Exhibit A
of the Proprietary Lease

HOUSE RULES Flynn Avenue Cooperative Homes, Inc.

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Noise : : : (Approved 2/14/93, Revised 12/30/12)

Values Statement:
Members will be able to have quiet enjoyment of their units and the common areas of the cooperative.

Rule:
Members, non-member residents and guests must comply with the City of Burlington Noise Ordinance (Sec. 21-13. Noise control ordinance). Below are highlights of that regulation (this text is a summary; actual ordinance language applies):

The City noise ordinance applies 24 hours a day. There are also special "quiet hours" for the community from 10:00 pm to 7:00 am.

Unreasonable noise is prohibited. Noise is unreasonable when it is unreasonably loud given the time, place, and nature of the noise. Noise that is plainly audible between apartments or houses between the hours of 10:00 pm and 7:00 am is considered unreasonable. Sound systems, TVs, and radios cannot be played in an unreasonably loud manner.

Machinery, power equipment, and construction noise are prohibited from between 9:00 pm and 7:00 am.

Enforcement / Procedures:

The city noise ordinance is enforced by the Burlington Police Department. Please phone the BPD at (802)658-2704 if you have questions or need assistance.

A violation of this House Rule has occurred when a report to the Burlington Police Department results in ticketing of a member, non-member resident, or guest. Violations of this House Rule should be reported to the Board of Directors.
Parking: (Approved 7/12/93; Revised 8/31/93, 2/16/94, 1/21/2001, 5/15/2002, 12/30/12, 2/24/13, and 5/4/14)

Values Statement:
Members are entitled to park their vehicles in common parking lot providing they comply with the rules defined below, which are intended to keep the parking area safe and functional.

Rules:
Each household has use of 1 or 2 unassigned spaces, depending on the number of cars owned by their household.

Guests and visitors must not park in spaces designated for members. Guest (visitor) parking spaces are located along the fence. Please ask your guests to be considerate of residents and park along northern end of the fence on the west side of the lot.

Handicap Accessible units will be assigned a designated handicapped parking space if needed. At least one visitor handicap parking space will be maintained. Members and non-member residents with medical needs may be assigned designated parking spaces with Board approval.

There are certain restrictions on using the parking lot.
- Parking spaces are for use of members in parking cars, vans, small trucks, and motorcycles. Any other use must have approval from the Board.
- Campers, RV's, trailers, boats, large trucks, and other oversize vehicles may not be parked in the parking lot without approval from the Board.
- No oil changes are allowed in the parking lot.
- No mechanical work or automotive repairs (other than light repairs) are allowed in the parking area.
- Cars must be in running order, currently registered, and inspected.
- No driving or parking in the fire lane (courtyard area) except for moving in and moving out. Contractors may park in the fire lane when necessary to do their work. No parking on any of the sidewalk areas.
- The Co-op is not responsible for problems in the parking lot. Examples include: theft, car damage, injury, etc. [Prop. Lease, section 23]
- Use of the handicapped parking spaces shall comply with City, State, and Federal regulations. Only residents and guests with a disabled plate or parking placard in their vehicle window may use the handicapped parking spaces.
- Parking spaces are for the use of residents and their guests only and may not be rented or used by non-residents.
- Residents and their guests and visitors must comply with current snowplowing procedures distributed by the Grounds Committee AND with requests by the Grounds Committee to move their car(s) to facilitate plowing.
Flynn Avenue Cooperative Homes, Inc. House Rules
Enforcement / Procedures:

Violations of this House Rule should be reported to the Board of Directors. All violations shall be handled per the House Rules Violations Resolution Process.

In addition, failure by the Member, any adult living with the Member or any guest or visitor of a member to comply with this House Rule may cause the Member(s) representing the household to be assessed financial penalties. All accumulated penalties will be added to the Member’s carrying charges.

Assessing financial penalties will be the responsibility of the Board of Directors, with assistance from the Grounds Committee as follows:

1) Grounds Committee shall report violations of the Parking House Rule to the Board of Directors.

2) Grounds Committee shall recommend fines for violations when such violations result in financial consequences to the Cooperative (i.e., fees for additional snowplowing).

4) Board of Directors shall approve and direct the Management Agent to notify the offending household in writing of the fines and reason for the fines. The household shall be given one month to appeal the decision to the Board.

5) If the fines are not cleared through the appeals process, the Management Agent shall add the fines to the Member’s carrying charges.

6) The Management Agent shall report all fine activity to the Board of Directors on a monthly basis.

Any Members who fail to pay assessed fines for Parking violations shall be considered in default of his/her Proprietary Lease and his/her tenancy may be terminated by an ejectment action.

Members and all other adults living at the Co-op shall, in good faith, always endeavor to observe and promote the limited equity cooperative purposes for which the Corporation is incorporated. This means that the proper and necessary management of the Corporation must be performed by its Members and all adults living with them, because as a limited equity housing cooperative that is the only means by which we can afford to live here.

The following participation requirements apply individually to all adults (18 years of age or older) who live at the Co-op during three (3) consecutive months or more each year regardless of their status at the Co-op. This policy does not apply to adult dependents who are attending high school.

All adults living at the Co-op are required to:

a) Attend the Annual Membership Meeting;
b) Attend at least one meeting of the Board of Directors each year;
c) Join and fully participate on at least one committee designated by the Board. Fully participate: Includes attending committee meetings or completing at least one assigned task every month as documented on participation records.
d) Participate in Spring and Fall clean-up tasks; and
e) Attend mandatory committee and Board trainings and all other trainings deemed mandatory by the Board.

All adults who are new to the Co-op (i.e. new Members, new Non-Member Residents, or non-high school minors turning 18) shall attend at least one Board meeting and begin his/her service on a committee within three (3) months of the effective date of their change in status.

All adults living at the Co-op have the responsibility to choose a committee assignment from the Board-approved list at the Annual Membership Meeting. All adults moving in after the Annual Meeting shall be assigned a committee by the Membership and Outreach Committee. Committee assignments typically run for two years except for adults who are new to the Co-op, who shall serve in their initial committee assignment until the next Annual Membership Meeting. In the event that someone wishes to change their committee assignment during the work year, she/he may be required to find an alternate to take their place at the committee’s discretion or at the Board’s discretion if it is an elected position.

Failure by the Member or any adult living with the Member to attend the required meetings and/or such mandatory training sessions, and/or failure to fulfill his/her service on at least one committee and/or the Spring and Fall clean-up tasks shall cause the Member(s) representing the household to be assessed financial penalties. Members are responsible for all adults living within their household; therefore penalties shall be assessed on a per household basis as follows:
Failure by any/all adults in the household to:

a) Attend the Annual Membership Meeting: $150
b) Attend at least one meeting of the Board annually: $75
c) Attend committee meetings or complete an assigned task each month: $75
d) Participate in Spring clean-up tasks: $75
e) Participate in Fall clean-up tasks: $75
g) Attend any mandatory training: $75

All accumulated penalties will be added to the Member’s carrying charges. **The intent of the financial penalties is to encourage participation; they should not be used as a substitution for actual participation.**

Enforcement of this policy will be the responsibility of the Board of Directors, with assistance from the Membership & Outreach Committee and the Management Agent as follows:

2) Committee Chairs shall submit participation records each month documenting attendance at meetings and tasks assigned and completed.

2) Membership & Outreach Committee shall maintain a written record of all required participation by Members and all other adults living with a Member.

3) Membership & Outreach Committee shall prepare a quarterly report to the Board of non-participants including recommended fines.

4) Board of Directors shall approve and direct the Management Agent to notify the non-participant’s household in writing of the fines and reason for the fines. The household shall be given one month to appeal the decision to the Board.

5) If the fines are not cleared through the appeals process, the Management Agent shall add the fines to the Member’s carrying charge.

6) The Management Agent shall report all fine activity to the Board of on a monthly basis.

Members and other adults living with a Member may obtain a waiver from his/her participation requirements on a showing of good cause why she/he should be exempt from such participation and for such specified period(s), which waiver the Board shall grant or deny at its discretion. Also, the Board will provide reasonable accommodations to persons with disabilities, which accommodations may include technical assistance that would allow the Member(s) or other adults living with the Member to participate in the management tasks delineated herein, waivers from all or part of the participation requirements, and/or suitable substitutions for participation.

Any Members who fail to pay assessed penalties for non-participation shall be considered in default of his/her Proprietary Lease and his/her tenancy may be terminated by an ejectment action.

In addition to the participation requirements outlined above, everyone is strongly encouraged to:
a) Check the Community Room mailbox at least once per week;
b) Check the outdoor bulletin board daily;
c) Attend the Champlain Housing Trust Annual Meeting;
d) Attend the All Co-op Gathering/Celebration;
e) Attend Co-op social events;
f) Assist the Grounds Committee with ongoing grounds care and litter pickup; and
g) Write or suggest an article for the Flynn newsletter.
Flynn Avenue Cooperative Homes, Inc. House Rules

Pets: (Approved 7/12/93: Revised 2/16/94: Revised 3/16/94: Revised 10/19/98: Revised 9/19/99: Revised 3/25/12: Revised 12/7/14)

General:
The Flynn Avenue Co-op allows cats, birds, fish, and caged rodents. Other pets are permitted only with advance written approval from the Board.

Pet Conduct:
1. At all times, pets are only permitted outside if they are:
   a. on leashes held by their owners or a responsible party, or
   b. carried by their owners or a responsible party.
2. Owners are responsible for:
   a. taking the animal off Co-op property to urinate and defecate outside, an exception to this is to use the grass strip along the west fence for late-night or bad weather outings.
   b. removing all feces anywhere on the property (including on snow) promptly and cleanly.
   c. if a pet accidentally urinates, defecates or vomits anywhere in the courtyard, including on grass or snow, the area must be washed down with water, or soiled snow removed, immediately after removing solids.
   d. ensuring that their pet does not endanger or inconvenience other member or pets through activities such as jumping up or incessant barking.
   e. payment for all damages caused by pets.

Fish:
No household may have a fish aquarium larger than 40 gallons in their unit.

Cats:
1. A household may not have more than two cats without advance written approval of the Board.
2. All cats must be spayed or neutered and proof of such must be available for inspection by the Board.

Dogs:
1. A household may not have more than one dog without advance written approval of the Board.
2. Dogs must be kept current on rabies vaccinations and must be licensed by the City of Burlington.
3. Dogs must be spayed or neutered by the age recommended by their veterinarian and proof of such must be available for inspection by the Board.
4. Dogs must be current on their rabies shots and proof of such must be available for inspection by the Board.
5. If new or existing members want to bring a dog to live in the co-op:
   a. they are required to have the dog evaluated for safety by a qualified evaluator (professional trainer or person recommended by the local humane society), procured through the Membership & Outreach committee. Dogs shall be evaluated for:
      i. showing no signs of aggression toward unfamiliar people or dogs passing or standing within 3 feet
      ii. showing no signs of aggression toward an unfamiliar person removing a food object from the dog.
iii. Showing no signs of aggression toward a person running or riding a wheeled object within 3 feet.
   (It is acknowledged that a single evaluation cannot provide proof of dog’s future behavior).
b. They are required to provide the M&O committee with 2 references who can confirm that the dog has not been aggressive or problematic in the past. One of these references should be the most recent landlord, if applicable.
c. If dog has proof of passing AKC Canine Good Citizen (CGC) test or equivalent, the evaluation and reference requirement may be waived.
d. If puppy is less than 12 weeks old, evaluation and reference requirements may be waived.
e. Membership & Outreach will present a recommendation to the Board based on the considerations of a-d above and the owner’s level of experience. The Board will approve or deny the request.

NOTE: If there are extenuating circumstances with a pet please discuss the situation with the Board.
Smoking : : : (Approved 2/14/93; Revised 8/31/93; Revised 12/18/11; Revised 2/7/16)

Considering the substantial negative health impacts on residents and neighbors and increased expenses for maintenance and cleaning caused by smoking, Flynn Avenue Cooperative Homes, Inc. shall be a smoke-free environment as described below:

Smoking (as defined in the definition below) is prohibited at Flynn Avenue Cooperative Homes and on its grounds. This includes all indoor and outdoor areas (apartments, decks, common areas, entry areas, walkways and parking lots). Definitions:

• “Smoke” means the gases, particles, or vapors released into the air as a result of combustion, electrical ignition or vaporization, when the apparent or usual purpose of the combustion, electrical ignition or vaporization is human inhalation of the byproducts, except when the combusting or vaporizing material contains no tobacco or nicotine and the purpose of inhalation is solely olfactory, such as, for example, smoke from incense. The term “Smoke” includes, but is not limited to, tobacco smoke, Electronic Smoking Device vapors, marijuana smoke, and crack cocaine smoke.

• “Smoking” means engaging in an act that generates Smoke, such as, for example: possessing a lighted pipe, a lighted hookah pipe, a lighted cigar, an operating Electronic Smoking Device, or a lighted cigarette of any kind; or lighting or igniting a pipe, a hookah pipe, a cigar, or a cigarette of any kind.

This policy applies to all members, residents, employees, visitors, contractors and vendors.

Exceptions are as follows:

- Smoking is allowed within 50 feet of the dumpster at the north end of the parking lot.
- Operating an Electronic Smoking Device is permitted within apartments.
Use of Common Areas & Equipment : : : (Approved 11/10/13; Revised 11/2/14)

Values Statement:
Members and residents will have use of the cooperative’s common areas and shared equipment providing they comply with the rules defined below, which are intended to keep the common areas and equipment safe and functional.

Rules:
General
Members are responsible for any damage to common areas or equipment caused by their household members or guests.

Community Room
1. To schedule use of the Community Room, write a reservation on the calendar posted on the bulletin board on the north side of the Community Room. Walk-ins are acceptable but members who have signed up have priority. Personal use may be bumped for Board and committee meetings with 72 hours’ notice.
2. The Community Room may be scheduled for use by outside groups in which a Flynn resident is a member, and provided that:
   a. The Flynn resident who is a member of the group shall be present in the Community Room at all times during the scheduled meeting/use.
   b. The Community Room cannot be used by groups which discriminate against people because of their race, color, religion, sex, sexual orientation, class, age, handicap, or national origin.
3. Function must end by 11:00 p.m. and clean-up must be finished by midnight.
4. Due to City regulations, no more than 49 people may be in the room at one time.
5. Member is responsible for cleaning up.
6. Only painter’s tape may be used to attach decorations to walls or ceiling beams.
7. All events are subject to Burlington noise ordinance.

Laundry Room
No pets in Laundry Room.
Laundry Room is for residents' use only

Office & Copy Machine Use
• The office and copier are for the use of residents only
• Copier use is free for Co-op business. Residents must pay for copies for personal use.

Ball Playing
Ball-playing is allowed in the fire lane (courtyard) and in the north end of the parking lot. No intentional throwing of balls at buildings or roof is allowed.
Personal Items and Toys in Common Spaces
Members are not to store or leave personal items in the courtyard or other common spaces. Toys for community enjoyment should be stored within the designated play area so that the courtyard and common areas are clear of toys at the end of each day. Items are not to be stored on the gravel drainage areas along the perimeter of the buildings.

Maintenance of Common Spaces and Yards
Members should sweep, remove snow, and salt ice from front doorways up to the fire lane or common sidewalk.

Planting annual/perennial floral and/or foliage plants within 18 inches of the gravel (where there is gravel) or foundations in the garden space around the buildings is permitted upon approval of the Grounds committee.

Units 2, 5, 8, 11, 14, 17, 20, 24 and 28 have yards as defined by the attached drawing. Privileges and responsibilities for unit yards are as follows:

- Members may plant and maintain annual/perennial floral and/or foliage plants, vegetable gardens, and/or grass (members are responsible for mowing in their unit yard)
- Members must keep their gas meters accessible (clear of snow, plantings and personal items)
- Member households in Units 8, 11, 14, 17, 20, 24 and 28 must each keep the path that runs through their yard clear of personal items and plantings.
- Members unable to maintain their yards as defined above should contact Grounds to discuss accommodations.

Maintenance, addition and/or removal of any shrubs, trees, bushes, and/or major alterations to common green space and yards must be approved by the Grounds committee.

Supplies and Equipment Use
1. Due to potential liability for the Co-op, use of equipment and supplies is limited to use by residents.
2. Any painting or repairing of Co-op common areas must be approved by the Maintenance Committee.

Enforcement / Procedures:
Violations of this House Rule should be reported to the Board of Directors. All violations shall be handled per the House Rules Violations Resolution Process.
Use of Unit : : : (Approved 5/5/13; revised 1215/13)

Values Statement:
Members will have freedom to enjoy their units as their homes. Restrictions on the use of members’ units are made to ensure the health and safety of all households and to protect the financial interests of the cooperative.

Rules:

**Changes to Units**
Rules regarding alterations, additions, fixtures and improvements (including the installation of appliances) are defined in the Proprietary Lease, Section 15, Alterations to the Unit. In general, advance written approval of the Board of Directors is required to make any changes to the Units. Members must return their unit to its move-in condition upon move-out to avoid charges for damages.

**Satellite Dishes and Antennas**
Members must receive advance written approval of the Board of Directors to install satellite dishes and antennas. (See Section 15 of the Proprietary Lease.) These fixtures must be installed professionally. They must be no more than three feet in width and may only be fastened to the casing of a window or to the deck trim at the member’s unit. Satellite dishes and antennas must be removed professionally and any damage repaired at the member’s expense when the member moves out.

**Portable Cooking Equipment (i.e., grills and campstoves)**
Portable cooking equipment employing flame may not be used either inside the dwelling unit or community rooms or on decks or within 10 feet of buildings. Such prohibited equipment shall include gas or charcoal grills, hibachis and campstoves. No portable cooking equipment such as gas or charcoal grills or hibachis shall be stored inside the buildings, on decks or within 10 feet of buildings. Members may store such equipment behind the shed. Small campstoves and their disconnected fuel containers may be stored inside units and storage areas away from heat sources.

**Keys**
All units MUST be keyed to the Master key. By the terms of the Proprietary Lease, the Co-op must have a copy of the key to each unit. Locks are rekeyed when a unit is turned over. Locksets may NOT be replaced by members nor may additional locksets be added to units. If a member changes the lock so that it is no longer keyed to the Master, the lock will be changed by the Maintenance Committee and the cost will be added to the member’s carrying charges.
If a member has reason to rekey their unit (e.g., in the event of a sublettor moving out), they may request a lock change in a written work order to the Maintenance Committee. The cost of the lock change will be added to the member’s carrying charges.
Business in Home
A member may conduct a business from their home (unit) that does not involve foot traffic within the Co-op. Written approval of the Board of Directors is required for businesses that involve non-member activity on Co-op property.

Guns
No guns are allowed on the Co-op premises unless a member receives a waiver from the Board.

Guests
Members may have visitors and guests subject to the following rules. Members are responsible for damages and/or House Rules violations of their guests and visitors.
1. A guest is defined as any adult non-resident who stays in a Coop unit up to a total of 14 consecutive days.
2. Any adult non-resident who stays in a Co-op unit longer than 14 consecutive days (but fewer than 60 consecutive days) is defined as a long-term guest. The following steps must be taken:
   a. The Member must give written notification to the Membership & Outreach Committee providing the member’s name, unit number, the guest’s name, guest’s contact information and expected length of stay.
   b. The Membership & Outreach Committee shall report this information to the Board in writing.
3. Any adult non-resident who intends to stay or stays in a Co-op unit 60 consecutive days or longer shall be required to apply to the Co-op as a Non-Member Resident.
4. Members with a Section 8 subsidy should check with their Housing Authority for rules regarding guests.

Enforcement / Procedures:
Violations of this House Rule should be reported to the Board of Directors. All violations shall be handled per the House Rules Violations Resolution Process.