

Franklin Housing Cooperative, Inc.  
2300 E. Franklin Ave. Minneapolis, MN 55406

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# Franklin

## Housing Cooperative Member Handbook

October 2017

## **Riverton Mission Statement**

“To develop and maintain quality, student-oriented housing communities operating on a democratic, non-profit basis.”

## **Disclaimer**

**It is important for you to understand the contents of this book. It contains the policies which you are held responsible for as a member of Franklin.**

*The Membership Handbook is a general guide to the policies of Franklin Student Housing Cooperative. Since all policies are subject to review and change at monthly board meetings, the status of any specific policy in this handbook at any particular time cannot be guaranteed. If any item contained in this Handbook is in conflict with the Occupancy Agreement (also referred to as the Lease), the Occupancy Agreement shall govern. Contact the Riverton Office with specific questions about the current status of any particular policy*

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Contact Info  
Riverton's Main Office  
(612) 331-3911

office@riverton.org  
[www.riverton.org](http://www.riverton.org)

*For up to date info on the co-ops visit our Blog  
rivertoncommunity.wordpress.com*

To Contact the Board of Directors: email  
bahea.manasra@riverton.org

### **Main Building Office Hours**

*Monday - Friday*

9am-5pm

*Except the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month: Office  
closes at 1:30pm*

### **Franklin Housing Cooperative Office Hours**

612-338-4574

[www.franklin@riverton.org](http://www.franklin@riverton.org)

*Monday - Friday*

9am-5pm

*Except the 2<sup>nd</sup> and 4<sup>th</sup> Wednesdays of every month: Office closes at 1:30pm*

# Hi!

## **Welcome to the Franklin Housing Co-op.**

Franklin is a cooperative organization. This means that as a **resident-member** you've have great privileges and responsibilities!

At the core of cooperative principles is democratic governance. So the most basic privilege and responsibility is to elect resident-members who you believe will provide good leadership for the building!

**This Handbook is designed to introduce you to the co-op, answer some of your questions, and make participation in the co-op accessible to you.**

# History

The Franklin Co-op's history begins with the creation of the Chateau, which started out as a dining co-op in Dinkytown back in 1939. As a dining co-op the Chateau provided weekly meal plans for students and community space along with a reading library and games like table tennis.

In the 1960s the construction of 35W created a large housing shortage in Dinkytown. At the same time fast food was taking much of the Chateau's business. This prompted the Board of Directors, comprised of students, to devise a plan: provide affordable housing in a high-rise building using their cooperative model to empower students.

Through local, state, and federal agencies, the Chateau board got a \$3.2 million loan from the Department of Housing and Urban Development (HUD) to construct the building. In 1973 the Chateau opened its doors to its first resident-owners.

In the 1990s the Chateau Board of Directors was determined to spread the cooperative model throughout Dinkytown, so they started a non-profit, which eventually took on the name Riverton Community Housing.

In July of 2000, the buildings that now comprise the Franklin Housing Cooperative were purchased by Riverton and soon after the cooperative was founded. Initially the cooperative was intended to serve just students but early on the Franklin Board of Directors moved to encourage the culturally and socially diverse community that makes up Franklin's membership today.

# Organizational Structure

## **Board of directors**

The Board of Directors consists of 12 resident-members chosen by annual vote of all resident-members at the Annual Meeting. Once the board is elected, the board members elect their officers – the President, Vice President, Secretary, and Treasurer.

The board meets once a month and hears reports from officers, staff, and each committee chair in addition to other business. The day and time is subject to change. **All meetings are open to all members! At each meeting there is an “open mic” section, where anyone is free to make suggestions, submit proposals or otherwise express themselves to the board.** (The board currently meets the 2<sup>nd</sup> Tuesday at 6pm in the ‘A’ building meeting room).

The board makes all operational decisions for the cooperative, from rent prices to activities around the building. If you’re curious, please come to the next board meeting – notice of meetings will be posted around the building.

## **Annual General Meeting (AGM)**

The Annual General (AGM) is the co-op’s yearly business meeting. This is where the members (all residents) elect a new Board of Directors, in addition to other business like financial reviews and the president’s “State of the Co-op Address.”

The meeting is always sometime in January, be there or be square!

All residents are expected to attend. This is the most basic way to get involved with the co-op! Be sure and cast a vote!

## **Committees**

The board may, at any time, assemble a new ad hoc committee to address specific needs on a case by case basis.

## **Relationship with Riverton**

Franklin and Riverton have a unique business relationship. Franklin leases the A & B buildings from Riverton. So in a since Riverton is the landlord of the cooperative. Yet, the Franklin Board is the governing body of the cooperative who in turn leases their individual apartments to you, the members.

Additionally, Franklin has a contract with Riverton to serve as a property management company, so that neither the board, nor the members have to worry with the day to day business of operating the building, marketing apartments, or collecting rent.

# Membership at Franklin

## **Eligibility**

Membership at the cooperative is open to the general public. For in-depth information on eligibility requirements, please contact our office or visit our website to find the Resident Selection Criteria form, which details the specific requirements.

## **Membership Fee**

The new Membership dues cover the cost of becoming a resident-member of Franklin, which includes membership in other non-profit organizations such as NASCO (North American Students of Cooperation). The amount of the dues is set by NASCO and may change from time to time.

Paying these dues qualify you to vote in the election of the Board of Directors held every January for the duration of your residence at Franklin.

## **Participation in Governance**

The co-op, like everything, is only as strong as the sum of its parts. In other words, the co-op is what the residents make it, so participation is key to maintaining a vibrant community! Get involved! Attend meetings!

# Your Lease and Related Policies

## Your Lease

Your lease is the legal document that defines your relationship with Franklin. It is EXTREMELY important that you understand all of the terms! Be sure and read every word because you are legally obligated to uphold the agreements outlined in the lease!

Feel free to stop by the office to ask any questions you have concerning your lease.

## Check-in Procedures

At your scheduled lease signing and key pick up, staff will show you to your unit and answer any questions you have at move in. Each vacated apartment is inspected before the new Members move in. You should inspect the apartment upon moving in and if there is a concern regarding the condition of the apartment, bring it to the attention of the office immediately. If concerns are not reported within three working days, the office will file their inspection and will use it for evaluation of the apartment at move-out time.

## Rent Payment

**Rent is due on the first of the month.** If rent is not received in full (meaning all rent, parking, fines, etc.) by 8 A.M. on the business day following the 5<sup>th</sup> day of the month, a late fee equivalent to eight percent (8%) of your balance (up to \$50) will be added to your account.

Rent is payable to “Franklin Housing Co-op” (i.e., abbreviation for cooperative) and can be paid in the office at the ‘A’ building or in the rent drop-box located in the ‘A’ building lobby. Rent payments must be in the form of a check, money order or cashier’s check only. Your payment **MUST** include your **APARTMENT NUMBER** and **BUILDING NUMBER** to ensure it is applied to the right account.

**CASH IS NOT ACCEPTED**

NSF (non-sufficient funds or “bounced”) Checks carry an automatic \$20 charge, which is added to the apartment balance.

Franklin does not recognize rent partitioning (the legal obligation of roommates to pay only "their" portion of the rent). Franklin only recognizes the amount of rent an apartment owes or should be credited. Late payments, debts, fines, damage, or credits will be assessed to the apartment, not just one person who lives within the apartment.

If you are having problems paying the rent, please make arrangements with the office before you get too far behind. With rent issues, Franklin does not evict by Member, but by apartment. If the office files for eviction of your apartment your apartment is responsible for paying the full cost of the filing fee in District Court, along with associated legal fees.

### **Fees and Charges**

All credits, charges, and fines, without exception, are billed or credited to the apartment, and not the individual Member. Under certain circumstances residents will be held responsible for repair costs and furniture left in common areas and by outside dumpster. In this case, check with management regarding the current hourly rate for repair, cleaning, furniture, maintenance, and administrative charges. If outside contractors are needed, the rates charged by the contractor may apply. You will be notified of fines, charges, and fees as they occur.

### **Guest Policy**

Guests staying longer than a week need a written consent form to be signed by all roommates and filed with management. The maximum number of days a guest can stay is 30 consecutive days.

### **Prospective Members**

All prospective Members, including subleasees, must complete the screening application and pay a non-refundable application fee to cover the costs of screening. No one will be allowed to move in before receiving notice of approval from management. Any applicant must meet the

criteria specified in the Resident Selection Criteria form, which is available in the office or on Riverton's website.

### **Subleasing**

A subleasing agreement must be signed by all parties, and approved by the Franklin Office. Failure to do so is a violation of the terms of the lease, and the sub-lessee may be considered a trespasser. Subleases are limited to a period of six months.

Sub-lessees must fill out an application, be approved by the office, and pay the appropriate fees to move into the cooperative.

### **Lease Termination**

Either Franklin or all of the Residents acting may terminate this Lease effective at the end of the initial term by giving written notice of termination to the other party **at least sixty (60) days** before the end of the initial term. After the end of the initial lease term, either Franklin or all of the Residents acting together may terminate this Lease at any time by giving sixty (60) days' notice.

### **Check-out Procedures**

The **Notice-to-Vacate** form must be signed by all of the leaseholders and returned to the office as outlined in the Occupancy Agreement. To provide staff with ample time to contact waiting list people, Members are encouraged to give their Vacate Notice as soon as they are certain they are going to move out.

Prior to moving out, you must make appointments for pre-vacate, and final checkout inspections with the office. You and your roommate(s) may be present when their apartment is checked or have a representative present. Move-out charges will be assessed on the basis of damage (other than normal wear and tear) and for unsatisfactory cleaning. The condition of the apartment will be compared with a check-in sheet that may have been prepared when the apartment became occupied.

At the time of the final inspection, determined by the Notice to Vacate, all items should be removed from the apartment and all cleaning completed.

Any period of holding over, including any remaining portion of the last day of occupancy, will be charged at a rate detailed in the Occupancy Agreement. At the time of the final inspection, all items or personal belongings left in the apartment, hallways, stairwells, or any other portion of Franklin, may be considered by the coop as having been abandoned by you and may be disposed of at the discretion of the management. You will be charged for the removal and disposal of all items.

### **Deposit**

When your apartment is vacated by all residents, management will determine if any portion of your security deposit must be withheld.

All repair charges at check-out, or any other time, are made on the basis of cost to Franklin of all time and material, including administrative time and expense. To insure that repair charges are as low as possible when vacating an apartment, you and your roommate(s) are encouraged to pay particular attention to the guidelines listed on the Vacate Procedures given out by the office. Please address any questions you have to the office staff.

Your deposit will be mailed to the forwarding address you provide to the office within twenty-one (21) days after your lease officially expires. Therefore, it is essential that you provide the office with a forwarding address for each member of your apartment so you can receive your security and key deposit.

Security deposits will be withheld and attached to the unit they are associated with until **ALL** primary lease holders have vacated the apartment. This means that in the case of Subleasing the original deposit will not be refunded until all primary lease holders move out. It is up to Subleasing applicants to make personal arrangements with the resident they are replacing to coordinate issues concerning security deposits.

### **Vacate Inspections**

The apartment being vacated must be absolutely clean for the incoming Members. Unsatisfactory cleaning by you and your roommate(s) will

result in charges. These charges will cover maintenance personnel time, supplies, and incurred office costs.

You and your roommate(s) are charged only for damages or repairs for which they are responsible. You and your roommate(s) are responsible for removing all decorations personal property from the apartment. Walls, trim, carpet, ceiling, and all other parts of the apartment must not be damaged.

### **Key Return**

When you are moving out, you must return all the keys to the office. You and your roommate(s) will be charged for replacement keys and keys not turned in at the end of your lease. If you lose a set of keys a second time the charge for a second set of replacement keys is doubled. If you lose a set of keys more than twice, the charge for replacement keys will remain at the doubled rate.

# **Your Apartment**

## **Decorating**

Please decorate your apartment to make yourself feel at home! However, there are a few things to avoid.

Do not use adhesive materials to hang or display items on the walls of your apartment. The adhesive will leave marks on the walls. Instead use standard picture hangers or small pins or map tacks to hang objects. Your best bet is to contact the office and ask their advice.

Painting or wallpapering the walls, adding door locks or adding additional appliances such as refrigerators, air conditioners, or washing machines, is not permitted unless specifically approved by the office. Approval of such alterations or additions will not be withheld unreasonably, but may be conditional upon the Member's agreement to restore the dwelling unit to its prior condition upon moving out and/or paying a flat rate to cover the cost of utilities that will be consumed by the normal use of the equipment (See "Painting").

## **Painting**

Franklin members may paint their apartment themselves with the approval of Management. You may be required to pay a security deposit as set by the management to protect Franklin against unsatisfactory work and damaged equipment or property. Paint will be supplied by Franklin at no charge. Members are required to provide their own brushes and equipment. Franklin staff will inspect work before refunding the deposit.

## **Cable & Internet**

It is up to residents to contract a third party internet or cable provider if service is desired.

## **Light Fixtures**

You are responsible for bulb replacements, which may be purchased across the street at Welna's Hardware. Contact the Franklin Office with

questions about replacing light bulbs. Please use energy efficient bulbs, reduce your carbon footprint!

### **Circuit Breaker**

Somewhere near the kitchen or the front door there is a metal panel door, this is the circuit breaker. This has switches that control the power for different parts of your apartment.

If you have too many appliances running at once you may “flip” the breaker. First unplug some appliances, and then locate your circuit breaker. Open the panel and identify which circuit is in between “on” and “off” and flip the switch to the off position, before flipping it into the “on” position.

If everything starts running again – problem solved. If it does not – try unplugging more of your items or call the office to put in a work order.

### **Water**

The emergency water shut off valve is located under each sink and next to the toilet, near the base on the left-hand side: Turn clockwise to shut water off.

If maintenance has to shut off water in part of the building, they will give as much notice as possible. Sometimes, in the case of emergency (i.e. a burst pipe), there is no time to notify residents. Under such circumstances please be patient, maintenance will work around the clock to fix the problem ASAP!

### **Plumbing**

**If your toilet is about to overflow – TURN OFF THE WATER! The water shut off is either behind, or next to the toilet.**

Do not put anything except water down the sink drains and nothing but toilet tissue in the toilets. Do not put feminine hygiene products in the toilet. Please follow instructions for use of the garbage disposal. If

unapproved objects are found to be the cause of a plumbing problem, the member will be charged.

### **Sinks**

If a grease clog occurs, run hot water down the drain. If this does not resolve the problem, use a plunger. Never use chemicals to unclog a sink or drain. The pipes in the building may be damaged by the use of such chemicals. If you can't unclog the drain yourself, call the office and put in a work order.

### **Garbage Disposal**

Some of the apartments are equipped with garbage disposals. Run hot water when using the garbage disposal. NEVER place solid objects such as bones or silverware in the disposal. Avoid placing large objects like whole food in the disposal. If the disposal stalls, check the reset button on the bottom rear of the machine. If that doesn't work, check the circuit breaker. If you have continued problems, call the office. Never place your hand in the drain of the sink with the disposal or attempt to clear the disposal with your hand. Do not put items such as rice, fish scales, raw vegetables, or bones in the disposal. Doing so may cause damage to the unit and clog the drain. The current policy is to not replace garbage disposals that are beyond repair.

### **Dishwasher**

To avoid clogging the dishwasher drain, please rinse dishes before placing them in the dishwasher. Use only soap made especially for dishwashers.

### **Stove**

Franklin is phasing out stoves that use pilot lights, but for units that still have pilot lights:

The stove has separate pilot lights for the burners, the broiler, and the oven. Pilot lights are small flames used to light the burners on your stove. They should always be lit. When you first move in you should orient yourself with the nature of the pilot lights on your stove.

The pilot lights for the burners can be reached by lifting up on the top of the stove. The oven pilot light is in the far back of the broiler. Never turn the gas to the range or the oven on while lighting the pilot lights. To shut off the main flow of gas to the burners of the stove, lift stovetop up and turn yellow handled levers to a vertical position.

### **Smoke Detectors**

Each apartment has a smoke detector attached to a wall near the kitchen. The detector is connected to the building's power supply and does not need batteries. Members need to keep the detectors clean and dusted to ensure it continues to work properly.

The detectors are meant as a warning device within apartments and are not connected to fire alarms in the hallways.

**If the smoke detector goes off while you are cooking... DO NOT OPEN YOUR APARTMENT DOOR TO LET THE SMOKE OUT. This WILL set off the building alarm and fire trucks will arrive. Instead, open the windows and turn on a fan.**

If there is an actual fire - evacuate your apartment. Be sure to leave the door shut behind you when you leave.

### **Incense & Candle Policy**

DO NOT leave burning candles or incense unattended. A resident must be present.

### **Heat**

Heat in Franklin apartments is controlled by the panel next to the thermostat marked "Air Conditioning." Switch the fan knob to Lo, Med, or Hi, and the heating system will engage when the temperature drops below the temperature selected on the thermostat. If the temperature is too high in your apartment during winter months, report it to the office and do not open windows, as this may cause frozen pipes, which can lead to serious damage.

To adjust the heat, turn on the blower (at the side of the unit). You will hear it click on. Then adjust the temperature by moving the control located at the top of the unit.

### **Carpet**

At your request, Franklin will shampoo the carpet at no charge in any apartment that has been continuously occupied for two years or more and in two-year intervals following the first cleaning. If you have not lived in an apartment for at least two years or had your carpet cleaned by Franklin in less than two years, you may still have Franklin clean their carpets for a fee. Check with the office regarding current carpet cleaning prices.

### **Windows**

Never remove windows or screens. You could be subject to fines or lease violations.

### **Work Orders**

Maintenance problems should be reported to the office during normal office hours, except in emergency situations, such as a burst water pipe, which should be reported immediately by calling the answering service and following automated directions for emergencies.

There are several ways to communicate work orders to management – to the office by phone or walk-in, through our website, or through your tenant portal.

For the most part work done to your apartment is included in your regular rent. However, Franklin will charge apartments for work orders on repetitive maintenance problems, which can be prevented by the Members of the apartment (such as sink drains which become clogged due to improper use).

If something in your apartment is in need of repair, you should call the office to place a work order for the maintenance staff. Orders are usually processed within a 24 hour period in the order in which they are received. Members are expected to be able to handle small repairs and general

maintenance such as the changing of light bulbs and lighting of pilot lights on the stove. If there is an emergency, such as a burst water pipe, call the office answering service immediately. If you smell leaking gas or smoke, call the gas company, the fire department and then the answering service.

### **Pest Control**

In addition to our on-going preventative pest control, Management will treat apartments to eliminate unwanted pests, such as insects, on an “as needed” basis. Be sure to report problems to the office immediately to prevent the problem from spreading. Notice will be given in advance of the treatment, and will include instruction on how to prepare the apartment.

If the apartment is not prepared for the exterminator the “trip fee” will be charged to the tenant. If the exterminator determines that residents are responsible for any pest infestations they may be fined accordingly.

### **NOT ALLOWED: Hazardous Materials**

Flammable or explosive substances are not permitted in apartments or other areas of Franklin.

### **Dividers**

Dividers are not permitted in apartments. A divider is defined as any floor to ceiling object that separates the space in the living room in order to create an additional sleeping space. If a divider is found in an apartment the residents of the apartment will be required to dismantle the divider immediately or face a fine.

### **Drain-O**

No chemical drain cleaners are to be used to unclog plumbing in Franklin. The drains are all made of old plastic that will easily corrode if chemical drain cleaners are used. Contact maintenance if you have reoccurring issues with your plumbing.

# Common Spaces

## Use of Facilities

Franklin property, including the courtyard, lawn, and building, is to be used only by Franklin Members.

Entryways, halls, stairways, and landings are to be kept clear and unobstructed at all times. Bicycles and other articles cannot be kept or left in these areas.

## Propping Open Doors

No doors should ever be propped opened. This compromises the security of the building. Fines and lease violations will be levied for violators.

## Laundry

The laundry machines are operated by a card system, not coins. A laundry card can be purchased from the machine just outside the office. Use a \$5 bill to purchase a laundry card. This card is refundable when you leave Franklin. To add money to the card, you may use cash or a credit/debit card. Instructions are on the card machine or you can ask a staff member for assistance.

Laundry machines are located on each floor of the 'B' building and on the 2<sup>nd</sup> and 4<sup>th</sup> floor of the A Building. The hours are 8:00am to 10:30pm.

If you have any problems with the machines, you can contact BDS at 651-688-7000 or [www.bdslaundry.com](http://www.bdslaundry.com).

Leaving laundry unattended for a long period of time may deny other Members access to the laundry machines and/or the folding area. Franklin is not liable for items stolen from the laundry room.

## **Guests**

The term "guest" means all persons who enter the Franklin in response to open invitations issued by you and persons who enter Franklin as guests of your guests, whether or not such persons are personally known by you. *(For policy concerning guests staying more than a week see the "Guests" paragraph in this handbook under the "Your Lease" section.)*

You are responsible for your guests and any occurrences due to their action including, but not limited to causing vandalism, false fire alarms, and excessive noise.

Please remember it is your responsibility to act in accordance with Minnesota laws dealing with alcohol, noise, and liability. Please be courteous of your neighbors.

No open alcohol is allowed in the hallways, elevators, or any common areas including the courtyard or parking lot. If your guests violate any cooperative policies you will be held responsible. Punishments could range from fines being charged and/or being evicted from Franklin and/or criminal charges being placed and/or civil action being filed for damages.

## **Noise Control**

Remember that Franklin provides housing for people of all ages. Some noise is to be expected and tolerated. However, excessively noisy conduct shall not be permitted when it disturbs or annoys other occupants in the building. Failure to comply may result in eviction.

To address immediate noise violations call the security number posted by the main entrance of the building. If you feel that people are acting in a manner that is dangerous, you should call the Minneapolis Police (911) in addition to calling the answering service (612-338-4574).

Members may call the answering service after regular office hours to complain about excessive noise in the building – follow automated directions. Excessive noise outside the building can be reported to the Minneapolis police by calling 911. The answering service will contact an

appropriate person to investigate the complaint. The caller should identify the source of the noise if possible, and identify him or herself so they may be contacted later to see if the problem has been resolved. The identity of the caller will be kept confidential.

If your apartment receives a noise complaint, you are subject to a warning or a fine. The office keeps a log detailing the number of complaints and any fines assessed to an apartment – please email [franklin@riverton.org](mailto:franklin@riverton.org) to ensure the office is aware of complaints.

Noise fines will be issued in accordance with current policy, at the discretion of the person handling the noise complaint. If there is a police call to a unit, a \$100 fine will be assessed in addition to any noise complaint fines. If an apartment has three noise complaints, the unit will be evicted.

If the management feels the problem is serious, or if the apartment has a history of noise complaints against it, the management may evict the apartment.

## **Security**

In order to get into Franklin, you must have an electronic key. Access is limited to Members and staff. Uninvited persons and others are subject to arrest and removal. Never prop a door open or let someone into the building that you don't know. Make sure you know who you are letting in when someone calls you from the lobby. Never allow someone to follow you through the security door. If you let someone into the building they will be considered your guest and you could be held responsible for their actions.

If you ever feel threatened or unsafe do not hesitate to call 911. Management will receive a police report, but we encourage residents to report any incidents to us in addition to the appropriate authorities.

## **Lockout Procedures**

If you lock yourself out of your apartment during regular office hours, contact the office and you will be let into your apartment at no charge. If you lock yourself out of their apartment after Franklin office hours, call the answering service (612-338-4574) and request the lockout service. There will be a charge of \$50 for afterhour's lockout calls (fee charge scheduled to change at any time).

No person shall be let into an apartment unless their name appears on the lease of the apartment they wish to enter. Prior to allowing any person into an apartment, the lockout person will check the records in the office and ask for an ID to verify the eligibility of the person requesting the lockout service.

### **Vandalism**

There is a \$200.00 reward given to any party apprehending vandals or, at the Board's discretion, for giving information leading to the identification and restitution of damages by vandals. Cost of the reward will be assigned to the offending party along with the actual costs of repairing the damage caused by the act or acts of vandalism. The Board of Directors shall be the judge of who shall get this reward and any appropriate division of such an award among more than one individual, taking the recommendation of the management into account.

### **No Unregistered Pets**

**You must register your pet with the office and pay a deposit.**

Franklin allows cats, birds, and fish. You must register your pet with the office. You must fill out the appropriate paperwork and pay a pet deposit. Failing to register or housing a pet which is not permitted, will result in a \$300 fine and/or eviction. Stop by the office for the paperwork and deposit information.

### **Parking**

Franklin has no parking spaces available for guest parking. Visitors must find on-street parking. No mopeds/scooters or motorcycles are allowed to park in the courtyard. Parking spaces for resident-members who own automobiles or motorcycles are available (for a monthly fee) in the

parking lot. You and your guests will be charged for repairs to damaged property.

A month-to-month lease for parking may be offered for a charge set by the Board of Directors. Either Franklin or you may terminate the lease with 30 days prior notice. The lease will terminate automatically and when you end your lease.

A parking lease entitles the lessee to park an automobile, truck or motorcycle in one specific assigned space. Franklin may, at any time, designate a different space as the assigned parking space. The lessee parks at his/her own risk of fire, theft, or damage to their vehicle or its contents. Parking spaces cannot be used for storage space. Franklin reserves the rights to tow, move, or disable a vehicle if inappropriately parked. A parking permit will be issued which will note the specific space where one must park. This is for the purpose of monitoring unauthorized users. You must display the issued parking permit on your rearview mirror.

An immediate notification has to be given to the office (regardless of holidays or weekends) if your car differs from that on your lease. Notification is understood to be a written notice stating the resident's names, apartment/phone number and the vehicle license plate number and description (make/model/color). Bring your notice to the office or drop it in the rent drop-box.

### **Towing and Parking Violations**

Vehicles parked on the lot which either in the wrong space or which do not have a Franklin parking sticker clearly visible, are subject to towing at the owner's expense.

### **Recycling**

Co-mingle and Cardboard recycling is located in the same corral as the dumpsters in the parking lot.

## **Appendix**

### **History**

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# Local Contacts

**Police, Fire Department, and Medical First Responders**  
911

**Franklin Housing Cooperative Office** (*Management*)  
(612) 338-4574

**XCEL Energy** (*To report power outages*)  
1-800-895-1999

**Metro Transit** (*Bus Information*)  
(612) 373-3333

Democratic  
Student Housing  
in Dinkytown

Minneapolis, MN  
Cooperative Housing

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