



## Freedom Hill Cooperative, Inc

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### Park Rules Review Committee Policy

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**Definition** A committee formed to review the Cooperative's rules on an ongoing basis, for the purpose of keeping them up-to-date and pertinent for the safety, security, best interests and well-being of the park, its residents, members, and infrastructure

#### Policies

- I** The Rules Committee will at all times have *at least* 1 Board member enrolled and active in all Committee tasks. Confidentiality Agreements will be signed by each committee member who is not also a Board member
- II** The Rules Committee will perform three (3) park inspections in a year, excluding the winter season. It will be requested of the BOD Secretary to post a notice at least seven (7) days in advance of the inspection. At least two (2) members of the Committee must be present for any inspection or follow-up. All members of the Committee will conduct themselves in a manner pursuant to the Park Rules currently in effect, ***by not entering a resident's lot or property without invitation***, and by respecting the privacy of all residents.
  - A.** Any vehicle used during the inspection will have a sign or magnet identifying it as the "FHC Park Rules Committee"
  - B.** No member of the Rules Committee will attempt any contact with a resident regarding Committee business, except at the direction of the Board
- III** Upon completing an inspection, the Rules Committee Chairperson will submit a list of the violations found to the Board of Directors. The Board will review the list at the next Executive Session, at a prescribed meeting for this purpose, or assign the review of the list to the Grievance Committee. The BOD and/or Grievance Committee may choose to take action on violations on the list through letters, in-person visits, or other means. The Board of Directors may choose to assign a member of the Rules Committee to perform an in-person visit
  - A.** The Board of Directors shall implement a 3-step process for compliancy for those violations deemed *serious* and/or *ongoing*:
    1. Notice to comply, with specific actions required and deadline date
    2. Second notice, with warning of eviction proceedings in 30 days
    3. Notice of eviction to be served, with attorney or Hodges involved
- IV** The Board of Directors and/or Grievance Committee will liaise with the Rules Committee so that any communication received from residents by either body will be effectively conveyed and all records can be kept updated. The Park Rules Committee will be furnished with the prior violation list, showing updates, before the next scheduled inspection
- V** The Rules Committee will meet regularly to discuss business related to inspections, violations, and updating of the Park Rules. Minutes and results of these meetings will be presented to the Board of Directors in writing at a regular meeting of the Board. The Committee may make its recommendations to the Board of any changes to the Park Rules within these minutes and reports.