



Eastern Gardens Co-op

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11/26/2012

To: Members of Eastern Gardens Cooperative, Inc.

Subject: Membership/Shareholders Handbook

Dear Members:

The second edition of Eastern Garden's Membership Handbook was updated and approved on September 27, 2012, by the Board of Directors. The handbook helps bring together all the changes and revisions into one booklet, that is:

- Articles of Incorporation
- Regulatory Agreement (HUD)
- By-Laws
- Occupancy Agreement
- Rules, Regulations, Policies and Procedures
- Amendments

The booklet will contain much of the same documents as the first edition with respect to additions or revisions. The handbook is for your files and safe keeping and should be referred to when you have questions on certain issues and is considered a legal document of the corporation. It's not necessary for you to sign any of the statements contained in the booklet, for example, Animal Policy, Clubhouse Rental, or Code of Ethics, these forms can be obtained at the business office when or should it become necessary for you do so.

In order to help facilitate and ensure that each member receives their new copy of the handbook; beginning December 1, 2012 you may visit the business office to obtain your copy. Please note that you will be required to sign the membership rooster indicating that you have received your copy of the 2012 member's handbook. For those who have trouble getting around, you may choose to have a relative or fellow member pick one up for you. To do so, please call the office ahead of time and inform Ms. Williams the name of the individual who will be picking it up and signing their name for you.

Best regards,
Board of Directors
Eastern Gardens Cooperative, Inc.