

Daybreak Cohousing Owners Association (DCOA) Attendance Rule

WHEREAS,

Daybreak Cohousing is a self-managed condominium in “which the unit owners may take action with regard to the administration, management and operation of Daybreak Cohousing (Daybreak Cohousing Owners Association (DCOA) Bylaws Article 1.3)...”, and, the DCOA Bylaws designate in Article 9.3(h) that “the Board of Directors...may, by consensus, adopt, modify, or revoke such rules and regulations governing the conduct of persons and the operation and use of the units and common elements as it may deem necessary or appropriate in order to assure the peaceful and orderly use and enjoyment of the Daybreak Cohousing property”...,

AND, WHEREAS,

Attendance at community meetings, team meetings, and work day events enables members to plan, prioritize, coordinate, influence, evaluate, and inspire participation and community work. When residents feel personally connected through participation, the Daybreak community thrives while protecting their housing investments.

AND, WHEREAS,

Clarity about community participation responsibilities allows residents to plan their schedules and engage in mutual accountability. Clarity about these responsibilities also informs a prospective member’s decision about whether to join the Daybreak community.

BE IT, THEREFORE, RESOLVED that

The DCOA Board of Directors present during the plenary meeting on November 17, 2024 agree to adopt this Attendance Rule, which delineates the minimum participation responsibilities for Daybreak plenary meetings, team meetings and work commitments. This rule shall be in force from this day forward.

1. Definitions

- 1.1. Adult: Person aged 18 years or older
- 1.2. Attendance
 - 1.2.1. Meeting attendance: Being physically present or connected by audio and/or video to a given event such that the attendee can responsively participate in the discussion during most of the meeting
 - 1.2.2. Work day attendance: Claiming a task, showing up ready to work at the worksite for one or more hours within a range of two days prior until two days after the scheduled work day event
Community member: Individuals who are either owners or residents of Daybreak Cohousing, but not their guests
- 1.3. Community participation: Activities that contribute to Daybreak property maintenance or community cohesion; Examples include participation in plenary meetings, community work days, team meetings, and work delegated to teams
- 1.4. Community work: Labor that DCOA would pay to have performed if not completed by members
- 1.5. Work group: Community members who meet to address a specific need for a number of weeks or months. A work group may evolve into an ad hoc team or a standing team, or become defunct.
- 1.6. Meeting scribe: The meeting participant who takes the meeting minutes which includes a list of attendees
- 1.7. Plenary: Monthly business meeting led and attended by adult residents and owners. Visitors may attend the meeting to become familiar with community processes and concerns.
- 1.8. Resident
 - 1.8.1. Annual resident: Adult living in a Daybreak condominium unit more than 50% of the time from January 1 until December 31 of a given year.
 - 1.8.2. Quarterly resident: Adult living in a Daybreak condominium unit more than 50% of the time for any consecutive period of three months

- 1.9. Standing team: A group of community members who meet at least monthly, publish meeting minutes, and perform services focused on a specific area of responsibility within for the community according to a community-approved charter
 - 1.10. Standing team member: A community member who supports a standing team by regularly attending the scheduled meetings and performing tasks that align with the charter.
 - 1.11. Work day organizer: A community member who publishes a task list, collects community work data from participants, and provides status feedback to the community
 - 1.12. Work day: A scheduled coordinated event organizing community labor to complete a set of tasks; The work days occur at least once a month, but may occur as many as four times a month. Work day examples include but are not limited to regularly-scheduled common house cleaning days and outdoor-oriented landscape/garden maintenance days.
2. Rule
- 2.1. Attendance: Daybreak's adult residents are responsible to attend a minimum of 60% of the following:
 - 2.1.1.1. Regular meetings for at least two standing teams
 - 2.1.1.1.1. Exception: Members joining the community for the first time are encouraged to spend up to four months visiting various team meetings and becoming familiar with the focuses of the different teams in order to find the best match for the skills, interests, and experience they would bring to team membership. During this initial period, they are not required to join any team, but they may join if they wish.
 - 2.1.1.2. Pre-scheduled work day events
 - 2.1.1.2.1. Alternate option: Members unable to participate during a pre-scheduled work day may send a proxy to work on their behalf.
 - 2.1.1.3. Plenaries: Community-wide business meetings held monthly on a regular schedule and open to all members and residents.

- 2.1.1.4. Special meetings of the DCOA or of its Board of Directors: A business event called by the DCOA chairperson or a petition supported by at least 25% of the members; The purpose, location, and timing of the session are published in advance.
- 2.2. Verification: Daybreak's adult residents are expected to check meeting minutes and work day information within one month after publication to verify accuracy of attendance data.
 - 2.2.1. If the attendance data published after a meeting or work day is incorrect, the resident impacted is expected to notify the relevant meeting scribe or work day organizer within one month after publication, and should follow-up to be sure that corrections were made.
- 2.3. Time horizon: Adult residents are evaluated as per 2.1's responsibilities according to an annual or quarterly time frame, whichever is more relevant for their time in residence.
 - 2.3.1. Annual residents live in a Daybreak condominium unit 50% of the time or more from January 1 until December 31 of a given year.
 - 2.3.2. Quarterly residents live in a Daybreak condominium unit 50% of the time or more for any consecutive period of three months
- 2.4. Work day organizers and meeting scribes are expected to publish attendance information in the information repository used for meeting minutes.
 - 2.4.1. Meeting scribes are responsible for publishing meeting minutes within two weeks of the meeting.
 - 2.4.2. Work day organizers are responsible for publishing work day participation information within two weeks of the event.
 - 2.4.3. Meeting scribes and work day organizers are responsible for fulfilling correction requests which adjust meeting minutes or work day participation information within two weeks after receiving notification from a resident.
- 3. Enforcement
 - 3.1. Residents and owners are encouraged to perform self assessments of their performance in meeting attendance responsibilities.

Duly adopted by the DCOA Board of Directors on November 17, 2024.

Laura Polich , DCOA Board Chair

Rob Klohr , DCOA Board Secretary