

Heartwood Orientation & Integration Checklist

01/22/20

ST - General Intro (Buddy) member privacy quiet hours (10pm - 7am) implementing ideas (ask a team) water conservation guests & family	ST - Common House (CH Team) kitchen borrowing goods donations cleaning schedule guest rooms	ST - Common Meals (CH Team) Tues & Wed at 6:30pm bells ring about 6:20 & 6:30 food allergies / preferences sign-up
ST - Tour (Buddy) workshop Bodega Boardroom & Sports Swap yurt hot tub tennis & basketball court Village Green greenhouse community compost bins trash and recycling	reservations: online calendar cost: \$30/night donation (unless guests of members) keys location bathroom bbq grills clean after using open / close valve laundry clothesline cost, tally sheet etiquette	sign-up sheet yellow line deadline adults (~13yr+): \$4.50 kids: \$2.25 guests vs. visitors guests get signed up and billed as part of household visitors get signed up on "Visitors" line and pay visitor rates rotation: 2x per 6 weeks cook: 1st / 2nd / 3rd position
ST - Getting Around (Buddy) roads trails parking and cars carts	exercise room adult supervision of kids 16 and younger mail room household mailbox household cubby mail delivery (1pm - 2pm)	post menu 4 days ahead collect meal fees from visitors: adults \$6; kids \$4 complete Common Meal Reimbursement form ASAP
Process (P&C Team) consensus philosophy self reflection Interpersonal Agreements decision making HW website resources	hearth room use borrowing books bulletin boards	clean-up bus your own dishes clean up after your kids (tables and floor) posted guidelines circling up (blessings, intros, announcements)
Communication (P&C Team) phone list online calendar email chat how to subscribe guidelines when the common house bell rings	rec room store food dehydrator kids <10 need adult supervision	dining room behavior lining up, no running, screaming, rough play
ST - Getting Involved (Buddy) teams (join one) work expectations (25+ hours / qtr) meetings Community Mtgs: 1st & 3rd Mon Meetings of the Heart: 2nd Mon work parties: 3rd Sat Wisdom Circle: Sat 7:30am activities, parties annual retreat: end of February	Finances (Finance Team) HOA dues when payment is due (by 15th) late fees tally sheets (meals & laundry) HOA insurance monthly donations for Humanitarian Fund and/or Renewable Energy Fund expense vouchers budget process common meal reimbursement	ST - Potlucks (CH Team) Fridays at 6:30pm 7:00pm during the summer bring dish to share everyone cleans up after potluck
ST - Private Enterprises (Buddy) Core Identity Agreement farm (no dogs; gates) livestock Hen Palace (chicken group)	ST - Pets (LST) Ag & Pet Ownership Agreement Pet Expectations Guidelines good pet / pet-owner behavior no dogs on terrace during meals poop patrol	ST - Happy Hour (CH Team) one hour before potluck BYOB or beverage to share appetizers to share are optional ST - Kids (Buddy) check-in babysitting meetings co-parenting locating your child teen expectations communication Greenhouse (Greenhouse Team) orientation to greenhouse

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

Phone List PW: SSPonderosa
 Common House Wifi PW: snowshoe