



Freedom Hill Cooperative, Inc

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Membership Committee Policy

Definition According to the *Management Plan* established by Freedom Hill Cooperative, Inc at the time of its conversion, the Membership Committee shall be responsible for providing outreach and marketing for the Cooperative and to keep a waiting list of applicants; to process and make recommendations to the Board on each application; to orient new members to the Cooperative both through the preparation of a Membership Handbook and by meeting in person with prospective applicants; to oversee communication with the Cooperative through the development of a newsletter.

Policies

- I The Membership Committee will maintain accurate and timely records detailing those homes or lots in the park that are available or for sale. Committee members will liaise with sellers, real estate agents, or financing institutions to coordinate the proper advertising of available homes on the FHC website, and make the criterion for membership in the Cooperative readily available to these agents

- II The Membership Committee will at all times have *at least 2* Board members who are enrolled, authorized, and activated with CBANE (Credit Bureau Assoc of New England) to order credit and criminal history checks via their website (Ampslink.com). All Board members must have a signed Confidentiality Agreement on file , and no Board member may join this committee if an updated (annual) agreement is not signed

- III Upon accepting an application from a prospective member, the Membership Committee will process the necessary credit and criminal history checks, calculate creditworthiness of the applicant, contact former landlords and/or mortgage banks for references, and arrange for an interview between committee members, applicants, and as many Board members as can attend. The Membership Committee will attempt to coordinate the interviews with Board of Director meetings. The Membership Committee will follow the prescribed procedures as recorded in the Cooperative's Membership Committee Procedures

- IV **Criterion** The Membership Committee will use the following guidelines when processing applications for membership:
 - A. FICO Score of 600+
 - B. Debt-to-income ratio equal to, or less than, 40%
 - C. If more than one applicant is applying for the same property, it is a by-law of the Cooperative to give preference to the lower income applicant, providing they meet all other criteria

IV Criterion, continued

D. Criminal history: If criminal history records exist for any applicant, the Membership Committee will bring the application to the Board of Directors for further processing, providing all other criteria has been met. Records of criminal activity that, at the sole discretion of the BOD, are found to endanger the safety, security, or well-being of the residents of the Cooperative, will result in non-acceptance of the application, if they are found by the BOD to be:

1. Crimes of violence
2. Felony-level drug offenses
3. Recidivist crimes
 - The BOD reserves the right to require regular history reports to be pulled or provided for any applicant who has a criminal history, in order to check for recidivism
4. Crimes within
 - a) 10 years for a felony
 - b) 5 years for a misdemeanor

V Applicants will be notified of acceptance or non-acceptance *in writing* within 30 days of receipt of their application. Exact reasons for non-acceptance must be provided, and CBANE has template letters available for this purpose