

# Heartwood Orientation Checklist

03/02/23

<b>ST - General Intro (OC)</b>	<b>ST - Getting Involved (OC)</b>	<b>ST - Pets (OC)</b>
<b>ST - Tour (OC)</b>	teams orientation	new & guest dogs
workshop & Bodega	work expectations (25+ hours / qtr)	Ag & Pet Ownership Agreement
Boardroom & Sports Swap	meetings orientation	Pet Expectations Guidelines
yurt	normal schedule, subject to change	no dogs on terrace during meals
hot tub	Community Mtgs: 1st & 3rd Mon	poop patrol
mailroom	Meetings of the Heart: 2nd Mon	<b>Greenhouse (Greenhouse Team)</b>
tennis, pickleball, & basketball court	work parties: 3rd Sat	orientation to greenhouse
Village Green	activities, parties	<b>ST - Common Facilities (CFT)</b>
greenhouse	<b>ST - Kids &amp; Teens (OC)</b>	two kinds of water
community compost bins	freedom & responsibility	potable (well)
trash and recycling	common spaces	irrigation
<b>ST - Getting Around (OC)</b>	communication	water conservation
roads	check-in	water metering readings
trails	teen expectations (work, meals)	septic
parking and cars	<b>ST - Private Enterprises (OC)</b>	Common Facilities Orientation
carts	Core Identity Agreement	<b>Finances (Finance Team)</b>
<b>ST - Common Meals (OC)</b>	farm (no dogs; gates)	HOA dues
Wed at 6:30pm	livestock	auto-payment on about the 15th
bells ring about 6:20 & 6:30	Hen Palace (chicken group)	late fees
food allergies / preferences	<b>ST - Common House (OC)</b>	Mosaic
sign-up on Mosaic	kitchen	Financial Orientation
adults (~13yr+): \$6.00	borrowing goods	<b>Process (P&amp;C Team)</b>
kids: \$2.50	donations	consensus philosophy
guests vs. visitors	guest rooms	agreements, guidelines, resources
Mimi posts asking for volunteers	reservations: Mosaic	Interpersonal Agreements
cook:	cost: \$30/night donation (unless guests of members)	decision making
post menu 3 days ahead	keys location	Heartwood website resources
collect meal fees from visitors	bathroom	How to Do Cool Projects at HW
input Common Meal Reimbursement on Mosaic	bbq grills	<b>Communication (P&amp;C Team)</b>
clean-up	clean after using	phone list
bus your own dishes	open / close valve	online calendar
clean up after your kids (tables and floor)	laundry (hours 9a - 9p when guests)	email chat guidelines
posted guidelines	clothesline	when the common house bell rings
circling up	report costs on Mosaic	
<b>ST - Happy Hour &amp; Potluck (OC)</b>	etiquette	<b>Rough Timing</b>
normal schedule, subject to change	exercise room	OC priorities in 1st week
Happy Hour: Fridays at 6:00pm	adult supervision of kids 16 and younger	other OC areas in 1st month
Potluck: Fridays at 6:30pm	hearth room	GH, CFT in 2nd month
(6:30 & 7:00 during the summer)	bulletin boards	P&C, Finance in 3rd month
BYOB or beverage to share	rec room	
appetizers to share - optional	store	Common House Wifi PW: snowshoe
everyone cleans up afterwards	solar food dehydrator	
	kids <10 need adult supervision	

## ST - Abbreviated Orientation for Short-Term Residents (<90 days)

OC = Orientation Coordinator

first week after move-in priorities (OC)

first week after move-in priorities, if applicable (OC)