

PDX Commons Condominium Owners Association

## **HOUSE AGREEMENT**

### **Organizational Structure House Agreement**

**Responsible: Community Process**

Adopted by PDX Commons 3/38/2021

#### Introduction

#### Purpose of this House Agreement

This House Agreement outlines how we work together as a cohousing community. It provides a framework that supports active participation and involvement by all community members, working together collaboratively in partnership to advance the work of the community.

#### Bylaws and Declaration

PDX Commons Condominium Owners' Association (the "HOA") operates legally as a condominium under the State of Oregon Condominium Act (currently ORS 100.005 to 100.990). PDX Commons also operates according to the "Bylaws of the PDX Commons Condominium Owners' Association" and the "Declaration of Condominium Ownership for PDX Commons Condominium" and associated adopted House Agreements.

#### Definitions

"PDX Commons", "PDXC Community", "the Community" and similar terms are non-specific terms referencing the 4262 SE Belmont building and people who live or associate with the building and with each other in many different ways. There are no conferred rights to these terms, nor are there specific responsibilities.

#### Overview of Organizational Structure

#### Board of Directors of the HOA

The business of the Association is governed by a Board of Directors (the "Board"). The Board is composed of up to one representative from each of the 27 dwelling units in the Community (and one from the commercial unit, when privately owned). At the Annual Meeting of the HOA, the Owners have the option to renew an annual resolution to delegate to the Committee of the Whole all decision making not reserved to the Board under Oregon State Law.

## Committee of the Whole

The Committee of the Whole (the “CoW”) is the major deliberative body of PDX Commons and is composed of the owners of all residential units plus any additional people approved by the CoW. Through participation in the Committee of the Whole, each CoW member has the rights allocated to them by the CoW (see “Rights and Responsibilities House Agreement”). If fallback voting is used, then it is one vote per residence (see “Decision Making Process and Governance Documents House Agreement”). The CoW is the approving decision-making body of the Board, through delegation, with approved decisions affirmed retrospectively by the Association at its annual meeting. The CoW further delegates areas of responsibility to committees, work groups, teams, and individuals to monitor and implement existing House Agreements or to provide proposed language for new and/or amended House Agreements for CoW consideration to adopt.

## Committees

Committees are permanent groups with ongoing responsibilities. Each Committee has a charter, and it is the responsibility of each Committee to determine how to best fulfill its charter. A Committee can decide whether to create Work Groups or have individual assignments or to do the work at the committee-level to accomplish its charter. Every Committee should have a Convener. Standing Committee Conveners and Coordinating Committee At-Large members shall be approved by the CoW, annually for each upcoming year, or as needed.

### Coordinating Committee

The Coordinating Committee coordinates the work of the Standing Committees, plans the meetings of the CoW, handles emergencies, conducts long-term planning and monitors the overall health of the Community in order to foster a harmonious and emotionally healthy community, as well as other responsibilities specified in its charter.

The Coordinating Committee shall be composed of, at minimum, the Conveners of the Standing Committees and the Chair of the Association as its Convener, plus two At-Large members. From year to year, at its discretion, the Coordinating Committee may invite additional people to join this committee. The Coordinating Committee shall submit any such invitations to the Community for approval by the five-day review process.

Like all Committees, the Coordinating Committee may delegate issues to Work Groups if not appropriate to assign back to a Standing Committee.

### Standing Committees

Standing Committees manage the work of the Community. Standing Committees can be created, terminated, or modified by the CoW. The current Standing Committees are: Building & Grounds, Community Process, Finance & Administration, Fun/Community Building/Caring, Indoor Common Space, and Outreach.

## Officers of the HOA

The Board shall elect four Officers – Chair, Treasurer, Secretary, and Vice-Chair – at the Annual HOA meeting. Officers must be Owners but need not be members of the Board.

The roles of the Officers are outlined in Bylaws 5.4 to 5.7 and also in this and other supporting House Agreements. Responsibilities include but are not limited to the following.

- the Chairperson shall be the chief executive officer of the Association, and shall also serve as the Convener of the Coordinating Committee
- the Vice-Chairperson shall step up into the role of Chairperson as needed, and shall also perform other duties as needed by the Community
  - the Treasurer shall be responsible for managing funds and keeping financial records for the Association and shall also serve as the Convener of the Finance & Administration Committee.
  - the Secretary shall be responsible for making notifications, keeping records, taking minutes for Association meetings, and shall step up into the role of Vice-Chairperson as needed, and shall also be responsible for taking minutes of CoW meetings and maintaining the Decision Log.

The Officers are authorized by the Bylaws 5.8 and supporting House Agreements to execute contracts and legal agreements for the Community.

## Work Groups

Work Groups can be either permanent, episodic or temporary with specific responsibilities. Each is affiliated with a specific Committee. Work Groups should review their recommendations and work product with their parent Committees. Unless otherwise specified, membership on any Work Group is open to all Community members. Every Work Group should have a Convener. The Convener of the Work Group, or some other representative, should be a member of the parent Committee and be responsible for reporting on the Work Group's activities.

## Other Teams and Committees

Participation guidelines are identified in the Participation House Agreement and include participation in building cleanliness and maintenance, community meals, and community events.

- Task Teams are individuals or groups with specific functions, such as maintenance of the property indoors and outdoors, cleaning a specific common space, administrative tasks, or gardening. Task teams are typically nested within a specific Committee to facilitate communications and any budget requirements.
- Meal Team responsibilities, both in preparation and clean up, are covered in the Participation House Agreement.
- Community Events are scheduled periodically; all are encouraged to attend.

The Architectural Committee is specified in the Bylaws. This committee operates as a Work Group under the auspices of the Building & Grounds Committee.

## Organization Chart

This House Agreement includes an organization chart which illustrates key features of PDX Commons' organizational structure. The chart is designed to graphically represent the Community structure; in case of any discrepancies, the written description in this House Agreement shall be the primary source of information.

Minor changes to the Org Chart may be made by the five-day review process. Major changes to the Org Chart must be approved by the CoW.

## Overview of Process

### Membership in Committees and Work Groups

Once a year, everyone in the Community has the opportunity to sign up for their preferred committee and/or work group assignments. Joining a work group or committee is generally considered a year-long commitment; if a member decides to discontinue their membership in a work group or committee, they should inform the convener.

Anyone can join a Standing Committee or Work Group at any time, although permanent and episodic Work Groups may require a catch-up period before joining, and temporary Work Groups may be closed to new members once they have begun their work. All temporary Work Groups should create an opportunity for any Community member to join at start-up.

The Community may choose to establish an explicit membership process for some Work Groups, such as the Conflict Transformation Work Group and the Architectural Committee; these Work Groups may have limits on accepting new members.

## Charters

Each Committee shall have a charter. Each charter will be reviewed and approved by the CoW. Work Groups may create charters if it is helpful in their work or required by their Committee or the CoW. Work Group Charters may be reviewed and approved by the CoW at the discretion of the Community Process Committee. The Community Process Committee is responsible for overseeing the preparation, updating and review of charters.

There are two ways to update or create charters:

1. Each Committee and Work Group can either create a new charter or update its existing charter whenever a new Convener takes over or as needed and submit the revised charter to the Community Process Committee.
2. The Community Process Committee will undertake a review of the Committee and Work Group charters every two years, or more frequently if needed. The Community Process Committee will both solicit updates to the Charter from each Committee and review and suggest updates to the charters.

Substantive changes to charters will be taken by the Community Process Committee to the CoW for review and approval. Simple administrative changes will be reviewed by the Community Process Committee and need not be reviewed by the CoW. The Community Process Committee will keep a file containing all the current charters within its folder in the portal.

## Convener Responsibilities

The responsibilities of PDX Commons Committee or Work Group Conveners include:

- Schedule routine meetings, if needed.
- Prepare and distribute agendas prior to the meeting (template in Portal) to all Committee members.
- Update and routinely use the Committee charter to guide the work and priorities of the Committee and conduct periodic reviews of the Charter and suggest changes if needed. • When decisions are delegated to the Committee by the CoW, work with the meeting facilitator or other members to clarify the charge to the Committee, e.g. whether the Committee has the authority to make a decision, research alternatives and return with recommendations or other process.
- Ensure meetings are well run and efficient; encourage participation by all Committee members. • Solicit broad engagement of Committee members to accomplish charter and assigned tasks; develop and deploy leadership transition planning.
- Use the PDX Commons decision making process to reach consensus on recommendations to the full Community.
- Represent the Committee on the Coordinating Committee.
- Oversee and coordinate the work of any Work Groups and Task Teams which operate under the auspices of that Committee.
- Ensure that transparency protocols are met, which include:
  - Post notice of the meeting, ideally on the white board and on the online calendar
  - Ensure a summary of each meeting is prepared and posted in the Committee's folder on the PDX Commons Portal. The summary may be sent to all Community members if deemed important by the Convener or if requested by the Coordinating Committee or the CoW.
  - Conveners should make an opportunity for observers to participate, if possible.
  - Committees and Work Groups which are dealing with personal or confidential information, such as the Conflict Transformation Work Group and the Health Team Work Group, are subject to transparency protocols, but may make exceptions as needed to maintain confidentiality.

## Background Information

### Continuous Improvement

The structure can be changed or amended as needed by the CoW through its regular decision-making process. The Community Process Committee is responsible for assessing the efficacy of the structure periodically.

### Development of this House Agreement

This House Agreement was first created in February 2021. It is based on the 'PDXC Organizational Structure Notes to Accompany Organizational Chart' adopted in August 2017, reformatted as a House Agreement, and updated to reflect Community decisions, policies, and practices from 2017 through 2021.