



# ARROTEIA COHOUSING – ArCo

**Aldeia do Furadouro – UF Dois Portos e Runa**  
Torres Vedras

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## MEMBERSHIP POLICY ARROTEIA COHOUSING

JUNE 2022





## A. Guiding Principles

The project aims to build a cohousing community from scratch, based on the following general principles:

- **Diversification** – includes a wide variety of people, from different backgrounds, ages, professions, nationalities (hopefully!),
- **Sharing and support** – helping each other to create a community of great value, with several common facilities such as the most prominent One: the “Common House”,
- **Open and transparent communication** – allowing the search for consensus in the decision-making process,
- **Inclusion and open mind** – with an active participation in the local community in which it operates,
- **Privacy** – each household has their own space, but simultaneously benefits from shared resources and equipment,
- **Eco friendly** – supports and promotes a sustainable lifestyle (energy efficiency, waste composting, green spaces, bio agriculture, etc.),
- **Empowerment** – each member has equal weight in the decision-making process, as well as in the ownership of resources and equipment.

## B. Admission Stages

- ArCo’s objective is to create a cohousing community on the edge of “Aldeia do Furadouro” (Torres Vedras), with whose inhabitants it intends to establish fruitful contacts and ties,
- The maximum number of houses foreseen, with various types (from T1 – one bedroom to T3 – three bedrooms), is 24 or 25, which will correspond to an estimated population of between 70 and 80 people,
- We will offer three phases of membership, that is, levels of participation: **“Friends”** (initiation), **“Associates”** (with some knowledge of the concept and that might be interested in the project itself) and, finally, **“Residents”** (accepted as a Member, initially on an **Interim** basis and eventually becoming a **Full Member**, that is, a future RESIDENT, when the financial criteria are known and fulfilled).

### B.1. “Friends”

**RECIPIENTS:** These will mainly be people who have already heard about the concept of cohousing, perhaps in a vague way, but who are curious about the topic and are interested in brushing up on it and, on the other hand, would like to have more information about the project itself or monitor it in some way, even though they have no intention to reside there in the near future;

**MEANING:** You are added to our mailing list, thus becoming aware of the development of the project and our initiatives such as meetings to make the project known in greater detail. Simply fill in the Contact Form marking the appropriate field for this purpose.





### **ACTIONS:**

- Will receive e-mails and regular information about the project;
- May participate, as observers, in certain social events related to the subject and the project;
- There are no costs associated with the registration;
- If you decide to terminate your registration as a “Friend” of ArCo, just send an e-mail requesting cancellation.

### **B.2. “Associates”**

**RECIPIENTS:** These are people who already have a concrete knowledge of the concept of cohousing, either because they have analyzed the topic, because they have discussed it among friends or even because they have already had an experience abroad and are therefore seriously interested in learning about the ArCo project.

If this is not the case, that is, if you are not aware of the topic, but are still curious, the best thing is to do the full route: sign up as a “Friend” of ArCo and stay at this stage for a variable period until you feel comfortable to move to an upper level.

**MEANING:** You have the chance to monitor the project more closely in order to decide whether it is compatible with your expectations, values, goals and intended lifestyle. After a mandatory minimum period of 6 months you can then become a Resident Member (“Provisional” at an early stage, while the financial criteria are not yet defined). Basically, this phase is intended to promote the project in greater detail and help the two parties to clarify and discuss the objectives to be achieved, as well as evaluating the interest and degree of commitment of each candidate. Only Associate Members might become Resident Members!

### **ACTIONS:**

- They will be invited to participate in presentation meetings, as well as in workshops (according to the degree of interest shown), as observers, thus not having any voting rights;
- In the meetings in which they participate, they will be encouraged to become as involved as possible in the matters under discussion, in order to facilitate mutual knowledge;
- The status of Associate Member will be reviewed, at your request, at the end of the minimum period of 6 months, in anticipation of your admission as a Resident Member (Provisional);
- Associate Members may, of course, at a certain point in their journey not feel identified with the project or feel cheated in their expectations and in that case, they may opt for their immediate disengagement – obviously it will always be better to be aware of this at an early stage than later although this always remains a valid option.

### **ADMISSION:**

- Fill in the Contact Form checking the appropriate field and mentioning the reasons to join at this stage;
- A meeting will then be scheduled with the focus on discussing the topic of cohousing and the ArCo project in particular, the profile sought and the applicant expectations in order to evaluate the move to an upper level;
- If the group of Resident Members is complete, the Associate Members will be informed immediately and may choose to stay on a waiting list.



### B.3. “Residents”

#### **ACTIONS:**

As a general rule, all applicants that aim to reside at ArCo need to become accepted Full Resident Members and share the following goals:

- Actively support the general principles underlying cohousing;
- Sign a Residency Agreement at ArCo;
- Participate in day-to-day management and decision-making;
- Have their place in the community, once built, and fulfill the financial criteria for financing the acquisition of the chosen housing type and the services associated with the management of the condominium;
- The status of “Full Resident Member” will only be granted if a previous booking of an household took place;
- The terms on which a Full Resident Member may terminate his contract will be the subject of a particular clause in the Residency Agreement;
- Depending on their chronological order of entry into the community, Resident Members will be responsible for selecting the next Member entries (eg a Member who entered in 2nd place will have a decisive say in selecting the next applicant and so on), being able to veto them. In any case an attempt will always be made to reach a consensual opinion.

Resident Members have been Associate Members for a minimum period of 6 months, so they will already have a detailed knowledge of the project from its various angles.

Resident Members are committed to contributing to ArCo’s success, allocating part of their time, skills and resources necessary for its development.

In the event that the financial criteria for the purchase of a house are not met, for reasons beyond the control of the Proponent (eg by decision of the funding entity), the down-payment will be fully refunded.

#### **ADMISSION:**

- After fulfilling the minimum term as an Associate Member, you can propose yourself as an Interim Resident Member upon fulfilling admission criteria;
- Once the membership implications are discussed, clarified and reviewed, the “contact group” will carry out a cross-sectional assessment of the application and present a recommendation to the existing community at the time;
- All existing Resident Members at the time will evaluate the application in light of the demonstrated commitment to the project, its guiding principles and the expectations generated;
- Once accepted the application (by unanimous vote of the existing Members at the time), the registration will then be formalized as an Interim Resident Member (until the date of signature of the housing purchase deed) and the pre-acquisition of the reserved housing will be signaled through a down-payment (on this date still based on a final price estimate);
- In case the deed is not carried out, for reasons beyond the Proponent’s will, the advance deposit will always be returned in full;



- On the date of execution of the **Deed of Purchase** of the dwelling, the Resident Member will have the status of “Effective” and the down payment then delivered will be deducted from the disbursement of the next installment to be paid (if using the Protocol to be signed for bank financing, the type chosen will be the equivalent of purchase “in raw”, with the disbursement of 4 or 5 installments with intervals of a few months);
- On the same date as the signing of the deed of purchase, a contract will be formalized – **the Residency Agreement** – covering the commitments and responsibilities of the newly admitted Member, now turned “Effective”;
- The result will be a binding agreement in which the right to purchase a home as part of the ArCo community is granted. This involves active participation in the work and social life of the community (always according to the desired degree), imbued with the spirit of cohousing, contributing to the decision-making process, development and general well-being of ArCo’s residents;
- After joining, the Member will become a partner in the company to be set up for the management of ArCo (a process that will be followed by the hired Legal Office).



### C. Admission – Summary of all stages

#### A) CURIOSITY:

- Visit ArCo´s website,
- Some Reading on cohousing



#### B) SOME INTEREST:

- Contact ArCo directly



#### C) INTEREST REMAINS:

- Register yourself as ArCo´s “Friend” and follow the development of the project and related actions



#### D) LIVING IN THE COMMUNITY UNDER CONSIDERATION:

- Full agreement with the guiding principles of the ArCo project,
- Fill in the “Contact Form” for membership as an “Associate” Member,
- Participation as an observer in working groups, workshops, welcome events, ...
- Eventually submit a formal request if you wish to move to the next stage as a Resident Member



#### E) PROVISIONAL RESIDENCE:

- Formal reconfirmation of ArCo’s guiding principles by signing an Agreement,
- Confirmation of candidate admission by all Resident Members,
- Completion of a detailed quiz with some personal information



#### F) FULL RESIDENCE:

- Deed of Purchase with the settlement of the amount due, whether with or without bank financing,
- Sign the Residence Agreement with ArCo.

