

Property and Asset Management Plan for Self Managed Housing Cooperatives

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I. Marketing and Advertising

All materials will adhere to local, state, and federal Fair Housing guidelines.

The Cooperative will use the following media to market openings wherever appropriate:

- Internet / email alerts / websites
- Newspaper ads
- Flyers
- Presentations to community organizations
- Potlucks and special events

II. Membership

Job Description – Membership Coordinator

Application

Application for membership will be accepted on a rolling basis. When a specific vacancy is identified, the Cooperative will establish a deadline by which applications must be received to be considered for the vacancy.

The Cooperative may re-open the application process at its discretion.

Applicants may be required to visit the Cooperative and meet a minimum number of current residents before scheduling an interview.

Selection and Approval

The Board of Directors will select based upon the results of the application and interview process.

Share Transfers

See By-Laws and Purchase Agreement for Share Transfer process and Share Price calculations.

Move Out Procedures

Departing member must notify The Cooperative of a physical move-out date with at least 30 days notice. At completion of physical move-out, the Cooperative will inspect the unit to identify damages and wear and tear. The Cooperative will provide notice to departing member of any reimbursement for damages within 15 days of physical move-out.

Move In Procedures

The Cooperative will provide unit to new members in a clean and safe condition.

Eviction

The Cooperative may initiate eviction process after approval by Board of Directors under the terms and conditions described in the By-Laws and Occupancy Agreement.

III. Financial Management

Job Description – Financial Coordinator

Bank Accounts

The Cooperative will, whenever possible, maintain its operating, reserve and savings accounts in a community-based financial institution.

All accounts will be federally insured.

Reserve accounts may be invested in long term instruments (i.e. Certificates of Deposit, Money Market accounts) subject to the approval of the Board of Directors. The Financial Coordinator should review short term financial commitments and capital improvement plans to avoid early withdraw penalties.

Collections

Personal checks, money orders, and certified checks will be accepted as form of payment for monthly assessments and other member fees.

Regular monthly charges will be due on or before the 5th of the month. The Cooperative will deliver late notices to all members who's payments have not been received as of the due date.

All received payments will be deposited on a monthly basis and will occur before the 15th of each month.

Payment Plans

Special payment plans must be approved by the Board of Directors.

Accounts Payable

The Cooperative will pay all outstanding accounts on a regular and timely basis.

Petty Cash

The Cooperative will not maintain a petty cash account.

Reimbursements

Members may request reimbursement for minor expenses related to the maintenance and management of the Cooperative. All reimbursements are subject to approval by Board of Directors and must conform to the approved annual budget.

Members must receive advanced approval for any reimbursements over \$50.

Vendors

All contracts for work or services in excess of \$1,000 require solicitation of at least 3 bids.

Recurring services will be re-bid no less than every 3 years.

IV. Maintenance

Job Description – Maintenance Coordinator

Grounds

Common Areas

All common areas should be kept clean and free of obstacles

Emergency Information

Contact information for emergency services related to plumbing, electrical, HVAC systems and similar will be available as an appendix to this plan.

Preventative Maintenance

HVAC systems will be inspected on an annual basis by professional servicer.

Appliances

V. Security

All entryways to the property will have secure doorways with bolted lock systems and ample lighting.

VI. Capital Improvement

The Cooperative will create and maintain a capital improvement plan including 30 year replacement budget.

The capital improvement plan will be reviewed by the Board of Directors on an annual basis.

VII. Records Retention

The Cooperative will retain all records according to the following schedule:

Keep Forever

- income tax returns
- income tax payment checks
- investment trade confirmations
- important correspondence
- legal records
- CPA audit reports / Financial reviews
- annual financial statements and books of account
- corporate documents (incorporation, charter, by-laws, etc.)
- licenses, patents, and trademarks and registration packets
- documents substantiating fixed asset additions

Keep 6 years

- bank reconciliation and cancelled checks
- purchase records
- occupancy agreements
- purchase agreements
- supporting documents for tax returns
- property records / improvement receipts (if tax-related)
- utility records (if tax-related)
- other bills (if tax-related)
- mortgages / deeds / leases (keep 6 years beyond the agreement)

Keep 3 years

- monthly financial statements
- credit card statements
- membership applications
- expired insurance policies

Special Items _____ - _____ Variable

- credit card receipts (keep until verified on your statement)
- insurance policies (keep for the life of the policy)
- property records / improvement receipts (keep until property sold)
- warranties and instructions (keep for the life of the product)
- other bills (keep until payment is verified on the next bill)