

Belfast Cohousing & Ecovillage New Member Process and Documents

Exploring Member

Process to Become an *Exploring Member* (Membership Chair is new member's contact for questions)

1. Review our website, past newsletters and read membership materials (also on website)
2. Attend an Open House and meet with the Project Manager or Membership Chair.
3. Complete and submit the Exploring Member Application and Are We a Match questions.
4. Contribute a non-refundable \$250 fee (per household) for a 6 month membership.
5. Receive Welcome Packet (once above steps are completed)

Welcome Packet:

- New Member Etiquette (handout: Entering Community as a New Member from Diana Leafe Christian)
- Basecamp Login info. and directions
- Decision Log, Decision Making Handbook and meeting minutes (on line or at cohousing office)
- Project Timeline
- Meeting schedule, dates, times and locations for General Meetings and Open Houses (on Basecamp)
- Pre-qualifying Overview
- Committee chairs, descriptions, roles and responsibilities (in draft form currently)
- New Member Process
- Exploring Member and Skills, Committees and Housing Questionnaires
- Pick up a complimentary copy of a cohousing book from the office.

Steps to be completed once new *Exploring Member* joins:

1. Receive and review the Welcome Packet
2. Attend orientation with the Membership Chair to include: review key documents above including Basecamp, new member etiquette and how to get involved and contribute to the project
3. Complete the following forms and return to Membership Chair at orientation meeting:
 - Exploring Member Questionnaire
 - Skills, Committees & Housing Questionnaire

Equity Member

Prospective *Equity Member* Packet – forms and information

- Equity Member Agreement
- Operating Agreement for BACH LLC (include Risk Disclosure Statement)
- Pro Forma
- Early Investment Incentive Plan (until no longer available)
- Decision Making Guidelines, Decision Log and eventually Conflict Resolution Policy (from Process Committee)

Process to Become an *Equity Member*:

1. Demonstrate active and constructive involvement in helping this project succeed – attend a minimum of two General Meetings, be on at least one committee and attend a minimum of 4 committee meetings or actively completing tasks needed.
2. Request and carefully review the Prospective Equity Member Packet and submit Equity Membership Agreement.*
3. Pre-qualify for a mortgage or submit Net Worth Statement (to be drafted) to the Finance Chair.
4. Attend orientation with Membership Chair and Project Manager (and other committee chairs) to review all documents and get any remaining questions answered.
5. Submit \$10K Equity Contribution and sign Operating Agreement.

* *Request for Membership is reviewed by the Equity Members with whom the decision rests.*