

Heartwood Orientation & Integration Checklist

07/24/20

ST - General Intro (Buddy)	ST - Getting Involved (Buddy)	ST - Pets (LST)
ST - Tour (Buddy)	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	Greenhouse (Greenhouse Team)
tennis, pickleball, & basketball court	work parties: 3rd Sat	orientation to greenhouse
Village Green	activities, parties	ST - Common Facilities (CFT)
greenhouse	ST - Kids & Teens (Buddy)	two kinds of water
community compost bins	freedom & responsibility	potable (well)
trash and recycling	common spaces	irrigation
ST - Getting Around (Buddy)	communication	water conservation
roads	check-in	water metering readings
trails	teen expectations (work, meals)	septic
parking and cars	ST - Private Enterprises (Buddy)	Common Facilities Orientation
carts	Core Identity Agreement	Finances (Finance Team)
ST - Common Meals (CH Team)	farm (no dogs; gates)	HOA dues
Tues & Wed at 6:30pm	livestock	when payment is due (by 15th)
bells ring about 6:20 & 6:30	Hen Palace (chicken group)	late fees
food allergies / preferences	ST - Common House (CH Team)	Financial Orientation
sign-up sheet	kitchen	Process (P&C Team)
yellow line deadline	borrowing goods	consensus philosophy
adults (~13yr+): \$5.00	donations	agreements, guidelines, resources
kids: \$2.50	guest rooms	Interpersonal Agreements
guests vs. visitors	reservations: online calendar	decision making
rotation: 2x per 6 weeks	cost: \$30/night donation (unless guests of members)	Heartwood website resources
cook: 1st / 2nd / 3rd position	keys location	Communication (P&C Team)
post menu 3 days ahead	bathroom	phone list
collect meal fees from visitors: adults \$6; kids \$4	bbq grills	online calendar
complete Common Meal Reimbursement form ASAP	clean after using	email chat guidelines
clean-up	open / close valve	when the common house bell rings
bus your own dishes	laundry (hours 9a - 9p when guests)	Timing
clean up after your kids (tables and floor)	clothesline	Buddy priorities in 1st week
posted guidelines	cost, tally sheet	other Buddy areas in 1st month
circling up	etiquette	LST, CH, GH, CFT in 2nd month
ST - Happy Hr & Potluck (CH Team)	exercise room	P&C, Finance in 3rd month
normal schedule, subject to change	adult supervision of kids 16 and younger	Common House Wifi PW: snowshoe
Happy Hour: Fridays at 5:30pm	hearth room	
Potluck: Fridays at 6:30pm (6:00 & 7:00 during the summer)	bulletin boards	
BYOB or beverage to share	rec room	
appetizers to share - optional	store	
everyone cleans up afterwards	solar food dehydrator	
	kids <10 need adult supervision	

ST - Abbreviated Orientation for Short-Term Residents (<90 days)
first week after move-in priorities (Buddy)
first week after move-in priorities, if applicable (Buddy)

To Do After Each Update

- save pdf to desktop**
- revise HW website:**
- New Members Orientation & Integration page**
- Buddy Guidelines page (2)**
- print out for my Membership team folder**
- SE Membership team**
- SE buddy chat**