



MAHC Messenger

A Letter From Our President

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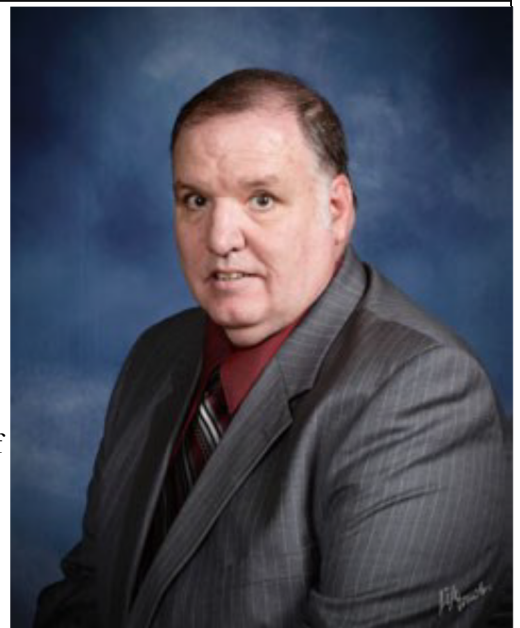
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While we are all looking out of our windows thinking this snowy season will never end, keep in mind that Spring is only a few weeks away.

Spring is a time of renewal and rejuvenation. We plant flowers, fertilize our landscaping, and put out fresh mulch in the garden beds. Sometimes we refresh our surroundings with a new coat of paint.

Spring is also a time to think about expanding our minds through our Cooperative Education. Refreshing ourselves in the classic studies of how Cooperative Housing works. Challenging ourselves to embrace new thoughts and ideas keeps us continually growing. Sharing these educational adventures with others in the Cooperative movement also helps us to learn from different perspectives and viewpoints.



MAHC offers a variety of educational opportunities – on line training, in person trainings at your location and the best of all, our Annual Conference!

Our Annual Conference will be held this year in Washington D.C. from May 22nd to May 24th, 2017. This event is packed with educational and networking opportunities for every attendee. There will even be the opportunity to take our certification courses (CCD and CCM) prior to the conference. You could earn your certification while you are in D.C.

We believe education and networking is a pivotal part of our Cooperative experience. We live in a very fluid society. Things change all the time, and it is critical that we stay on abreast of topics that effect our Cooperative way of living.

I hope to see each and every one of you at our upcoming conference in May. Registration information is available on our website www.mahc.coop. If you can't make it to the conference this year I encourage you to investigate what we have to offer in the way of alternative education. Feel free to call our office and inquire as to any specialized Cooperative training you would like to have brought directly to you. We customize a good deal of our educational adventures to fit your needs, all you have to do is reach out to us for details.

In closing, while you are sprucing up for spring, don't forget to expand your learning horizons, you will never regret it.

Richard J Berendson
President MAHC

*Founded
on the
principles of
private initiative,
entrepreneurship
and
self-employment,
underpinned by
the values of
democracy,
equality and
solidarity,
the co-operative
movement can
help pave the way
to a more just
and inclusive
economic order.”*

—Kofi Annan

MAHC at Work Training Co-Op Leaders for the Future.

Editor's Preface: Just a reminder that MAHC members may receive training for the following certifications: Certified Cooperative Director, Certified Cooperative Manager, and Certified Cooperative Maintenance Manager. Check out <http://www.mahc.coop> for more information.

Parade Park Homes has a lot going for it. First, Parade Park homes became one of the first Cooperatives formed by African-Americans in the early 1960s. Second, the Cooperative has a great location—close to the Kansas City jazz district.



MAHC offered Parade Park Homes a fantastic opportunity to receive one free training session of their choice. MAHC Board Member Marlene Dau and Melanie Phillips conducted MAHC's Certified Cooperative Director course for the Board. According to Dau, all nine Members of the Board participated in the class!



Almost all the Board Members had been newly appointed.

The course benefits anyone appointed to a Cooperative's Board of Directors by helping him/her understand what to do as a Board Member. Dau said that the course would be a great fit for someone who has little or no background in Cooperatives.



The Certified Cooperative Director course covers much more than learning how to be a good Board Member. Participants also learn about the history of Cooperatives, how they work,

(Continued on page 3)

(Continued from page 2)

and how Board Members should govern today.

Participants loved the course and found it very helpful. Dau points out that one of the purposes of the class is to show Board Members what they should be looking at *before* they ever knew what they were looking for.

Thanks to Marlene and Melanie for conducting the training session, and a big thank you to the Parade Park Homes Board for their participation. Remember that MAHC is always available as a resource for training sessions and even more.



MAHC Board of Directors 2015-2016

<u>Position</u>	<u>Name</u>	<u>State</u>
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Did You Know?



To those of you on the Membership Committee at your cooperative:

Communication is a tool to aid you in effectively performing your task as a member of the Membership Committee. But like any tool, you must know the tool, and practice using the tool. In a sense, communication is like a smile. It's hard to define, but you know when it's there and when it isn't. While verbal communication is important, being a good listener is equally important. Our thoughts can race along from four to ten times faster than most people speak. So, while we are waiting for the words to come in, the mind tunes out. Then in again...the results are that only a few words penetrate, and we miss the whole point.

Dear Co-op Counselor; HELP!

Dear Co-op Counselor:

I've just moved into a Cooperative, and I'm so happy I made the move! I'd like to get a pet, but I'm not sure what kinds of animals are permissible, and, if I can even have a pet at my Cooperative. What steps should I take before becoming a pet owner? How can I ensure that having pets on the grounds won't interfere with the rest of the members' enjoyment of the property?

Please advise.

Signed,
Pet Lover

Dear Pet Lover:

The first step is to make sure that you are in compliance with the Cooperative's pet policy. This involves obtaining the Cooperative's pet policy to make sure that your pet is properly registered with the Cooperative. Some Cooperatives limit the amount of animals per household as well as prohibit certain breeds of animals.

You may also want to make sure that your pet is properly registered and licensed with the City or County in which your Cooperative is located. Many Cooperatives require proof of license as well as proof that your pet is up to date on all of its vaccinations as well.

Be mindful of pet rules and regulations throughout the Cooperative; make sure you keep your pet on a leash and clean up after your pet. Strictly following the Cooperative's pet policy will ensure that you won't interfere with other Members' enjoyment

Signed: Co-op Counselor (CC)

If you are interested in submitting a question (regarding legal policy and procedure) to the Co-op Counselor, please submit your question via email to MAHCeditor@gmail.com, insert the words "Co-op Counselor" in the subject line. If you would like to mail your question please send it to Penttiuk, Couvreur & Kobiljak, P.C., 2915 Biddle Suite 200, Wyandotte, MI 48192 Attention: "Co-op Counselor". While we will do our best to respond to your question please understand that submission of your question to this forum is no guarantee that you will get a published response.



Disclaimer: While we hope this information is helpful in answering some of your questions, please be advised that the answers provided here are for "general" informational purposes only. This information should not be construed as "legal advice" either to the individual or the Cooperative that they represent, the use of this forum does not create an attorney-client relationship between the user/reader and Mr. Penttiuk or his law firm, Penttiuk, Couvreur and Kobiljak, P.C.

For specific legal advice and personalized assistance with regard to your particular issue or problem you should contact a professional cooperative attorney.



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Announcements/Awards

It's only several months away!
Midwest Association of Housing Cooperative



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May 21-May 24, 2017



MAHC IS GOING TO WASHINGTON, D.C.

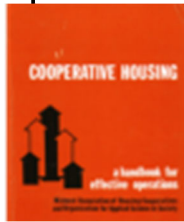
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Call MAHC at 734-955-9516

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Education is Power.

MAHC offers valuable resources such as:

- Cooperative Housing Handbook
- Serving on The Board
- Membership Orientation
- Cooperative Communication
- Parliamentary Procedure Cards

Visit our Website at <http://www.mahc.coop/index.html> to order these titles and find out about the other valuable materials and resources that we offer.



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Our Mission Statement

To support and champion the cause of quality housing through education, legislative actions, partnership, and advocacy for Housing Cooperatives

Violence Against Women Act & Cooperatives

Creighton Gallup, Esq.

When HUD published their final rule on the Violence Against Women Act Reauthorization of 2013 (VAWA), which became effective on December 16, 2016, housing providers faced some new guidelines on how to handle issues relating to this topic.

VAWA covers victims of domestic violence, dating violence, sexual assault and stalking regardless of the person's, sex, gender identity, or sexual orientation. One of the important aspects of this ruling is to ensure that victims of a VAWA crime are not denied assistance as an applicant or evicted due to having been a victim of a VAWA crime. This ruling must be applied consistently and with all nondiscrimination and fair housing requirements.

As with most government programs, housing providers, including Cooperatives, must comply with certain measures. At first glance, they may seem simple, but each section has several parts to it. These include:

- A. Notice of Occupancy Rights
- B. Emergency Request Form
- C. Emergency Transfer Plan
- D. Certification Documents of Incidents of VAWA Crimes

To make things easier for housing providers, HUD has created sample forms in Word that can be modified to fit a housing provider's current situation. These forms are available on [HUDCLIPS](#):

VAWA Appendix A: Notice of Occupancy Rights, form HUD-5380

VAWA Appendix B: Model Emergency Transfer Plan, form HUD-5381

VAWA Appendix C: Certification of Domestic Violence, Dating Violence, Sexual Assault, or Stalking and Alternate Documentation, form HUD-5382

VAWA Appendix D: Emergency Transfer Request for Certain Victims of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, form HUD-5383

Applicants/Members should receive the Notice of Occupancy Rights at the time the applicant is denied assistance/admission under a covered housing program; at the time the individual is provided assistance/admission under the program; with any notification of eviction/notification of termination of assistance; and during the 12-month period following the effective

date of December 16, 2016, either during annual recertification or the lease renewal process. If none of these apply, the individual should receive the notice during the first year after the ruling takes effect—December 15, 2017.

Next is the Emergency Request Form. The victim must state in writing that he/she is a victim of a VAWA crime; the incident that is being used as grounds for protection; and include the name of the person who committed the VAWA crime if known and safe to provide.

The Emergency Transfer Plan actually works in conjunction with the Emergency Request Form. Cooperatives offer two types of transfers: internal and external. In an internal transfer, individuals may move to a new unit without being considered as a new applicant. The individual does not have to go through the application process.; however, in external transfers, individuals are treated as new applicants and must undergo the application process. Cooperatives must have plans in place if there are no units for an internal transfer. These may include agreements with other facilities or organizations who can assist these victims.

To qualify as a victim of a VAWA crime, an individual must submit some type of documentation stating that he/she is a victim of such crime. If individuals do not provide documentation within 14 days, they may be denied assistance under the program; however, the Cooperative has the option of extending the 14 days. If a person who committed the crime is asked to leave a housing development, he/she has a certain amount of time to find a new residence. Housing providers may also split a lease, allowing one resident to stay and requesting the other resident to leave.

Confidentiality with VAWA records remains key. A selected group should have access to these records. Reports need to be filed with HUD annually. The ruling covers much more than this space permits, and Cooperatives would benefit from going to [hud.com](#) for more information.



For all the Certified Cooperative Directors and Certified Cooperative Managers, it is imperative that you know that the way you continue to hold your certification has changed.

You will no longer need the continuing hours every two (2) years. This means you will NOT need to get anything signed by our instructors at the conference verifying attendance. You will also not need to go on-line and take those classes for your re-certification. Those classes are still very valuable, but now can be taken for your knowledge or refresher only, but will not count as continuing education credits.

What you will need to do is to take the entire class, for both CCD and CCM, every three (3) years to continue to keep your certification and to stay on the cutting edge of any new laws or ways of our industry. So, check the date you originally took your class and plan to get registered to retake it either at the Conference, at a location regionally that works for you, or if you have enough people, MAHC trainers will come to you!

If you have any questions, feel free to reach out to MAHC or any of its Board Members.

Marlene Dau



CHECK OUT THIS SUMMER'S BLOCKBUSTER!

FEATURING: CERTIFIED COOPERATIVE DIRECTOR TRAINING

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Check out MAHC'S Information Exchange at www.mahc.coop. There you can find all kinds of resources such as:

1. Disaster Planning
2. Emergency Response Handbook
3. Promotional materials to attract new members
4. Links to other Cooperative information websites
5. Or share resources your Cooperative uses

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ROBERT RULES!

He rules! Even if we don't have a clue who he is?...



How should a chair handle debate in a meeting?

Answer:

The right of members to debate and make motions cannot be cut off by the chair's putting a question to vote with such rapidity as to prevent the members getting the floor after the chair has inquired if the assembly is ready for the question. Even after the chair has announced the vote, if it is found that a member arose and addressed the chair with reasonable promptness after the chair asked, "Are you ready for the question?" he is then entitled to the floor, and the question is in exactly the same condition it was before it was put to vote. But if the chair gives ample opportunity for members to claim the floor before putting the question and they do not avail themselves of it, they cannot claim the right of debate after the voting has commenced.

<http://www.robertsrules.com>

MAHC is Going **GREEN!**

(at least we're going to try)

But we need **YOUR** help to do this.

If you currently receive the

MAHC Messenger and

you have an e-mail address,

please email

[Karlynn Wilburne@MAHCeditor@gmail.com](mailto:Karlynn.Wilburne@MAHCeditor@gmail.com)

First & Last Name

Address, City, State & Zip

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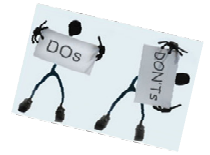
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Thank you for your help in our endeavor to make the
world a little **greener!**



Cooperative

Dos & Don'ts



When serving on the board...

Do— Work with other members of the Board to make decisions that would be in the best interest of the Cooperative.

Don't—Try to push personal agendas or be inflexible.



MAHC Messenger-

We welcome your article contributions of 500 words or less submitted in MS Word format. Please feel free to forward them to the editor at the address listed below. If you are a Management Company and would like to contribute to the "Cooperative Dos and Don'ts" section of the MAHC Messenger please submit your suggestions to MAHCeditor@gmail.com.

If you are interested in placing an ad in the MAHC Messenger, please contact the editor at MAHCeditor@gmail.com

The views and opinions expressed herein are those of the author(s) and contributors and should not necessarily be reflected as those of the Midwest Association of Housing Cooperatives. The purpose of this publication is to serve as informational only and not to engage in disbursement of legal advice. If you require legal assistance please consult an attorney. If you have questions or comments please submit them to the editor at the email address listed above.

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