

Viewpoint Cooperative, Inc

A Resident Owned and Operated Community

Thank you for your interest in our community. We hope you consider us a resident owner. We strive to maintain a positive and well-kept community. This is a people-oriented community where we help each other and have a strong sense of community. We are conveniently located to nearby employment and shopping. Our community is surrounded by natural beauty and we have a clean and well-maintained community with good roads, water, and septic. All members create and live by the community Rules. Please read them before you join

About Cooperative Living

- You will be an owner and a tenant. You will own one share in the Cooperative, which collectively owns the entire community
- Members vote on the annual Cooperative budget and board members
- Members will participate from time to time as volunteers running the cooperative and the community in order to keep costs down
- The Cooperative is governed by the Bylaws. Please read them before you join

About the application process

- Complete the membership application and Consumer Authorization Release forms
- Submit a non-refundable application fee of \$80 for each household member (over 18 years of age) required to complete the Consumer Authorization Release (credit check/criminal background check)
- Submit a photo id for each applicant who is required to complete the consumer Authorization form
- Submit Community Rules/Bylaws Acknowledgement form
- Submit proof of income, including previous months pay-stubs and previous years Federal Income Tax Return, and/or proof of social security and/or SSSD income, monthly annuities income and/or proof of any other sources of income
- Await approval by the Viewpoint Cooperative Board of Directors

After you are approved to become a member and before you can move

- Pay your \$510 Membership Fee - made out to Viewpoint Cooperative
 - Fully refunded at sale of home, less any fees owed to Coop
- Execute the Occupancy Agreement form with all household members listed
- Return completed Volunteer Interest sheet
- Pay your first monthly lot rent of \$510 – made out to Viewpoint Cooperative
- At your closing, two board members need to be present, please give two weeks' notice

After you move in

- Get involved! Attend a board meeting (meeting date/times post by the mailbox)
- Sign up to participate in a committee
- Get to know your neighbors, you are not part of the community! WELCOME!!!

Any questions, please contact Robert Allen, President-Viewpoint Coop Board of Directors.

Robert can be reached at 603-903-2564 or email at president@viewpointcoop.com

Cooperative MHP Living

You may be considering buying a home in a cooperative manufactured housing park, also called a Resident Owned Community (ROC). Purchasing and living in a home that is located in a Resident Owned Community carries with it benefits, as well as responsibilities. It is a special type of community that requires more than simply paying your rent on time, it requires involvement on the part of all members.

The Cooperative

- Is incorporated under NH RSA 301-A, Consumers Cooperative Associations
- Is organized as a not-for-profit corporation for the mutual benefit of members and to keep the community affordable long-term for low to moderate income people
- Is governed by a volunteer Board of Directors, who must comply with all applicable state laws pertaining to Fair Housing, Corporations, Cooperatives and Manufactured Housing Parks
- Owns the land and is responsible for debt on the land, real estate taxes, co-op liability insurance, roads, water/septic, major repairs and upkeep
- Leases lots to its members on a long-term basis and receives monthly carrying charges, in the form of 'lot rent'

The Members

- Participate in the overall management of the cooperative and the community by donating their time and talent to various volunteer events in the community. Each coop decides to what extent the members rely on paid services, such as a paid bookkeeper and snow-plowing services, to help manage the day-to-day operations of the community
- Own their own homes, new residents moving in MUST become members. Membership is voluntary at the time of conversion from Investor-Owned to Resident Owned, but non-members generally pay higher rent than members
- Hold a membership interest in the cooperative, consisting of an ownership share in the corporation
- Enter into an occupancy agreement with the cooperative, which binds members to the co-op Bylaws and Community Rules
- Have a voice on 'big picture' matters affecting the cooperative on the one vote per household at the annual meetings
- Exercise control at membership meetings by making major policy decisions, approving the annual budget and financial statements, electing Board Members, and amending the Bylaws and Community Rules as needed
- Can be expelled from membership and/or evicted for significant infractions of Community Rules, for obstructing co-op function, or for non-payment of carrying charges (lot rent) or fees, etc
- Have a right to sell their homes in place to another owner-occupant who may also enjoy the rights of membership

APPLICATION FOR MEMBERSHIP

Viewpoint Cooperative, INC

All information must be filled out completely. Incomplete applications will be returned to the Applicant. If a question does not apply, place N/A in the space provided. Please print all information legibly.

Applying for: _____ (street name & house #)

Current Owner: _____

Applicant: _____ Social Security #: _____

Co-Applicant: _____ Social Security #: _____

Current Address: _____ (street, city, state, zip code)

Home Phone: _____ Work/Cell Phone: _____

Length of time at current address: _____

Current Landlord/Mortgage Company: _____

Contact #: _____

If less than 3 years at current address, list previous addresses:

Previous Address: _____

Previous Landlord: _____

Previous Address: _____

Previous Landlord: _____

Applicant Employer: _____ Contact #: _____

Employer Address: _____

Co-Applicant Employer: _____ Contact #: _____

Employer Address: _____

Vehicle Make/Model _____ Year _____ Color _____

Vehicle Make/Model _____ Year _____ Color _____

of persons who plan to occupy home: _____

APPLICATION FOR MEMBERSHIP (CONT)

Viewpoint Cooperative, Inc

Are you or any members of your household required to register as a sex offender?

YES _____ NO _____

Please list three (3) personal references who can speak to your likelihood to pay your rent in a timely manner and obey the Community rules and be a good cooperater. References may not include relatives.

Name: _____ Phone#: _____

Relationship: _____

Name: _____ Phone #: _____

Relationship: _____

Name: _____ Phone #: _____

Relationship: _____

PLEASE READ THE FOLLOWING INFORMATION BEFORE SIGNING THIS APPLICATION

To join Viewpoint Cooperative, I/WE are aware that a membership fee of \$510 (five hundred ten dollars) must be paid prior to occupying the home. I/WE understand that I/WE may not move until approval is made. I/WE understand the home must be lived in by the family/household purchasing and cannot be rented out. I/WE understand that this application in no way guarantees my/our acceptance into the Cooperative/Community. W/WE authorize the Cooperative to obtain information from current/former employers, friends and current/previous landlords. W/WE hold harmless the Cooperative and its employees and/or tenants, from any action rising from these inquiries.

The Cooperative does not discriminate based on age, sex, race, creed, color, marital status, familial status, physical or mental disability or national origin or on account of that person' sexual orientation in the approval of its members.

Applicant Signature: _____ Date: _____

Applicant Signature: _____ Date: _____

Member Occupancy Agreement

Viewpoint Cooperative, Inc

This agreement, made and entered into at Swanzey, State of New Hampshire this _____ day of _____, 20_____, by and between the Viewpoint Cooperative, Inc, a non-profit consumer cooperative association organized under the New Hampshire Consumers Cooperative Association Act, RSA 301-A, having its principal place of business at 93 California Brook Road, Swanzey, State of New Hampshire, (hereinafter called the "Cooperative") and

_____ (name) (hereinafter called the "Member"

of _____ (number and street) in said Cooperative.

WHEREAS, the Cooperative was organized to own and operate a manufactured housing park, now known as the Viewpoint Cooperative, Inc (hereinafter called the "Community"), for the benefits of its members and others; and

WHEREAS, the Member has been provided a complete copy of the Articles of Incorporation and the Bylaws of the Cooperative and is familiar with their terms, and

WHEREAS, the Member has a bona fide intention to reside in the Community and to continue such residence during Membership; and

WHEREAS the Member has paid or agrees to pay the Membership Fee of \$510 and will receive a certificate of Membership in the Cooperative once the fee has been paid in full; and

WHEREAS, the Cooperative and the Members deem it to be in their mutual interest to commemorate the membership and rental agreement in written form.

NOW THEREFORE, the parties do agree as follows:

Article 1 – Premises: The Cooperative leases to the Member and the Member leases from the Cooperative _____ (street address) (hereinafter called the "Lot") in the community.

Article 2 – Term: Upon payment of the rental herein, and upon compliance with the other terms of this agreement, the Bylaws of the Cooperative, and the Community Rules established by the members, all as they may be amended from time to time, the Member shall have a perpetual right to occupy said Lot. If Member intends to terminate the lease and Membership, Members shall provide thirty (30) days written notice to the Cooperative.

View Point Cooperative, Inc.

Community Rules/Bylaws Acknowledgement

I/We _____ applying for
membership in the Cooperative for the lot located at _____ (street address).

I/we have received and read a copy of the View Point Cooperative, Inc. Community
Rules and the bylaws.

By signing and dating this form, I/we acknowledge that we understand and will obey the
Community Rules and bylaws of View Point Cooperative, Inc. If I/we do not follow these
rules and bylaws, I/we understand that this could be grounds for expulsion from
membership and/or eviction from the community.

Applicant signature: _____ Date: _____

Co-applicant signature: _____ Date: _____

View Point Cooperative for the purpose of assessing my/our **Application for Housing and Membership in View Point Cooperative**. I/We understand that 'other enhancements' includes conducting a national criminal background check, to which I/We give my/our consent.

This authorization is intended to comply with a consumer report request as set forth in 15 U.S.C. 1681b(a)(2).

I/WE further authorize the **View Point Cooperative** to contact the references listed on my/our application in order to assess my/our **Application for Membership** in said Cooperative.

I/WE further authorize the **View Point Cooperative** to verify past and present landlord references in order to assess my/our **Application for Membership** in said Cooperative.

It is understood that a photocopy and/or facsimile of this document shall also serve as an authorization to provide the information requested.

The information obtained is only to be used in the processing of my/our **Membership Application**.

Applicant

Date

Co-applicant

Date