

**Williston Woods Cooperative Housing WWCHC  
Handbook for Rules of Occupancy, Lease Exhibit B  
General Information**

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The material contained in this booklet has been compiled to provide, in one document, simple and readily available information pertaining to living harmoniously in Williston Woods. It contains information to help you with practical day-to-day concerns such as ways to contribute to the community, easy references to rules and regulations, services and opportunities that are available in the community, how to access your elected Board members and other referenced matters.

The content of this booklet complements the official rules, guidelines and regulations in effect. Again, it is emphasized that this booklet is supplemental to the legal documents governing Williston Woods but does not replace them.

Conditions not covered will be handled on a case-by-case basis, with the objective of avoiding any significant adverse effect on the essential character of the community. Policies contained herein may be amended at any time by the Board of Directors, except those drawn from the Articles of Association or the By-laws.

This edition, effective June 1, 2019, of the *Rules of Occupancy and General Information Booklet* supersedes all other editions.

Names, phone numbers, and functions of the current Board of Directors' members may be found in the *ECHOES in the WOODS*, the Williston Woods newsletter, or by contacting the Administrative Assistant at 802-859-8871. The newsletter is available to all residents on a monthly basis and at [www.willistonwoods.com](http://www.willistonwoods.com).

## FOREWORD

Williston Woods Cooperative Housing WWCHC (hereafter referred to as Williston Woods or the WWCHC) is a community for persons 55 and over. Consisting of 112 sites of manufactured homes, Williston Woods is classified as a mobile home park under Vermont Statute Title 10, Ch. 153.

Williston Woods does not discriminate on the basis of race, marital status, color, gender, gender identity, national origin, sex, disability, sexual orientation, religion, or because a person is a recipient of public assistance, and it does not discriminate based on age except for the restrictions permitted by law for a community designed and intended for persons' age 55 or over, with no persons under the age of 18 living at the residence.

It meets the definition of housing for older persons under the Fair Housing Amendments Act of 1988, amended in 1995, by virtue of its "55 years of age and over" policy, which means that services, procedures, and policies are maintained to support the physical and social needs of older persons.

To be accepted as a shareholder in the WWCHC, applicants/prospective purchasers must meet the following criteria:

- A member of the household must be age 55 or older, with no person under the age of 18 living at the residence.
- The shareholder(s) intends to occupy the home as primary residence: that is, for no less than six months per year.
- An application must be submitted, an interview conducted by members of the Board, and the prospective purchaser(s) must consent to both a credit and criminal records check.
- The shareholder(s) and all persons residing in Williston Woods agrees to abide by the terms and conditions of the lease and the policies of the lease.

Residing in a community such as Williston Woods makes policies and rules necessary in order to ensure harmonious living. These help to maintain a high quality of life. In addition, they are designed to keep Williston Woods a neat, clean, attractive, and safe community, with high standards for comfort, convenience, and accommodation for all residents. It is the intent of these rules and guidelines to ensure that Williston Woods remains a community of high standards, providing the best possible accommodations at the lowest possible cost.

Each shareholder is entitled to complete use of his or her own house and common areas. This use must not unnecessarily or unreasonably conflict with the rights of other residents which includes appropriate language and behaviors.

- Using inappropriate, disrespectful, intentionally offensive, harassing, bullying, or threatening behaviors or language against any other resident, family member, neighbor, visitor, vendor, or staff person will not be tolerated. Behaviors that interfere with the management of the property will also not be tolerated. Engaging in this kind of behavior may be considered a lease violation and could be the basis of an eviction. Determination of inappropriate, disrespectful, intentionally offensive, harassing, bullying, or threatening language and behaviors is at the sole discretion of the WWCHC Board and does not require a criminal or civil charge (though in severe cases, WWCHC reserves the right to file criminal and/or civil charges.)
- Abusive or violent behavior toward WWCHC Board or its members includes, but is not limited to, verbal as well as physical abuse or violence, use of racial epithets, or other harsh, threatening or discriminatory language, whether written or oral through any and all means/forms of communication, including electronic, postal mail or telephone, that is customarily used to intimidate may be considered abusive, threatening or violent behavior.
- Threatening refers to oral or written threats or physical gestures that communicate intent to abuse, harm or commit violence.
- Harassing behavior refers to the act of repeatedly disturbing, alarming, or threatening someone, to the extent that such conduct either causes harm or results in the person complaining of harassment to reasonably fear that harm may be caused to them. Harassing behavior may also include the electronic dissemination to third parties of embarrassing or inaccurate information about staff/agents. It also includes using the legal system to harass the WWCHC Board (litigation abuse) by continuously filing retaliatory and frivolous complaints with outside, third party governmental entities whether criminal or civil in nature against the WWCHC Board or its members.

No soliciting, trade, business, professional, or any type of commercial activity shall be carried on within the community without prior written approval from the Board.

A key to the success of Williston Woods lies in the volunteer efforts of its residents in helping to make the community run smoothly and economically. Some of the areas in which residents serve are the Activity Committee, the Board of Directors, and Green Space Committee.

As a community where we are all owners, the more we do for ourselves, the better we may keep the shareholder's monthly Maintenance and Carrying Fee reasonable. As a housing Cooperative, the property has been removed from the speculative cycle of the real estate market and gives the homeowners long-term security and a voice in decision-making.

This WWCHC is a limited equity corporation, which is owned by the people who use its product or services. Unlike private corporations, with shareholders expecting to divide the profits, in a Cooperative, shareholders have made a conscious choice to share some responsibilities of home ownership Cooperative. Residents are encouraged to contribute some of their time and skills in helping to build the community and to limit expenses. Affordability, efficiency, and community depend directly on shareholder participation.

It is a responsibility of the Board of Directors to ensure that the rules are followed by the shareholders and their guests. When complaints are brought to the Board that do not involve Williston Woods policies or rules, as in personal disputes between neighbors, the Board may consider assisting in resolving the matter, provided both parties indicate their desire for that assistance and a willingness to cooperate. The Board has no legal standing in personal disputes; it can offer advice but cannot be held responsible for resolving them. The Board's obligation is to the residents of the WWCHC. When dealing with individual situations, or objectionable behavior, the Board must always consider the good of the entire community. The Board, on behalf of all WWCHC residents, may act if a resident's behavior negatively impacts the WWCHC.

## **GENERAL ORGANIZATIONAL INFORMATION**

The Board of Directors develops the policies that govern our community. The By-Laws require at least five, but no more than seven Directors be elected at-large by the shareholders at the Annual Meeting held in August. Each year either two or three Directors are elected for three-year terms. The Directors in turn elect the Officers of the Board.

Directors annually determine the budget requirements of the WWCHC and set the Maintenance and Carrying Fee accordingly. In addition, they adopt rules and policies for the community and set the terms of the leases. Part of their role is to listen to residents' concerns and suggestions. The Board members serve as volunteers and receive no compensation. The Board meets each month and welcomes attendance by residents. On rare occasions, the Board may need to meet in Executive Session to consider matters in which privacy must be maintained.

On a yearly basis, the Board hires a professional management firm to provide both property management and resident services coordination. The Administrative Assistant carries out the policies adopted by the Board of Directors and cares for the day-to-day operation of the property. The office of the Administrative Assistant is in the Activity Center. Office hours are posted at the Activity Center. You can reach the Administrative Assistant at (802) 859-8871.

The official mailing address for the WWCHC is:

Williston Woods Cooperative Housing Corporation  
126 Williston Woods Road  
Williston, VT 05495

## **RULES OF OCCUPANCY**

Some of the following policies and rules at Williston Woods supplement the terms and conditions of the lease. Policies and rules can and will evolve and change over time. Please refer to all legal documents governing the WWCHC for more detailed information. The point in having these policies and rules is to support the consensus of the WWCHC shareholders.

### **1. Maintenance and Carrying Fee:**

Cooperative housing, such as Williston Woods, operates on a monthly Maintenance and Carrying Fee paid by shareholders. This fee is not for lot rent; it is used to pay for services such as the management fee, utilities, all maintenance work done on the common grounds and roads, and the payment of WWCHC mortgage. No profit is made from these charges. Late payment of one's Maintenance and Carrying Fee results in a shortfall of necessary operating funds and impairs the financial health of the WWCHC.

- Shareholders are encouraged to set up an Electronic Transfer from their bank for these fees. Please contact the Administrative Assistant for details.
- Maintenance and Carrying Fee may be paid by check or money order payable to "WWCHC," delivered to WWCHC, 126 Williston Woods Road, Williston, VT 05495. We do not accept cash or credit card payments.
- The Maintenance and Carrying Fee is due on or before the first of the month. Payments are considered late after the tenth of the month. A late fee penalty of \$25 will be imposed after the tenth, plus interest on the unpaid balance at an annual rate of 18% after 30 days. After 90 days collection action may be taken.
- Insufficient fund charges assessed the WWCHC for returned checks will be passed on to the shareholder.
- The Board has the authority to terminate a shareholder's lease when warnings regarding repeated late or non-payment of fees have been ignored since this constitutes a violation of the Proprietary Lease for which eviction may result.

### **2. Guests:**

A guest is any non-shareholder staying with a WWCHC resident. Guest(s) and/or live-in attendant(s) are expected to abide by the same policies and rules of conduct as WWCHC residents.

- A host shareholder is responsible for the behavior of any guests and their pets and will be held accountable for any policy violations committed by the guest.
- The Board believes it is inadvisable to have anyone staying overnight at your house while you are away from home. Under the terms of the lease, the shareholder is responsible for the behavior of guest(s) whether or not you are home. If you know in advance that a guest will be staying at your home while you are away, please let the Administrative Assistant know who they are and how long they plan to stay. Note that only persons age 18 and older may stay while shareholders are away.
- Guest shall be permitted, provided that an individual guest's stay does not exceed 14 total days in a three-month period unless approved in advance in writing by the Board.
- The Board understands that extraordinary situations, such as the death of a shareholder, illness, or hospitalization may call for the use of a shareholder's home by family members on an emergency basis. In such cases, the family should notify the Administrative Assistant or a member of the board that they are at the house and coordinate their stay with the Administrative Assistant or Board member. Under these special circumstances, these considerations will be given.
- Pet caretakers are not considered guests, unless they stay overnight.

### **3. Trash & Recycling:**

The WWCHC contracts for trash removal services for shareholders for a monthly fee. Shareholders using this service must commit to paying for the entire WWCHC fiscal year. Trash removal is restricted to contracted service provided by WWCHC.

- All trash must be tightly bagged in plastic and should be put in a covered trash container when put out for collection.
- Trash and recycling containers must NOT be put out until the designated morning of collection and brought in on the same day in order to preserve the aesthetic quality of our community. Containers must be stored in shed or garage.
- Only grass clippings, leaves, and small plants and branches (no larger than 3" diameter) can be disposed of at the on-site area behind the Meadow Bend septic field. Larger logs and branches (larger than 3" diameter) may be disposed of at the bottom of Stone Hill Road, off the right side before the septic field. Bagged leaves must be emptied at on-site area or removed to the Chittenden Solid Waste District site.

- Recycling bins are recommended and can be procured from Chittenden Solid Waste District. Recycling will be collected along with trash on scheduled collection days.
- Container composting is encouraged. Household composting will be mandated by the State of Vermont.
- Trash burning and open fires of any kind are prohibited. Town Burning Ordinances apply.
- Garbage disposals are not permitted.

#### **4. Vehicles and Parking:**

All vehicles (including RVs, cars, boats, trailers, etc.) on WWCHC property must be properly registered and insured.

- Overnight street parking is not permitted under any circumstance. Alternative overnight spaces are available in the Activity Center lot.
- Vehicles belonging to residents and guests must not be parked on the street, with the exception that temporary daytime parking is allowed if the parked vehicles do not block driveways, obstruct another driver's view of the road and traffic, or hinder snowplowing.
- Recreational vehicles, including trailers and boats, may be parked in driveways for 48 hours before and 24 hours after a trip. Such vehicles must not be parked in the driveway at any other time, except when snow prevents returning them to their assigned space.
- In the event an RV cannot be removed from a driveway in the allotted time, the Administrative Assistant must be notified immediately.
- The WWCHC has limited designated spaces for long-term RV, boat and trailer parking on common land. The WWCHC assigns spaces when available. Applications may be obtained at the office and must be submitted on a yearly basis. Proof of state registration and insurance must be included with the application and updated yearly. Failure to provide proof of registration and insurance may result in removal of the vehicle from WWCHC property at the owner's expense.
- Extensive motor vehicle, boat or trailer repair is not permitted on the grounds.
- Snowmobiles, trail bikes, all-terrain vehicles, other similar recreational vehicles, of any kind may not be operated on the property.

## 5. Buildings:

All maintenance staff contracted by the Board are responsible to management and the Board only and will not honor instructions from residents at any time. All questions on community property maintenance should be directed to the Administrative Assistant.

Shareholders should carefully review all restrictions under this heading before considering or undertaking construction or major changes. Fifteen percent of each lot must remain open without any permanent structures.

- Additions to porches, patios, breezeways, walkways, new roofs, storage sheds, garages and other building alterations, require review and approval by the Board. The Board will consider only completed Building Alteration Requests. Some major changes also require Town Building Permits. A Town building permit will not be granted without initial approval from the WWCHC Board.
- No awnings, permanent or retractable, are permitted on a shareholder's residence or shed.
- All homes are to be skirted with a solid foundation skirting material approved by the Board.

### Building Specifications:

- House expansion: Reviewed on an individual basis, subject to all these limitations:
  - 25 ft. from the center of roadway
  - 10 ft. from assigned lot lines
- Garages:
  - Town building permits required. 1, 1 ½ or 2 car size. Siding to match house siding, in type and color; roofing to match house roofing. (See Roofs, below.) No carports are allowed.
- Driveways:
  - Must not exceed width required for parking two cars side by side.
- Decks, Porches, Breezeways:
  - Town building permits required. Pressure-treated or equivalent lumber required; color to be natural (as with pressure-treated lumber), or to match house. Lattice work under porch and deck allowed. Sided and trimmed porches must match house in material and color.
- Ramps:
  - "Permanent" ramps (*i.e.* those set into the ground, or otherwise classifiable as a "site improvement") require a town building permit. "Temporary" ramps are those expected to be used for a brief period. All

ramps must comply with state and federal ADA requirements and may remain in place if they are maintained.

- Use of Common Land:
  - Common land may not be used by any shareholder to construct a deck or addition to the home; erect a garage or storage shed; or for any other structures/improvements permitted under the lease. Prior improvements/additions that have encroached on common land, either totally or partially, do not justify further encroachment. Flagrant disregard of this provision is subject to a fine. The Board further reserves the right to order the removal of any improvements/additions that violate this rule.
- Sheds:
  - Must be set on a durable foundation. Color to match house and trim and/or natural wood. No metal sheds are permitted.
  - Shed size not to exceed 10X10.
- Roofs:
  - Roofs are to have standard asphalt shingles or be made of a material with a design similar in style and color to asphalt shingles: e.g. architectural shingles. Shingles on all building additions must match house shingles in color and type.
- Air Conditioners:
  - Shareholders are encouraged to maintain their air conditioners so that their sound and appearance are not a nuisance to neighbors. Annual care of the units, along with plantings which screen them and their sound from neighbors, is helpful.
- Chimneys:
  - Town building permit required. Chimneys that extend through the wall and up the outside of the house are not allowed.
- Antennas and wires:
  - Satellite TV dishes less than 24" diameter may be installed on sides or back of house. All other external TV and radio antennae are prohibited. Subscription to a satellite service does not exempt a resident from the WWCHC group contract for Cable TV, if such contract is in place.
- Painting:
  - Colors of new and original structures on a lot must be harmonious. Any changes of hue not within the existing range must be approved by the Board.
- Crawl Space:
  - Shareholders are encouraged to check the crawl space beneath the home in the fall annually to be sure it is ready for winter, that is,

insulation is intact, no leaks, no access to the area for wild animals, heat tapes are plugged in, etc.

## 6. Grounds:

All maintenance staff contracted by the Board are responsible to management and the Board only and will not honor instructions from residents at any time. All questions on community property maintenance should be directed to the Administrative Assistant.

- Shareholder is responsible for the maintenance and repair to water, electrical and utility services and piping from the first above ground connection under the home including the connection itself.
- Shareholders should check culverts running along the property to be sure they are free of leaves and debris.
- Shareholder is expected to maintain lawns and landscaping regularly. This includes making prior arrangements for maintenance when a household is away or not in residence. The WWCHC reserves the right to order work done and bill the shareholder for lawn maintenance or snow removal should lots become a nuisance, an eyesore, or access be made difficult for utility or contracted services.
- All storage containers of any kind must be kept in the garage or shed.
- Shareholder is responsible for the removal of snow from their walkways, driveways, and roofs. Vehicles must not be left along the side of the road during snow-plowing season.
- Williston Woods arranges for snow removal on common roads, the emergency access road and the Activity Center parking lot.
- Trees: Diseased or damaged trees, and trees that may cause damage to property will be removed at WWCHC expense if they are on "common land" and at owners' expense if within their lot lines. Permission is required for all tree removals.
- Landscaping must not interfere with neighbors' views or adversely affect adjoining property. Alterations around foundations do not need approval. Raised garden beds are allowed but must be cleaned seasonally.
- Fences or hedges serving as lot dividers are not permitted. The fencing of a vegetable garden is permitted only during the growing season. Gardens must be cleaned of debris at end of season and fences removed.
- Flagpoles: 18 feet height limit.
- No wood burning fires or wood burning fire pits are permitted.

- Clotheslines: Standard umbrella type may be installed without permission. Retractable lines may be used but must be retracted when not in use. Placement should be in an area least visible to neighbors and roadways.
- Swimming pools: Not permitted.
- Hot Tubs are only permitted in screened areas along the back or side of a house. A Buildings and Grounds Request must be submitted and approved before installation of a Hot Tub.
- Seasonal decorations are to be removed in a timely manner.
- The shareholder is responsible for all repairs and maintenance to the home, the slab, the foundation, grounds, driveway, the garage, the shed(s) and any other improvements to the lot.

## **7. Retaining Walls:**

- Where a retaining wall faces a named road, protects a property from common land, protects a utility installation, separates two or more properties, or is entirely on common land, its maintenance and/or replacement shall be the responsibility of the WWCHC.
- Where a retaining wall borders a driveway, provides a protective barrier for a building on a Shareholder's lot, or is part of that property's landscaping enhancement, its maintenance and/or replacement shall be the responsibility of the WWCHC member.
- All materials used by WWCHC Shareholders for retaining wall replacement shall be approved by the Board. Materials include pressure treated lumber and such concrete architectural blocks as smoky onyx, black mountain blend, natural beige and plain.

## **8. Noise:**

WWCHC shareholders are expected to keep noise at a reasonable, respectful level. This includes music, parties, barking/howling dogs, loud lawn care equipment, shop equipment, etc.

The use of lawn mowers and other loud equipment is limited to the hours between 8 AM and 8 PM, except on Sundays when power equipment must not be used before 9 AM. Snow blowers are exceptions and may be used when necessary.

## **9. Pet Ownership Policy:**

- Williston Woods Cooperative Housing Cooperative (WWCHC) accepts the Town of Williston Pet Control ordinance as binding on Cooperative pet owners since it is the law within our town (a copy of Town policy is available in the WWCHC Office.) It has, therefore, been incorporated by reference as part of Exhibit D of the Proprietary Lease. The WWCHC pet ownership policy covers any of the common household pets authorized by the Board of Directors. The Town of Williston's policy can be located on-line at: <https://www.town.williston.vt.us>
- Up to two pets are permitted in a shareholder's home. If you are unsure if a pet is allowed, you should contact the Board. Pets are considered part of the household and hence, their owner(s) must ensure that they abide by Cooperative rules and regulations. Shareholder(s) are responsible for the behavior of any pets visiting or staying temporarily in their homes. Unless specifically protected by applicable state federal laws, service animals fall under the same rules and regulations that apply to pet ownership in the Cooperative.
- Rules for Pet Owners: All animals must be properly vaccinated, registered, and licensed according to Town ordinances. Williston Woods requires that all dogs and cats be spayed or neutered. When outside, all pets must be leashed, and pet must be within eyesight of the owner. Any leash used to tie a pet outside must be short enough to ensure pet always stays well within its owner's lot. Shareholders must clean up after their pets. Do not allow pets to urinate or defecate on another shareholder's lot. The following is not permitted: doghouse, invisible fence or dog pen.
- Pet Ownership Form: This form must be received by the Administrative Assistant on a yearly basis along with a vet record of vaccination and town license if required.

## **10. Firearms:**

All firearms in the possession of WWCHC shareholders must be in accord with state and local laws. The discharge of firearms and their unwarranted display are forbidden. Williston Woods's property is posted against hunting.

## **11. Activity Center:**

The 5,000 square foot facility is for the use and enjoyment of WWCHC. Individuals may reserve the use of the Activity Center for a moderate charge by submitting the appropriate form to the Activity Committee for approval well ahead of the scheduled event.

The Activity Center's hours are posted on the main bulletin board. All areas, including the kitchen, library, sunroom, offices, game room, and meeting/dining area may be used, subject to the following guidelines:

- Respect the facility and all those using it.
- Leave the space you use clean and straightened.
- All guests must be accompanied by a shareholder of the WWCHC.
- The thermostat is only changed by those designated by the Board.
- Furniture, kitchenware, equipment, or other furnishings may not be removed from the building.
- No animals are permitted in the Activity Center except service animals.
- If planning to serve alcohol, you must obtain a Town of Williston Local Catering Permit Application and VT Department of Liquor Control Permit
- Smoking is not permitted in the Activity Center or on its grounds; including shuffleboard area, garage, parking lot or porch.

These Activity Center rules are posted in a prominent place and as a permanent fixture in the Activity Center.

## **12. Sale of Home:**

Prior to listing or advertising the sale of a home at Williston Woods, shareholder must complete and return to the WWCHC Administrative Assistant an "Intent to Sell" form.

- Known violations of the Rules of Occupancy regarding the property or its lot will need to be corrected before a new share can be issued.
- Any outstanding fees, charges or unpaid assessments will result in a Shareholder's account to be considered in arrears and subject to a collection process.
- It is the responsibility of an outgoing shareholder to notify any prospective buyer that Williston Woods is a Cooperative and has a Selection Criteria Policy (Lease Exhibit C) that must be met in order to become a shareholder.

## **13. Signs:**

The only signs allowed on shareholder property are:

- Property for sale, moving sale and estate sale.
- Contractor signs only during the period of actual work.

#### **14. Speed Limit:**

The speed limit on all paved Williston Woods Roads is 15 miles per hour.

#### **15. Soliciting and Sales:**

No soliciting is allowed at Williston Woods. SHAREHOLDERS should remind all uninvited solicitors and vendors of this ordinance. Please report any violation of this rule to the Administrative Assistant.

#### **16. Violations of Rules and Regulations:**

- The Board has the right to fine any shareholder who violates WWCHC rules and regulations. When a violation of the rules is made known to the Administrative Assistant, via a written and signed statement, a letter will be sent notifying the responsible shareholder of the specific violation(s); citing the portion(s) of the lease, by-laws, and residents' handbook that covers the violation(s); and advising that fines will be imposed if violations have not been corrected within ten days of the date of notification. The complainant identity will be kept confidential.
- If shareholder continues in violation of the rules past the ten (10) day period, a \$25 fine will be imposed on shareholder and continue to be charged monthly until the violation has been corrected. These fines are payable in full to WWCHC within 15 days of notification. If shareholder continues in violation of the rules past the ten (10) day period, a \$25 fine will be imposed on shareholder and continue to be charged monthly until the violation has been corrected. These fines are payable in full to WWCHC within 15 days of notification. Should delinquent fines reach a maximum of \$250, WWCHC will place the shareholder's account in collections with the cost of all related fees added to the Shareholder's indebtedness. If shareholder complies with the rule in question during the period that the fines are growing to \$250, any accrued amount is still due and owing.
- Shareholder may request a hearing before the Board to dispute the alleged violation and/or any fines incurred as a result of failure or refusal to correct the violation. To be timely, the hearing request must be received in the WWCHC office within five (5) days of the notification of violation or the imposition of fines. The hearing will be held at the next regular business meeting of the Board, or another time to be determined by the Board. At the Board's discretion, shareholder may receive a decision at the hearing or by letter from the Board within ten (10) days of the hearing.
- As provided for in the Proprietary Lease, the Board has the authority to decide whether a violation is a threat to the physical health and safety of WWCHC

residents and contact an outside party to correct the violation. In that case, the shareholder will be billed for the remedial action required to end the violation.

- List of violations subject to fine:
  - Failure or refusal to file a Temporary Stay form prior to a guest's arrival, or when specifically requested to do so by the Administrative Assistant or the Board.
  - Failure to file a Building Alteration Request.
  - Removal of trees without prior approval.
  - Failure to file dog registration and dog and cat record of inoculation.
  - Failure or refusal to spay or neuter a dog or cat (unless exempted by ADA regulations.)
  - Failure to stoop and scoop after pets.
  - Failure to leash pets or leaving them outside unattended.
  - Permitting dogs to bark or howl that disturb neighbors.
  - Failure to show proof of homeowner's insurance.
  - Exceeding the RV driveway parking limits.
  - Parking unregistered motor vehicles in driveways.
  - Parking utility trailers in yards for extended periods.
  - Failure to show annual proof of ownership, registration, insurance for trailers, RVs and boats parked in designated areas.
  - Installation of or refusal to remove inappropriate/offensive signs.
  - Any additional offense that is deemed a violation of WWCHC rules and regulations may be subject to a fine at the Board's discretion.

## **GENERAL INFORMATION**

### **1. Absences/Vacations:**

Williston Woods must be the primary residence of the shareholder as stated in the lease. Shareholders who will be away for extended periods are encouraged to notify the Administrative Assistant and to leave a house key with family/friend or neighbor in case of emergency. If you know in advance that a guest will be staying at your home while you are away, please let the Administrative Assistant know who they are and how long they plan to stay. Please advise the Administrative Assistant of the person who has your key. If you know in advance that a guest will be staying at your home while you are away, please let the Administrative Assistant know who they are and how long they plan to stay.

General reminders/suggestions:

- Shareholders are encouraged to use lights and other visual alarm systems on variable timers to make their home appear to be occupied.
- Pets: Care of pets must be arranged while residents are away.
- Mail: Please plan for your mail to be picked up by a trusted party or ask the Williston Postmaster to hold or forward your mail.
- Your monthly Maintenance and Carrying Fee must continue to be paid by the first of each month during your absence.
- If you are away in the summer, be sure to arrange for someone to mow your lawn.
- If you are away in the winter, you may choose to have someone plow your driveway and walks, and you should have someone responsible decide if snow or ice needs to be removed from the house/roof. Most shareholders who go away for several months in the winter choose to have the water drained from their plumbing systems and turned back on before they return.
- We encourage residents to develop a buddy system with a friend or neighbor. With this system residents can routinely check on the welfare of a neighbor.

### **2. Activity Committee:**

The Activity Committee is a volunteer group of residents who organize and approve the activities the community enjoys. Membership is open; newcomers and new ideas are welcome. Meeting times are announced in the newsletter and on the Center's bulletin board. Among other opportunities, the Activity Committee offers occasional suppers for a modest fee in the Activity Center.

### **3. Newsletter:**

A community newsletter, *ECHOES in the WOODS*, is published each month. It includes a calendar of events, articles and news of interest. Volunteers deliver the newsletter to each residence. Residents may submit articles of interest for the newsletter to the Administrative Assistant and is subject to approval by the Board. Extra copies are available at the Activity Center or online at [www.willistonwoods.com](http://www.willistonwoods.com).

### **4. Bulletin Boards:**

The bulletin board located in the lobby of the Activity Center contains information regarding vendors, tradespeople, contractors and/or service providers. The Board does not make recommendations and assumes no liability for these postings. This bulletin board also provides a place for shareholders to list homes for sale and other items of interest. Items must be approved by the Board prior to posting

Outdoor message boards are located by each mailbox cluster and are used to highlight upcoming community-wide activities or notices. These message boards are not to be used by vendors. All items must be approved by the Board prior to posting.

### **5. Disaster Plan and Emergency Procedures:**

Disaster Plan:

The Activity Center is a recognized temporary emergency shelter site. Williston Woods falls within the disaster plan of the Town of Williston, which has contact information to warn Williston Woods's residents of what they should do and where to go if evacuation is needed.

Although the chances of natural disasters, such as hurricanes, floods, and tornadoes are minimal, we encourage residents to follow a few simple suggestions in case of such disasters.

- Have an evacuation plan and safe location to go in the event of a disaster.
- Keep emergency supplies on hand, such as batteries for flashlights, bottles of fresh water, food, and blankets.
- In case of a disaster, the Town of Williston will announce emergency shelter locations, etc. Plan on having a battery-run radio on hand so you can receive important information.

### Emergency Procedures:

- In a personal emergency, every minute can make a difference. Please do not call the office in medical or fire emergencies. Your first call should be to the appropriate first responders.
- Medical Emergencies: Residents should call 9-1-1 for ambulance help when needed.
- Fire Emergencies: Residents should call 9-1-1.
- Emergency Data Sheets: Residents are encouraged to use the VIAL OF LIFE system where participants place information sheets in a small brown vial that is placed in the residents' home refrigerator. A magnet on the outside of the refrigerator will alert rescue personnel that the resident uses this system and can pick up this information if you are unable to speak for yourself. VIAL OF LIFE information and supplies can be picked up at the local fire department.

Emergency Response System: Any shareholder living alone is encouraged to consider purchasing *Lifeline* or a similar system of emergency response. Williston Woods does not employ medical personnel and, accordingly, cannot assume any responsibility for providing medical assistance.

### 6. Educational Programs:

Throughout the year, a variety of programs may be offered in the Activity Center. Occasionally, material of an educational nature is published in the Newsletter. Residents are encouraged to suggest topics for presentation.

### 7. Fire-Safety/Procedures:

Fire extinguishers are in the Activity Center and are checked yearly. Your home must contain smoke detectors and carbon monoxide (CO) alarms that should be checked routinely. Residents are responsible for their own fire safety and are encouraged to review their home's fire safety regularly. This includes checking for frayed electric cords, appliances that might not be working well, smoke detectors and CO alarms.

For smoke detectors and CO alarms that are battery operated, choose a day each year to change the batteries, even if they appear to be working.

If you are unable to hear a smoke alarm or CO alarm, contact the local fire department for assistance in procuring and installing an alternative warning device. In the event of a fire, the Williston Fire Department will respond. State law requires fire fighters to

oversee the scene. Please be outside to direct them to the site of the fire and then move away and let them do their job until the fire is out.

### **8. Gifts, Bequests, Endowments:**

Residents may want to contribute to a memorial within the WWCHC for a family member or another resident. Please consult the Board to identify the most appropriate and beneficial form of memorial to commemorate the individual.

### **9. Health Education, Nursing and Area Services for Seniors:**

An extensive array of home health services is available in the area. Usually your doctor refers you to these services. However, Age Well, a non-profit providing free service to seniors, can help you get in touch with the services you need. Please dial the Senior Help Line at 211 to get in touch with Age Well.

There is a senior van service available for Williston seniors through the Special Services Transportation Agency (SSTA). There is a nominal fee for service; you must apply before being eligible to take advantage of this service. Contact Age Well or the WWCHC Administrative Assistant for help. In addition, the local regional bus service, Chittenden County Transportation Authority (CCTA), offers limited service in Williston.

### **10. Inspections:**

The WWCHC maintains the septic system from just below the foundation of your house out through the septic fields. This involves yearly inspections of its septic fields by a registered engineer, routine maintenance of its manholes and pumps, yearly pumping of all tanks, and licensing its major fields with the State. Shareholders are responsible for the system within their homes to the first above-ground connection under the home, including the connection itself.

The WWCHC is also annually checking the following systems:

- Fire extinguishers, smoke detectors in the Activity Center
- Heating systems at the Activity Center
- Storm-water discharge system in the community
- Septic Systems in the community

## **11. Library:**

We have a small lending library of books in the Activity Center. Residents are free to take books and are encouraged to donate books to the shelves. Once a year, the oldest books are cleared out and donated to the Williston library for its use or book sale. In addition, residents donate many recent issues of popular magazines.

## **12. Lost and Found:**

Lost and found items are reported to the Administrative Assistant who will place notices in the Newsletter if requested.

## **13. Maintenance and Pest Control:**

Care of private homes is the shareholder's responsibility. Each shareholder is responsible for extermination in or under his or her home of any infestations of insects, rodents, and other pests. Feeding of squirrels and other rodents is strongly discouraged. Bird feeders must be taken down when bears come out of hibernation.

## **14. Mail Delivery Service:**

Shareholder mailboxes are in mailbox clusters at five locations around the community. Mail is delivered by the mail carrier directly to your mailbox. Only the U.S. Postal Service and the individual shareholders have access to their mailbox. Outgoing mail can be mailed from these sites. Our zip code is 05495.

For incoming mail, parcel drop boxes are located at these sites. These are locked boxes used by the letter carrier to leave packages at the mailbox sites. Package delivery can be made directly to your home by commercial carriers, such as Federal Express and UPS.

New shareholders must make their own arrangements with the Williston Postmaster for mailbox and keys. A change of address notice or mail forward notice to your new address is not enough. You must stop by the local post office to inform the Postmaster that you are the new owner of the box at your mailbox cluster.

## **15. Manufactured Homes:**

Under Vermont Statutes Annotated, Title 10, Chapter 153, Mobile Home Parks, Williston Woods is considered to be a mobile home park because the houses are *“prefabricated dwelling units which [are] designed to be moved on wheels, as a whole or in sections; on*

*arrival at the site [are] complete and ready for occupancy, except for incidental unpacking, assembly, connections with utilities, and placing on support or a permanent foundation, or installation as a unit in a previously prepared structure.”*

#### **16. Meal Sites:**

Age Well coordinates community Senior Meal Sites six to seven days a week at various locations. Menu and site information is available by calling Age Well at 211. Meals-On-Wheels also provides service to this area and can be reached by calling Age Well.

#### **17. Project Management and Office Hours:**

The Board hires a property management agency to be responsible for the day-to-day operation and maintenance of the community, and to provide social service coordination to serve the needs and interests of residents.

To contact the Administrative Assistant, please call 859-8871 or stop by the office in the Activity Center during office hours. The mailing address for the WWCHC is 126 Williston Woods Road, Williston, VT 05495. Management staff is on site part-time. Office hours are posted in the Activity Center.

#### **18. Recreation and Activities:**

Williston Woods has many recreational opportunities on site, including a ping-pong table, pool table, exercise programs and equipment, horseshoes, shuffleboard court and miles of walking and hiking paths.

All shareholders and their guests will be expected to abide by any posted rule. Persons under the age of 18 will be allowed to use equipment only under supervision by an adult shareholder. Any damage to any equipment or furnishings is the responsibility of the person causing the damage who will be charged any assessments to recover costs.

#### **19. Yard Sales:**

The community holds its annual WWCHC wide garage and yard sale the first or second week of June. The Activity Committee organizes this sale and will publish advance information in the newsletter. Individual yard sales throughout the year are not permitted, except for estate or move-out sales.

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The Board recognizes that rules and policies will change over the years as our community's consensus changes. It also affirms that under our by-laws (Article 6, Section 9) "it may from time to time, amend and adopt such rules of occupancy and regulations as it may deem necessary in respect to the Property of the WWCHC for the health, safety, and convenience of the residents." We hope this booklet is helpful. Please feel free to contact the WWCHC Administrative Assistant with any questions, comments or concerns.

The Board of Directors  
Williston Woods Cooperative Housing WWCHC  
*References: By-Laws, Proprietary Lease*

## Useful Phone Numbers:

Except where noted, all numbers are Area Code 802. Please note that we cannot be held responsible for a change in phone numbers for any of the listed agencies. Williston Woods Board is not in any way associated with any of the agencies and departments listed below.

For fire, police and medical emergencies: 9-1-1

### Town of Williston

Police	878-6611 (non-emergency)
Fire Department	878-5622 (non-emergency Fire Station) 250-0003 (Duty Call pager)
Rescue	878-5622 (non-emergency Fire Station)
Town Manager	878-0919
Town Clerk	878-5121
Assessor/Lister	878-1091
Library	878-4918
Parks and Recreation	878-1239
Planning and Zoning	878-6704
Public Works	878-1239

### Utilities

Green Mountain Power	888-835-4672
Vermont Gas	863-4511 Ext 4
Chittenden Solid Waste	872-8111
Comcast	888-815-0050 (bulk contract customers) 800-COMCAST (800-266-2278 general info)
Post Office	879-5257

### General Services

Senior Help Line	211
Age Well	865-0360
SSTA	878-1527 (SSTA)
CCTA	864-0211 (CCTA)
Visiting Nurses Assoc.	658-1900
Meals on Wheels	211 (through Senior Help Line/Age Well)