

Hidden Hill Friends Center

Handbook

2682 Gold Hill Road
Fairbanks, AK 99709
(907) 479-3796

This is the "Brown House", built by the Koponens, the Hitchcocks and the Browns in 1956, on the Koponen Homestead, for the Browns, as the start of a Quaker community. The Chena Ridge Meeting at that time had been meeting at the Koponens, just before sauna. In 1959, the Browns moved to Homer and the building became the Meeting House and community library. Since only the Koponens, Keglars and Hawmans lived on Chena Ridge and most other members and attenders lived at the University or elsewhere, and because Chena Ridge Road was frequently impassable, the use of the Meeting House was discontinued in 1961 or so and Meeting was then held at the "Home Ec Lounge" on campus. Ruben Call, who had moved from Homer to be near Meeting, then became the tenant of the "Brown House" for two years, doing much to improve it as a dwelling (including the design & construction of the "Odorless New England Outhouse"...))

CONTENTS

HISTORY AND PURPOSE OF HIDDEN HILL FRIENDS CENTER	4
BASIC QUAKER VALUES AND TESTIMONIES	5
ORGANIZATION	
The Organization of the Community	6
Community Traditions	6
Expectations of Residents	7
Application Process	8
Special Circumstances	9
POLICIES	10
Length of Stay	10
Alcohol Policy	10
Drug Policy	10
Smoking Policy	10
Guest Policy	11
Pet Policy	11
Late Rent Policy	11
On time Payment Credit	12
Parking Policy	12
Business Policy	12
DAY-TO-DAY OPERATION	
Rent and Community Fees	13
Utilities	13
Bookkeeping	14
Caretaking	14
APPENDICES	
Appendix 1: APPLICATION FOR RESIDENCE AT HIDDEN HILL FRIENDS CENTER	15
Appendix 2: HIDDEN HILL FEE SCHEDULE	19
Appendix 3: ON TIME PAYMENT OF RENT & COMMUNITY FEES	20
Appendix 4: PARKING OF VEHICLES AND EQUIPMENT	21
Appendix 5: PET POLICY	23
Appendix 6: RENTAL AGREEMENT HIDDEN HILL FRIENDS CENTER	25
Appendix 7: USE OF THE MEETING HOUSE BY NON-MEETING GROUPS	27
Appendix 8: MAINTENANCE OF A BUSINESS ON THE PROPERTY	32
Appendix 9: FRIENDS TESTIMONIES AND PRACTICES	32
HIDDEN HILL FRIENDS CENTER BYLAWS	35

HISTORY AND PURPOSE OF HIDDEN HILL FRIENDS CENTER

Introduction

Hidden Hill Friends Center is located approximately three miles from the University of Alaska Fairbanks campus, and six miles from Fairbanks. The buildings and land which make up the center are on 3.56 acres of birch, spruce, and willow forest. The land slopes northward and overlooks the west end of Goldstream Valley toward Ester Dome.

Statement of Purpose

(Approved by Hidden Hill Board 3/13/2006)

Hidden Hill Friends Center is the home of Chena Ridge Friends Meeting and the Hidden Hill residential community. Its mission is to support and develop awareness of Quaker practice and testimonies by providing space for Meeting and its activities and by providing a place to practice these testimonies.

The residential community at Hidden Hill Friends Center supports the work of Chena Ridge Friends Meeting, by demonstrating, modeling, and supporting Quaker principles and testimonies on a day-to-day basis.

Specifically:

The community models diversity in that residents come from different backgrounds and experiences. Residents may or may not be Quakers or familiar with the Society of Friends, but should be comfortable with basic Quaker testimonies and beliefs;

The community uses a “guided consensus process” (as modeled in Friends’ Business Meetings) for decision making and conflict resolution;

The residential community provides support and welcome to our Friend(s) in Residence, who become part of the resident community during their residency year;

The community models simple living so that the impact of the community on the earth is mindful. The housing provided is modest and many resources are shared between residents;

Residents pay a modest rent; in exchange, they assume certain responsibilities which support the residential community and the Meeting;

Residents often act as hosts to Friends visiting from other places in Alaska and from far away.

BASIC QUAKER VALUES AND TESTIMONIES

The Hidden Hill Community and Friends in general are guided by some basic values derived from Friends' Testimonies and Practices. We provide brief statements of these basic values here.

Community

Community provides a framework within which other Quaker values can flourish. "Community is a place where the connections felt in the heart make themselves known in bonds between people, and where tuggings and pullings of those bonds keep opening up our hearts." *Parker Palmer, 1977*

Equality

Friends believe in the essential equality of all persons.

Integrity

Friends value integrity is essential in all interaction, especially communication.

Peace

Friends do not support fighting, strife, or war. They believe that ways of love and reconciliation start at home and in one's personal life, but should extend outward into one's work and public life, as well.

Service

Friends are called to service, whether it be in the home, an unpaid job, a vocation, or a lifetime's career.

Simplicity

To Friends, simplicity means genuineness, sincerity, and a thoughtful ordering of priorities to avoid excess in dress, speech, and behavior.

Stewardship

Friends value stewardship, which means that we use the gifts we have received wisely, being frugal when circumstances require it, and liberal in bestowing benefits on those in need.

ORGANIZATION

The Organization of the Community

The land and buildings of Hidden Hill Friends Center are owned by Chena Ridge Friends Meeting. Overall philosophy and policies of the community are the responsibility of the Hidden Hill Friends Center Committee, established by Chena Ridge Friends Meeting. Day-to-day operations are the responsibility of community residents under the oversight of the Hidden Hill Committee.

Six buildings house the community: the Meeting House, which has an apartment above, the Main Cabin, and four residential cabins. The Main Cabin is used for meals and community meetings, and is a center for informal conversation after Meeting for Worship on Sundays. The Main Cabin is also used by Chena Ridge Friends Meeting for First Day School on Sundays, and for committee meetings, potlucks, and other gatherings throughout the week. This cabin has laundry and a shower for community residents. Above the kitchen is a small loft, which serves as a guest room.

The Hidden Hill Committee governs Hidden Hill Friends Center. The Committee's purpose is "to hold, maintain, and operate the Hidden Hill Friends Center so it will sustain and nurture the values of the Religious Society of Friends through education, service, and worship." Committee members, who serve two- year terms, are chosen from the Chena Ridge Friends Meeting, the Hidden Hill Friends Center residential community, and the greater Fairbanks community. The Committee meets at least once every two months, and meetings are open to community residents and other participants in the Chena Ridge Friends Meeting.

Community Traditions

Several traditions have evolved over the years that the Hidden Hill community has been in operation. These practices have helped make living in community and living in cooperation with the wider community of Chena Ridge Friends Meeting run more smoothly.

There are many opportunities for residents to participate together with members and attenders of Chena Ridge Friends Meeting in cultural, social, recreational, and public service activities. Some annual gatherings are organized collaboratively by the Hidden Hill resident community the Hidden Hill Committee, and Ministry and Counsel--such as Thanksgiving potlucks and Hidden Hill clean up day--and provide a social interaction with the wider Meeting community. In addition, some weekly gatherings such as shape note singing sessions meet at Hidden Hill. Other occasional gatherings include a solstice bonfire, movie nights, and book groups.

Community dinners with invited Meeting members also provide a means for Community residents and individual meeting members to get to know each other.

Every two or three years, Chena Ridge Friends Meeting invites a Quaker from outside the Fairbanks area to live for a year at Hidden Hill. The presence of this Friend in Residence enriches the community and the Meeting. The Friend in Residence participates as a regular member of the residential community, but also brings special gifts to the meeting as a whole.

Expectations of Residents

Because of its community structure and affiliation with Chena Ridge Friends Meeting, Hidden Hill is more than simply a place where one can rent a cabin. Residency involves active participation in and enthusiasm for the living community.

Participation in Dinners:

Sharing weekday evening meals is a cornerstone of community life at Hidden Hill. Each resident usually cooks one night a week, either on a set weekly schedule or on a sign-up basis. There may be temporary exceptions for residents who are traveling or who have short-term work scheduling conflicts. However, the evening meal is the fundamental way that residents participate in the community.

Monthly Resident Meeting:

The community holds regular monthly business meetings, clerked by a member of Meeting using Friends' business meeting procedures. These meetings are an opportunity to work out details and make decisions as needed by residents of the community in a confidential process. Community residents are expected to attend these monthly community meetings or account for their absence. The Hidden Hill Committee will facilitate finding members of Meeting to clerk community meetings.

Interpersonal Peacemaking:

At Hidden Hill, residents work to reduce conflict openly in a caring manner through interpersonal peacemaking, using Friends processes. Residents should deal with conflicts as they arise through one-on-one conversations, resident dinners, monthly community meetings, and, finally, through the Hidden Hill Committee.

Engagement with Chena Ridge Friends Meeting:

Residents are encouraged to participate in the life of Chena Ridge Meeting. This might include attending Meeting for Worship, Meeting for Business, or other Meeting gatherings, or visiting with Meeting members and attenders during weekly tea or monthly potlucks held in the Main Cabin. Residents are asked to be respectful of the silent nature of Quaker Meeting on Sunday mornings.

Responsibility for Upkeep of Property:

Residents should be mindful of their impact on the land and buildings of Hidden Hill. We ask residents to support our vision of a simple community of low impact on the earth by such actions as using existing trails, avoiding damage to existing plant life, and reducing energy consumption. Hidden Hill residents are responsible for the day-to-day upkeep of the Hidden Hill property. Residents are further responsible for keeping the Main Cabin and Meeting House clean and ready for First Day Meetings for Worship.

Application Process

New community members are welcomed when a cabin becomes available, but the decision to live at Hidden Hill should be carefully considered by all involved: the interested person, the other residents, and the Hidden Hill Committee. (See Appendix 1)

Step 1: Notice of a cabin vacancy is first announced to members and attenders of Chena Ridge Friends Meeting. If, after a three week interval, no potential residents have come forward from Meeting, the search will extend to the wider community.

Step 2: Interested potential residents submit a written application. These questions are meant to help applicants thoughtfully consider their interest in community living, Friends testimonies, and the impact of community living on their current life. To learn more about Quaker process and testimonies, residents are encouraged to attend a meeting for worship, a meeting for business, a meeting potluck, or other Meeting functions before applying for membership in the community.

Step 3: A potential resident is invited to Hidden Hill for dinner with current residents. At least one Committee member and at least one member of the Ministry and Counsel Committee will also attend the dinner. This is an informal gathering where the potential resident and current residents and representatives of Meeting get to know each other.

Step 4: After dinner, current residents meet with the Hidden Hill Committee and Ministry and Counsel members to discuss the suitability of the potential resident as a member of the Hidden Hill community. If needed, residents will ask the applicant and

Hidden Hill Committee and Ministry and Counsel members to gather again as they discern the best fit for the community.

Step 5: After the community members discern their preference for a new resident, resident Committee members present the name to the Hidden Hill Committee, which has final approval of new residents.

Special Circumstances

Off-Site Residents

Off-site residents, that is, residents who live off the Hidden Hill property but who participate fully in the community and pay an off-site resident fee, may be allowed at the discretion of the Hidden Hill Committee. Off-site residents will be approved following the same procedure as full residents.

Adjustments in Rent

Some adjustments in rent may be made in special circumstances. A scholarship may be offered to a resident who is living on a limited income while doing volunteer or low-paying work which reflects traditional Friends' concerns.

Application from a Distance

When potential residents are at a distance and unable to travel to Hidden Hill for dinner, the Committee may decide to alter the application process to accommodate that applicant.

POLICIES

This is an overview of Hidden Hill Friends Center policies. Some of these policies are described in more detail in the appendices.

Length of Stay

In keeping with Nancy Hidden's original vision of Hidden Hill as a place of sojourn, the maximum residential length of stay at Hidden Hill is four years, with a possible two year extension. Those wishing to stay more than four years must apply in writing to the Hidden Hill Committee at least six months before their residency is up. They will meet with fellow residents and Hidden Hill Committee members and explore what the community means to them and why the resident wants to continue in residence at Hidden Hill.

This policy applies equally to on-site and off-site residents.

Alcohol Policy

Friends, historically linked to the temperance movement, went through a period in which alcohol was forbidden to members of Meeting. This is no longer the case, but most Friends use alcohol only moderately and most meetings do not include alcohol in meeting events. At Hidden Hill, residents may use alcohol but are expected to do so responsibly, lawfully, and in moderation, according to personal preference. However, alcohol is not included in functions that are hosted by the wider Chena Ridge Friends Meeting community.

Drug Policy

The use or possession of illegal drugs on the Hidden Hill property is prohibited and can result in eviction from the Hidden Hill community.

Smoking Policy

Fire is a very real threat to the ecosystem of Hidden Hill; therefore, smoking is not allowed in the buildings at Hidden Hill or on the Hidden Hill property.

Guest Policy

Guests of Residents

We welcome occasional overnight guests in residents' cabins. Overnight guests who make use of the resources of Hidden Hill are requested to pay a recommended donation to the Hidden Hill community to offset the costs of those resources.

Guests are not automatically considered Hidden Hill residents. Any guest expected to stay longer than seven days should have approval of Hidden Hill residents. Any guest wishing to stay over 30 days at a time should have the approval of the Hidden Hill Committee.

Hidden Hill Community Guests

Any guest staying in community space, such as in the Main Cabin, must have approval of the resident community. Normally, community guests will stay for seven days or less. Community guests are requested to pay the guest fee.

Guests from the Wider Friends Community

We welcome guests from the wider Friends community who may be visiting the Fairbanks area. A visitor who wishes to stay as a guest at Hidden Hill must be sponsored by Chena Ridge Friends Meeting and coordinated with the residential community. Each guest will be accepted on a first-come, first-served basis.

Camping Spaces at Hidden Hill

Guests may camp at Hidden Hill. All campers need their own camping gear. They will be approved and pay fees in the same manner as other guests. Campers are reminded of the extreme fire hazards in Interior Alaska: Open fires are not permitted. Please also be considerate about disposing of wash water and trash.

Pet Policy

Pets are not excluded from Hidden Hill, but there are some restrictions to guarantee that pets will be welcome. No animals are permitted in the Meeting House or the Main Cabin. Residents with pets should ensure that the land and buildings are not damaged and that the environment is welcoming to the guests and members of the Meeting and the visitors of the resident community. (See Appendix 5)

Late Rent Policy

Rent and community fees received after the 5th of the month will be assessed a \$10.00 late fee to partially offset the expense to Hidden Hill of additional work by the bookkeeper. The fee is applied to an unpaid balance of rent and/or community fees but not to both. (See Appendix 3)

On Time Payment Credit

Residents who pay their full rent and community fees on or before the 1st of the month receive an “on time payment” credit of \$10.00 on their next month’s fees. (See Appendix 3)

Parking Policy

On-site residents of the community may park one working vehicle on the property. Adult residents who live in one cabin may combine their parking privilege (i.e.: one person of two in a cabin who owns two vehicles may park both on the property where the other person parks no vehicles on the property).

Off-site residents should not park their vehicles or equipment on the property except on a very limited basis. Their vehicles and equipment should not be principally parked on the property. (See Appendix 4)

Business Policy

Residents may maintain and/or conduct business on the property as long as the impact on the Meeting, the resident community, and the resources of Hidden Hill is kept to a bare minimum.

Residents who maintain and/or conduct a business on the property are to notify the Hidden Hill Friends Center Committee. (See Appendix 7)

DAY-TO-DAY OPERATION

Rent and Community Fees

Residents pay rent per dwelling as established by the Committee. Rents and community fees are expected to be paid on time. In addition to rent, each community member pays a community fee, the rate of which is set by the Committee. For example, one resident living in a cabin would pay one rent and one community fee. If two people live in one cabin, they pay one rent and two community fees. The community fee nominally pays for consumables: water, electricity, and community supplies. The community fee may be waived for each four-week period that a resident is absent from the property.

Residents will also be asked to pay a cabin deposit on move-in, unless otherwise agreed to by Hidden Hill Committee.

(See Appendix 2)

Utilities

Residents in free-standing cabins pay their own oil heat. They do this by paying a monthly "fuel reserve fee" which is held in a reserve account. When a resident moves into a dwelling unit the fuel tank is full. When a resident leaves the property the fuel tank must be re-filled at the resident's expense (from their fuel reserve account and personal funds). Upon periodic filling of the tank a reckoning of the resident's fuel reserve account is made against actual fuel expenses. When the cost of filling the tank exceeds the resident's fuel reserve account, a bill will be rendered and the resident has sixty days to pay the balance. If the reckoning is in the resident's favor, the resident may elect to have the credit paid to them or carried forward in their fuel reserve account toward future fuel expenses. Monthly fuel reserve payments continue in either case.

The heat for the Main Cabin, the Meeting House and the apartment above it are paid for by the Hidden Hill Committee. Electricity for all buildings and water used by all are also paid for by the Committee as supported by community fees. Wireless internet access is provided for resident and Meeting member and attender use.

A common telephone line is extended to all buildings on which residents may receive or place telephone calls. Residents must use their own calling card or cell phone for long-distance telephone calls. Residents may install their own telephone line at their expense into their dwelling to the extent that the existing wiring system will support.

Bookkeeping

The bookkeeper is selected from among the current residents and is accountable to the Hidden Hill Committee. The bookkeeper works a limited number of hours at a rate set by the Committee as an offset of rent and community fees. The bookkeeper should keep an accurate log of the tasks undertaken and hours worked. The bookkeeper collects rents and other reimbursements, pays the regular bills, reimburses expenses, prepares reports for the Hidden Hill Committee meetings, follows policies and guidelines of the Hidden Hill Committee. The Bookkeeper works closely with the Hidden Hill Committee treasurer and is expected to attend meetings of the Hidden Hill Committee.

Caretaking

The caretaker is selected from among the current residents and is accountable to the Hidden Hill Committee. The caretaker works a limited number of hours at a rate set by the Hidden Hill Committee as an offset of rent and community fees. The caretaker should keep an accurate log of the tasks undertaken and the hours worked. The caretaker is expected to do minor maintenance, coordinate trash removal, help organize the annual work day, and to work closely with the Hidden Hill Maintenance committee. The caretaker is expected to attend meetings of the Hidden Hill Committee.

APPENDICES

Appendix 1

APPLICATION FOR RESIDENCE AT HIDDEN HILL FRIENDS CENTER

Name:

Mailing Address:

Contact information:

Home _____ Work _____ Cell _____ E-mail _____

Are you 18 or older?

Do you have any special needs of which we should be aware? (Please give details)

How soon could you move in?

How long would you like to stay? ?

Do you plan to move in as a single individual, as a member of a couple, or as part of a family? Are there circumstances you anticipate where someone else (child, relative, partner or spouse) might need to move in with you, even for a short period of time? Please explain briefly.

Present Physical Address:

Years at present location:

Present Landlord Name: _____ Telephone: _____

Please provide at least one personal reference (non family member):

Name _____ Phone

Address

Relationship

Name _____ Phone

Address

Relationship

Questions for Reflection on Living at Hidden Hill Friends Center

In order that we may get to know you and to reflect on your interest and compatibility with the Hidden Hill residential community we ask that you thoughtfully consider the following questions and what life in our intentional Quaker-based community might mean to you. Your answers to these questions will provide a starting point for our conversation when you come to dinner at Hidden Hill.

Thoughts on Community:

1. How did you hear about the Hidden Hill Friends Center community? Why do you want to live here?
2. Please describe your previous experience in group, communal, cooperative or intentional community living. What aspects did you most enjoy? What aspects did you find difficult?
3. Resolving conflict is part of being a member of a living community. What is an example from your own life that illustrates your abilities to cope with and resolve conflict?

Thoughts on yourself:

4. What are your hobbies and pastimes? How do you spend your free time?

5. What experiences have you had living with social, cultural or economic diversity? (For example: Gender, age, race, ethnicity, class, and sexual orientation other than your own.)

6. Please describe any experience you've had with Quaker values or Quaker worship, if any. Not everyone who lives at Hidden Hill has had previous experience with Quakers.

Practical matters:

7. Please describe your school or work plans for the upcoming year.

8. What is your current living situation and why are you leaving?

9. Do you have any special dietary requirements? What are your food preferences? Dislikes? Allergies?

10. Hidden Hill residents regularly gather for meals. Please tell us about your interest and experience in the world of food and cooking. Would you be able to attend evening meals?

11. We hold monthly community meetings which all residents are expected to attend. They are an important vehicle for community communication and planning. Would you be able to attend the majority of the community meetings?

12. The day-to-day operation of Hidden Hill Friends Center falls on the shoulders of the residents. Living here takes time and energy. What kinds of skills would you bring to the community? Are you able to commit the necessary time resources to fully engage in household participation?

13. Do you have any physical or medical conditions that would be helpful for us to know about?

14. Are there any other things you would like us to know about you?

We look forward to meeting you and answering any questions you might have about life at Hidden Hill.

Appendix 2

HIDDEN HILL FEE SCHEDULE

Rents:

Nancy's Cabin	\$400/month
Inner Light Cabin.....	\$400/month
Woolman Cabin	\$350/month
Meeting House Apartment	\$325/month
Uncle Bob's Cabin	\$325/month

Community Fees:

Adult fee	\$120/month
Child (under twelve) fee.....	\$50/month
Fuel reserve fee	\$50/month/cabin
Cabin deposit	\$250 prior to move-in
(Unless otherwise agreed to by Hidden Hill Committee)	
On-time payment	\$10 credit
(Fees paid before the 1 st of the month credit (received next month))	
Late rent fee	\$10@ (5 th , 15 th , 25 th , etc)

Guest fees:

Each guest	\$5/night
------------------	-----------

Non-resident Fees:

Shower	\$3
Washer	\$3.50/load
(done under a resident's supervision)	
Dryer	\$1/load

(Approved by Hidden Hill Board 11/6/2007) amended 2010

Appendix 3

ON TIME PAYMENT OF RENT, COMMUNITY FEES, AND FUEL OIL ADVANCE PAY FEES

Rental and community fee income pays the bills at Hidden Hill. The timely payment of rent and fees is respectful of the other residents, the Bookkeeper, the Treasurer and our creditors and is consistent with our values of integrity and good stewardship. Timely payments also mean less work for the Bookkeeper, Treasurer and lower expenses for Hidden Hill.

Before the beginning of each month the Bookkeeper will remind residents that rent and fees must be received by the fifth day of the month. However, regardless of whether a reminder is issued, rent and fees are due by the fifth. Rent and fees paid in full on or before the first receive a \$10.00 incentive credit applied to the next months fees. If the amount due for the month is other than the standard rent and fees, the bookkeeper will notify the resident indicating the amounts owed. The amounts owed may vary due to early payment incentive credit, forgiven community fees for extended absences, late fees from previous months, fuel rectification, etc.

If a resident anticipates a problem paying by the fifth of the month, he or she should contact the Treasurer or another member of the Hidden Hill Committee in writing or via email to discuss the situation. Likewise, if the Hidden Hill Committee believes there has been a pattern of late payment without explanation, it may request a resident's attendance at a meeting to discuss the late payments. The Hidden Hill Committee will consider the situation and decide what action to take, including waiving late fees, asking a resident for explanation, asking a resident to consider moving, looking for ways for a resident to work to offset rent and fees, referral to M&C, etc.

Rent and community fees received after the 5th of the month will be assessed a \$10.00 late fee to partially offset the expense to Hidden Hill of additional work by the Bookkeeper and the Treasurer. The fee is applied only to rent or community fees and not to both. When rent and fees remain wholly or partially unpaid an additional late fee of \$10.00 is applied for each additional ten days that they remain unpaid. (i.e. on the 15th, 25, etc.)

Any resident may request of the Hidden Hill Committee a different monthly payment due date, or relief from late fees due to special circumstances. Such requests may be given to the Treasurer or any other member of the Committee to be brought to the Committee as a whole. Neither the Bookkeeper nor the Treasurer are empowered to waive late fees except where they have been applied incorrectly.

approved 06-2010

Appendix 4

PARKING OF VEHICLES AND EQUIPMENT

Goal and Purpose of the Policy

The purpose of this policy is to try to provide clear and comprehensive guidelines for the parking and/or storage of vehicles on the property. The goal of the policy is to maximize the amount of parking available for residents and the members and attenders of the Meeting and to make it easy to maintain the existing parking areas and to help to preserve how visitors and guests experience our property.

General Policy

On-site residents of the community may park one working vehicle on the property. Adult residents who live in one cabin may combine their parking privilege (i.e.: one person of two in a cabin who owns two vehicles may park both on the property where the other person parks no vehicles on the property).

Off-site residents should not park their vehicles or equipment on the property except on a very limited basis. Their vehicles and equipment should not be principally parked on the property.

Headbolt Heater policy

During the winter months, residents should use timers when they plug in vehicles. Timers are available for residents, provided by the Hidden Hill Committee. Residents should set their timers to minimize energy use. Residents whose personal circumstances require that their vehicle be plugged in without a timer (such as parents of an infant) should consult with the Committee.

Non-Operating Vehicles

Vehicles that are not operational should not be brought to the property, except on a temporary basis (less than 30 days). Vehicles that become non-operational should be made operational as quickly as possible or should be removed from the property (within 30 days). Non-operational vehicles should be parked in such a way as to facilitate snow plowing and/or other maintenance of the parking areas.

Temporary Absence Parking

When residents anticipate an absence for two weeks or more, their operational vehicle(s) should be parked in such a way as to facilitate snow plowing and/or other maintenance of the parking areas. Absent residents should be sure that other residents of the community know where a set of keys are kept in case their vehicle needs to be moved in their absence.

Summer Temporary Storage

Members and attenders of the meeting may temporarily park/store their working vehicle on the property during the summer when arrangements have been made in advance with the resident community. Temporarily stored vehicles should be parked as much out of the way as possible (above the telephone pole). A set of keys should be left with the resident community in case the vehicle needs to be moved during their absence. This should not exceed thirty days. The number of vehicles temporarily stored should not exceed four without prior approval of the Committee.

Long Term Storage

The property should not normally be used for long term storage of operational or non-operational vehicles or equipment that is not in use. Overwinter storage of vehicles or equipment may be allowed only with the express approval of the Committee

Resident Parking Space Choices

Residents may choose their parking spaces based on a priority system of the most senior residents having the first choice. Re-selection should occur when a resident moves away. The seniority system should not preclude reassignment of the parking spaces based on a resident's disability or special need.

Exceptions

The Committee may make exceptions to this policy where it deems it appropriate.

(Approved by Hidden Hill Board 06/20/2006)

(Amended by Hidden Hill Board 11/06/2007)

Appendix 5

PET POLICY

The purpose of this policy is to provide clear guidelines for the presence and maintenance of residents' animals on the property, while ensuring that the property (land and buildings) is preserved and that the environment is welcoming to the guests and members of the Meeting and the visitors of the resident community.

Pets are not excluded from Hidden Hill, but there are some restrictions to guarantee that pets will be welcome. No animals are permitted in the Meeting House or the Main Cabin.

Dogs

Although dogs are welcome at Hidden Hill, the Committee may impose limits on the number of dogs on the property. Potential residents with dogs or community members who wish to adopt a dog must first clear it with the Hidden Hill Committee and other residents. Dogs must be under control at all times, either on a run, leash, or voice control. Before a dog and its owner move in, provisions must be made for an adequate run and a warm doghouse. The run is to be well off the main paths, so visitors will not be intimidated by a dog. Owners are responsible for cleaning up after their dogs. Visitors to Hidden Hill must keep their dogs in their vehicles or on a leash at all times.

Cats

Although cats are welcome at Hidden Hill, the Committee may impose limits on the number of cats on the property. Potential residents with cats or community members who wish to adopt a cat must first clear it with the Hidden Hill Committee and other residents. It is highly recommended that cats be neutered.

Meetinghouse Apartment Pet Policy

Residents of the meetinghouse apartment may not own a dog. A cat may be permitted with special permission of the Hidden Hill Committee, but the resident must pay for professional carpet cleaning when they move out.

Removal of Animals

The Committee may request removal of any animal that has acted aggressively.

Maintenance of the Property

When a resident vacates a cabin where an animal has been maintained, an assessment should be made to determine if excessive wear has occurred due to the animal's presence. If excessive wear has occurred, the resident is liable for any repairs that are necessary (i.e.

replacement of carpeting, doors, woodwork, etc.). If the resident leaves Hidden Hill Friends Center in mid-winter, they should commit themselves to coming back in the spring for any out-of-doors cleanup required. If they will not be able to do the cleanup themselves, they should make specific arrangements for such cleanup by another party and notify the Committee of the arrangements.

Off-site animals

Residents are not permitted to maintain animals “off-site” using Hidden Hill Friends Center resources (water, buildings, storage, etc.). “Off-site” residents, like Hidden Hill visitors, must keep their pets in their vehicles or on a leash at all times.

Exceptions

Exceptions to this policy may be approved on a case-by-case basis by the Hidden Hill Friends Center Committee.

(Approved by Hidden Hill Committee)

Appendix 6

RENTAL AGREEMENT HIDDEN HILL FRIENDS CENTER

MONTH TO MONTH TENANCY

Rental agreements can be daunting but in the tradition of “good fences make good neighbors” are necessary so all involved understand their rights and obligations. We’ve kept the legal language is kept to a minimum but some is necessary by Alaska state law.

1. The Hidden Hill Friends Center is located at 2682 Gold Hill Road, Fairbanks, Alaska 99709. **The Center’s Committee of Directors** (the Landlord, and referred to as the “Committee”) rents _____ to the undersigned (the Tenant(s), and referred to as the “Resident(s)”) beginning _____, 20__.
2. The Hidden Hill Handbook defines in more detail the workings of the community. It is not duplicated here, but by signing below the Resident(s) acknowledges receiving and reading the handbook and agrees to abide with its policies. Policy changes will be distributed in writing and Resident(s) agree to abide by them, too.
3. There are three monthly fees. The rent is \$ _____, the community fee(s) is _____, and the fuel reserve fee is \$ _____. All are payable on the first day of each month beginning _____, 20__, and continuing thereafter as a month-to-month tenancy. If the Resident(s) is not moving in on the 1st, the first month’s rent, community fee(s) and fuel reserve fees are pro-rated to be: Rent: \$_____.; Community Fee: \$_____.; and Fuel Reserve Fee: \$_____. Late payment of fees is covered in the Hidden Hill Handbook.
4. Rent, community fee(s) and the fuel reserve fee are due on the first day of each month with a fifteen day grace period, unless otherwise agreed to in writing by the parties. For more details please see the Hidden Hill Handbook.
5. Either the Committee or the Resident(s) may terminate this tenancy, for any reason, by written notice given to the other 30 days before the first of the month. This is the required notice under Alaska law. If Resident(s) gives less than the required 30 day written notice of intent to terminate tenancy, rent continues to be charged and must be paid on the first of the month under this Rental Agreement. The deposit cannot be applied to accruing rent.
6. No Resident(s) may assign his or her right to occupy a dwelling unit under this Rental Agreement. No Resident(s) may sub-lease a dwelling unit to any person for any period without the specific advance approval of the Committee.

7. Prior to moving in, a Move-In Inspection will be jointly conducted by the Committee and at least one Resident. In it the parties describe the premises and its contents at the commencement of the period of the occupancy. When signed by the parties, the Move-In Inspection becomes part of the Rental Agreement.
8. A deposit of \$ 250.00 has been received from the Resident(s). When Resident(s) move out of Hidden Hill they agree the Committee may retain the deposit to cover unpaid rent, community fees, fuel oil costs, late fee charges, or damages. If unpaid fees and damages exceed the amount of deposit, Resident(s) shall pay the balance within 30 days after being billed for it. If the claim is assigned to a collection agency, a 5% collection fee will be added to the delinquent balance and charged to the Resident(s). The Committee retains the right to sue for the remaining rent and all damages resulting from Resident(s)'s breach of this Rental Agreement, rules and regulations and/or the law.
9. All personal property left on the premises can be disposed of by the Committee thirty days after the tenancy is terminated and Committee will not be liable for loss or damage from its disposal.
10. A violation of federal, state, city or borough law is a violation of this Rental Agreement.
11. Committee and Resident(s) agree the Committee may strictly enforce this Rental Agreement even if previous enforcement of its rights and remedies have been waived. Only the undersigned are Resident(s)s and may occupy the premises, except for _____
.
12. If two or more Resident(s)s sign this Rental Agreement, they are signing jointly and severally.

Dated this _____ day of _____, 20____.

Resident: _____
Printed name: _____

Resident: _____
Printed name: _____

Mailing Address: _____

For the Hidden Hill Friends Center Board of Directors:

Signed: _____
Printed name: _____

(Approved by Hidden Hill Board, 2/16/2008)

Appendix 7

USE OF THE MEETING HOUSE BY NON-MEETING GROUPS

The main purpose for making the Meeting House available to non-Meeting groups is to further Friends' testimony and ministry in the Fairbanks community.

First priority in use of the Meeting House should go to committees, classes, and other groups that are part of the Meeting. Included in this category is use by Alaska Friends Conference. There should be no fee for such use.

Second priority should go to groups working on issues related to Friends; testimonies such as peace, nonviolence, education, social justice, prison reform, environmental awareness, and others. Such groups may be charged a modest fee, but the fee may be waived in appropriate situations.

Third priority in use of the Meeting House goes to groups connected with a member or regular attender of Meeting or a resident. While the goals of such groups may not be as directly related to Friends testimonies as the previous two categories, they should not conflict. Such groups may be charged a modest fee and must be approved by the Hidden Hill Committee.

We feel it is appropriate to exclude any groups that do not fit into one of the above categories. In any case, the Meeting House will not be available to profit-making groups.

If questions arise about a group's eligibility to use the Meeting House or about the scheduling of Meeting House, they will be referred to the Hidden Hill Committee. The Hidden Hill Committee will check in with regular user groups at least once a year to update contact information and discuss the group's plans for the year.

Groups interested in using other facilities at Hidden Hill Friends Center should consult with the Hidden Hill Committee and the resident community.

Meeting House Use Agreement

Chena Ridge Friends Meeting
Hidden Hill Friends Center
2682 Gold Hill Road
Fairbanks, AK 99709
(907) 479-3796

Welcome to our Meeting House. Chena Ridge Friends Meeting makes this space available to non-Meeting groups whose values are consistent with those of Friends as part of its ministry to the Fairbanks Community. We ask you to treat it with care and respect. To assure the safety and good upkeep of this facility, we have the following rules for non-Meeting users. Please be sure all members of your group are aware of these rules and follow them. We appreciate your cooperation. May your use of our Meeting House prove valuable for your organization.

1. All requests for use and scheduling of the Meeting House must be made to the Meeting House Coordinator at Hidden Hill Friends Center.
2. Each user group must designate a responsible person who will serve as liaison with the Meeting's Coordinator. The responsible person must obtain a copy of the Meeting's Use Agreement, read it, and sign it on behalf of his or her group and return it to the Coordinator before use of the Meeting House begins.

The responsible person for

(name of user group)

is _____.
(name of responsible person-- please print)

- a. The responsible person is expected to arrive at least 20 minutes before any scheduled activity to make sure the thermostat is turned up to a comfortable range, the parking lot light is on, and paths to the Meeting House are shoveled or sanded and reasonably free of obstacles.
- b. The responsible person should inform the group that in case of fire, there is a second exit from the Meeting House through the back door.
- c. The responsible person is also expected to be sure that the Meeting House is left clean and in good order. Lights must be turned off, the doors closed securely and the thermostat turned down to 60 degrees.
- d. The responsible person is expected to inform the group of the location of the outhouses. Group members are expected to use the outhouses.

3. Adult supervision must be present at all times during events that involve children.
4. No smoking, alcoholic beverages, drugs, or pets are permitted on Meeting property, including the grounds of Hidden Hill Friends Center.
5. After each use, the user must return the furniture to its proper place, store any Meeting property as directed, and leave the Meeting House and outhouse clean and orderly.
6. The user group will be responsible for any damage caused by its participants throughout this agreement's duration.
7. The user group will promptly report to the Meeting Coordinator any abnormal condition or damage to the Meeting's property, including the Meeting House, outhouse, and grounds, caused by the activity of the user group or its members or occurring in or near the group's primary use area.
8. The user group agrees to use only the Meeting House's main room and the nearby outhouse. The user group agrees not to use any other area or facility of the Hidden Hill Friends Center, such as the kitchen area or outdoor plug-ins without special permission in writing on this form.
9. The user group agrees not to use any tacks, tape, or other means of attaching anything to the Meeting House's interior, exterior, or furnishings. They also agree not to use or disturb any Meeting House bulletin boards.
10. The user group agrees to minimize the use of electrical appliances in the Meeting House, although a slide projector, tape recorder, or similar device may be necessary for particular groups. Food-related appliances must be limited to a coffee pot. There should be no hot plates or devices with an open flame.
11. The user group agrees to do no food preparation in the Meeting House. All food and serving items must be removed from the Hidden Hill property immediately after each use, including any waste or garbage.
12. All outdoor footwear must be left in the entry.
13. The user group agrees that violation of any part of this agreement may be grounds for its immediate termination.
14. Either the Meeting or the user group may terminate this agreement unilaterally without cause or prejudice by either party.
15. PLEASE NOTE: There is a private telephone just inside the door of the Main Cabin kitchen, the building next to the Meeting House. However, this phone is available to non-Meeting users only in case of a medical emergency.

16. No loud noise after 9:00pm.

17. Obtain directions for parking from the Coordinator. Please do not park in the turnaround area at the base of the driveway.

19. SPECIAL CONDITIONS pertaining to this agreement:

Duration of agreement:

Primary use area:

Frequency, Time:

Purpose of Activity:

Additional Provisions:

The user group agrees to pay the Meeting for use of the space _____ each _____ for the agreement's duration.

The user group also agrees to pay a deposit of _____ which will be returned when the group completes use of the facilities, and they are found to be in satisfactory condition.

Alternate persons who may serve as responsible person, if necessary:

name _____

telephone _____

address _____

Agreed to by:

(signature of responsible person from user group)

(date)

Approved by:

(signature of Meeting's Coordinator or representative)

(date)

Liability Release Statement

I, _____, as the authorized representative of

agree that Chena Ridge Friends Meeting and Hidden Hill Friends Center and its agents shall incur no liability of any kind for any damages or injuries anyone in my group may encounter while using the facilities or ground of Chena Ridge Friends Meeting or Hidden Hill Friends Center.

(Signature)

(Date)

(Witness)

(Date)

Appendix 8

MAINTENANCE OF A BUSINESS ON THE PROPERTY And/Or Using the Resources of Hidden Hill Friends Center in the Conduct of a Business

Residents may maintain and/or conduct business on the property as long as the impact on the Meeting, the resident community, and the resources of Hidden Hill is kept to a bare minimum.

Notification

Residents who maintain and/or conduct a business on the property are to notify the Hidden Hill Friends Center Committee. Residents are asked to make such a notification to the Committee each January and whenever significant changes occur.

Specific Exclusions

1. Residents are not to maintain and/or conduct a business on the property that is illegal.
2. Residents are not to maintain a business on the property and/or conduct business using community resources that involves a business or a manner of conducting business that is inconsistent with traditional Friends principles or practices.
3. Residents are not to maintain a business on the property such that clients, employees, or other principals of that business would be regularly coming and going onto the property.
4. Residents are not to maintain a business on the property such that the operation of the business uses the common spaces, and/or resources (telephone, electricity, water, laundry, land, etc) of Hidden Hill Friends Center on a regular basis where that the use adds expense to the operation of the Center and/or preempts the use of the spaces and resources by other members of the resident community and/or members and attenders of the Meeting.

Exceptions

Exceptions to Exclusions 3 and 4 may be approved by the Hidden Hill Friends Center Committee. Such exceptions may be approved where compensation for financial impact is specified and/or the resident community has recommended an exception where the impact of the operation of the business is minimal.

(Approved by Hidden Hill Board 12/16/2003)

Appendix 9

FRIENDS TESTIMONIES AND PRACTICES

From the beginning, the Testimonies of Friends emerged as a direct outgrowth of Friends' faith. The testimonies are an outward witness to inner belief and demonstrate how Friends live our faith. The following quotations provide a modest introduction to Quaker Testimonies.

Community

The Meeting community provides a framework to lovingly care for those in need and forms a basis from which we can test, find support for, and exercise leadings of the spirit.
Pacific Yearly Meeting, Faith and Practice

Equality

Equality is the earliest Quaker social Testimony. Quaker equality does not imply equality of ability or economic resources, but is based on the concept that each person is due equal respect. This has led to a conscious effort to eliminate all words and behavior that arise from distinctions in class, race, nationality, age, creed, gender, sexual identity, or social status.

Based on Pacific Yearly Meeting, Faith and Practice

Integrity

Integrity is essential to all communication between persons and between persons and God. It has always been a basic goal of Friends. Great care should be observed in speech. Factual statements should be as accurate as possible, without exaggeration or omission.

Paraphrased from Philadelphia Yearly Meeting, Faith and Practice

Peace

We utterly deny all outward wars and strife and fightings with outward weapons, for any end, or under any pretense whatsoever; this is our testimony to the whole world. The Spirit of Christ by which we are guided, is not changeable, so as once to command us from a thing as evil, and again to move us to fight and war against any man with outward weapons, neither for the Kingdom of Christ nor for the Kingdoms of this world. Therefore, we cannot learn war any more.

George Fox and others, about 1660

Service

Quakers have long been involved in a wide range of action rooted in our faith: in the cause of peace and reconciliation, local national or international; on behalf of oppressed or deprived people; in furtherance of our testimonies to honesty and integrity.

Paraphrased and quoted from Quaker Faith & Practice,
Yearly Meeting of the Religious Society of Friends
(Quakers) in Britain

Simplicity

Simplicity means genuineness and sincerity and is based on the right ordering of one's priorities in placing devotion to God at the center of life. Like the other testimonies, simplicity is not something to be achieved, but a free gift of God's grace. Simplicity is a testimony for right living and against superfluity in dress, speech, and behavior.

Condensed from Pacific Yearly Meeting, Faith and Practice

Stewardship

Frugality is good, if liberality be join'd with it. The first is leaving off superfluous expenses; the last bestowing them to the benefit of others that need. The first without the last begins covetousness; the last without the first begins prodigality; Both together make an excellent temper. Happy the place wherever that is found.

William Penn quoted in Philadelphia Yearly Meeting Faith
and Practice

Unity

Friends believe that everyone is a child of God. Therefore, all must related to one another in terms of the Divine Spark within each. Everyone must be regarded as of infinite worth and must be treated as a person who can be drawn by love to live a full and worthwhile life which manifests respect and considerateness for others. When Friends are at their best, that love leads to unity in their meetings.

Philadelphia Yearly Meeting, Faith and Practice

HIDDEN HILL FRIENDS CENTER BYLAWS

This section is absent pending revision.