

Heartwood Renters Finance Orientation

Welcome to Heartwood Cohousing! Here is HW finance 101 for renters; there are more layers you can dive into as you settle into community living. If you have questions, please ask! We appreciate feedback on how to make transitioning into Heartwood easier and more enjoyable. See contact info below.

As a renter your community finances will go through your landlord, payments to be arranged with them.

Heartwood has an annual budget meeting every fall where we gather together and through our consensus process agree on our annual budget. We respect the time that goes into these decisions as we strive to find what's best for the community. We ask that you are respectful of the community finances as well. Our budget process has its own orientation. When you participate and read the emails you will become aware of how the community finances are handled. The budget process will not be covered in this document.

Heartwood HOA Billing

- Every Heartwood home receives a monthly invoice on the 1st of each month which is emailed to the homeowner and due by the 15th. All invoices are paid online.
 - Invoices include monthly HOA dues; a cost per house plus a per-person count/cost.
 - Common meals and laundry are accrued from the previous month, billed the following month. Please ask how guest meals are billed.
 - Any community reimbursements must be approved ahead of time by the team and appropriate procedures followed.
 - You are welcome to contribute to Heartwood's voluntary funds. Check with your landlord if you're interested.
 - Heartwood Humanitarian Fund which is available to help households experiencing financial hardship.
 - Renewable Energy Fund is meant to be used to promote energy independence
 - More details listed below.

Heartwood Coop Store

The Heartwood Store is located in the basement of the common house and is separate from Heartwood's HOA. It exists because our long time members Mimi (Lynne McGee) and Sandy

Thomson are passionate about local, healthy foods and providing ease for distribution to HW members and friends through the store.

Each household has a page; the renter will be given a page at the end of the book. Each page has two columns, one for Sandy and the other for Co-op. Mimi will periodically total what is owed in each column and list the amount owed. Please write separate checks, one to Sandy Thomson, one to Heartwood Coop and put in the cash box if the accrued charge is over \$10. If items have been mistakenly placed in the wrong column Mimi will make the correction.

Landlord Checklist:

- Let Fran know of any changes with the census count for your household, including names and dates.
- If you want a copy of the monthly invoice emailed to the tenant, please email your request to heartwoodbilling@gmail.com with their email address. If I don't get a request, I'll just email the invoice to the homeowner/landlord..
- Make sure tenants know how to sign up for common meals. They will be billed through your HOA invoice.
- Make sure tenants know how to sign up their guests for common meals.
- Make sure tenants know how to sign up for laundry.
- Make sure tenants know how to purchase and pay at Heartwood Store.

Humanitarian Fund

We maintain a Humanitarian Fund. The purpose the Fund is to provide money to members in financial need. Money comes into the Fund through voluntary private donations.

For more details <http://www.heartwoodcohousing.com/budget--assessments-agreement.html>

Renewable Energy Fund

Heartwood Renewable Energy Fundis meant to be used to promote energy independence of the residents of Heartwood; a solar thermal system for the Common House or a large photovoltaic array are examples. For more details

<http://www.heartwoodcohousing.com/decision-log-2009.html>

Questions? Concerns? Celebrations?

Heartwood Cohousing Bookkeeper - Fran Hart #8

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