provide everyone in the community with open access to all information and to participation in all community systems.*
- *We are open to new ideas, opinions, and ways.*
- *We seek consensus in our decisions.*

Integrity

We demonstrate integrity in our actions and relationships.

- *We honor, commit to, and live according to our community's mission, vision, values, and agreements.*
- *We aspire to act and speak honestly and truthfully, without blame or judgment.*
- *We strive for humility and broad perspective in our actions.*

Interdependence

We nurture and celebrate our interdependence with each other, our land, and our greater community, and we share our abundance with others.

- *We work to improve the quality of our daily lives through shared activities, particularly in times of need and in times of joy.*
- *We give to and receive from each other and from our community according to our needs and abilities.*
- *We share our resources with others outside of our own community.*

Respect

We treat one another with respect as we seek to work together for the common good.

- *We recognize the needs of both the individual community member and the community as a whole.*
- *We understand and accept our social and cultural differences.*
- *We seek a harmonious and supportive community by listening carefully and speaking openly with each other.*

Well Water Agreement

Owner: Farm Team

Date: November 2010

Note: Plenary approved a well buy-out offer for Shelley & Robin in the November 2010 Plenary meeting, which they accepted, which results in the strikethroughs and grammatical changes seen below.

Given the following:

- Use of water from the well is essential to agricultural endeavors at NNF, and
- Sue Chollet & Shelley & Robin Hulbert financed the drilling of the well, and
- NNF has paid and continues to pay the utility charges associated with use of the well, and
- NNF desires to promote various agricultural endeavors on its common areas and in Farm Unit 18, and
- NNF approves the maintenance of horses ~~and cows~~ in accordance with Land Use Agreements now in force, and
- Sue Chollet ~~& Shelley & Robin Hulbert~~ use[s] water from the well for ~~their~~ [her] horses ~~and cows respectively~~, and
- The well is on the Farm unit, currently owned by NRP, and
- NNF supports the efforts of Nubi CSA and the community perennial garden, and desires to be able to lend its support to future agricultural endeavors, and
- The parties desire a fair and reasonable guide to the use of water from the well and delineation of responsibilities surrounding well maintenance and usage,

The parties agree as follows:

1. Reasonable access to well water shall be availed to agricultural endeavors at NNF.

2. If the well begins to runs dry, NNF will at its own expense take action to ensure sufficient water supply.
3. If the well pump fails, NNF at its own expense shall promptly replace it.
4. Users of well water for agricultural endeavors shall be consultative in order to arrange fair and efficient access to and use of water.
5. NNF Farm Team will act as administrator of this agreement.
6. NNF will pay the utility charges and reasonable utility charges associated with use of the well.
7. NNF will take appropriate steps to have financing available if necessary to cover actions contemplated in paragraphs 2 and 3 above.
8. ~~Shelley and Robin, and the Farm Team are agreed that ultimately NN&F should own the well and will begin to develop a process to get us to that point.~~
9. NNF will allow Sue to use the water at no additional cost for the duration of her LUA.

Workshare Agreement

Owner: Steering Team

Date: June 2014

This workshare agreement comprises a set of expectations to help members regulate their contributions to Nubanusit Neighborhood & Farm work in relation to Neighborhood norms. The goal is for members to use these norms to create patterns in their lives that work for them and for the community.

This agreement is made up of two sections; the first lays out a set of assumptions about the who, what, why, when and where of work at Nubi. It has developed from discussions, surveys, and habits over the life of the community. The second is a set of basic work expectations for members.

Part A: Assumptions

1. That we choose to live at NN&F because we understand the value of helping each other and living cooperatively.
2. That we understand that living in community means that the responsibilities people typically associate with their individual homes are extended to encompass the neighborhood and the farm. (Members shovel snow, buy insurance, provide heat, prepare meals, clean the Common House, etc.)
3. That we see the collective work of the neighborhood as resting on the shoulders of the members of the community.
4. That we split up the work within each family as we see fit.
5. That we recognize that over time, individual work contributions may ebb and flow in relation to life events such as aging, illness, infant or elder care chores.
6. That the collective work of the community includes work generated through team membership and activities of Nubi teams, work toward preparing and cleaning for our common meals, regular tasks such as cleaning, mowing, shoveling, jobs for Plenary; our collective work excludes activities such as attending Plenary, participating in workdays or retreats, club work, and attending meals, celebrations or “fun” events.

Part B: Expectations

1. Attending Plenary meetings, with the assumption that families may split this responsibility.
2. Participating in Nubi workdays, with neighborhood children participating in age appropriate tasks.
3. Being an active member on at least one Nubi team.
4. Contributing 3 to 4 hours (on average) per week per member to collective Nubi work. This expectation also applies to non-members in the household

who are 18 or older and in residence for over 90 days, although anyone in the household can fulfill this expectation.

5. Reflecting on his/her ongoing contribution to Nubi work on a periodic basis and creating new work patterns as needed to meet these expectations.

This agreement shall be reviewed no later than June 2015.