

Member Handbook Standardization Task Force

Wednesday July 6, 2022 at 7pm

Called to order at 7:01

Directors & TF members: Heather Mortimer (Chair), Debbie McKinley (Board Liaison), and Erin Bilyeu (Notetaker)

Staff: Eldon Ralph (Staff Liaison) and Thomas Williams

Contractor as a Visitor: Andrew Penney

GHI members: Molly Lester and Claudia Jones

Acceptance of June 6, 2022 Open Meeting minutes Moved by Bilyeu, Seconded by McKinley.
Passed 3-0

Three drafts of outlines provided by Task Force members under discussion

Heather's outline is a good hierarchy revision, and balances conciseness with straightforward moves incorporating board policies. This is the draft that we will use moving forward.

Aside from member Claudia Jones confirming that this meeting is a discussion of current handbook outline only - no decisions have been made yet by this TF. The version we are using is from 2022 - the most current revision.

Hierarchy starting with History of GHI -> About the Homes -> Joining GHI -> Maintenance Responsibilities -> Yard -> Improvements -> Community Living, i.e., moving from Generic to Specific

ABOUT GHI

Inclusion of Governing Documents (Charter, Bylaws, etc.) in History of GHI - where is the mission statement of GHI?

Include all types of yard definitions in the "About GHI Homes" - include a glossary (service vs gardenside; masonry vs frame; larger townhomes, additions (i.e., non-original structures), etc.) and list of important abbreviations

Avoid duplication in text by including appendix and glossary

Include a section that has all GHI forms and documents that could be an appendix

Include MOC text in "About GHI" while cross-referencing where necessary

Coop Finances and Fees should include a discussion of master insurance and encourage purchase of H06 policy

TO BOD: should processes that change frequently (payment process) even be included in the handbook, remove HIP, etc. Do we include list of standing/permanent committees? How to include things that MUST be changed? Do we have to make recommendations, or can we just change the language?

Remove all language about HIP, unless it specifically speaks to current Maintenance Responsibilities (include definition in Previous Uses of Replacement Reserves)

Operating Payments? Include in 1D. And in glossary - include all financial concepts in Glossary

List of GHI amenities: include in 1E. Refer to Community Living section for City Offered services, charging stations, News Review, parks, etc. Remove boiler plant language and add to rentable storage rooms.

Add Parkway Apartments to GDC section

Maintenance Responsibilities and Minor Alterations

Homes

Revised to be based on specific amenities or structure features organized by Home vs. Yard, identifying responsibilities and how to improve, include need for permit

- how to rewrite text as currently written to fit within this new structure? This is the huge lift of this task force, and it is worth doing.

Apparently we can have Fireplaces?!? With permit and annual inspection?

Where to include skylights? Should be included in roofs, but can cross-reference under "Windows" section, usually falls under additions

Lock Out policy to be under Emergency management and cross-referenced under doors

Define Personal Belongings - mention H06 insurance, and GHI not responsible, other written statements of personal belongings that are peppered throughout the text

Safety- Hoarding Policy, H06 policy

Yards-

Remove language about yard line survey but include statement about availability of yard plats - Coop reserves the right to redraw yard lines. Several yards currently infringe upon City Right of Way - there is a usage agreement in place with the city for those infringements and future improvements would get caught up in permits. This issue needs to be addressed in this section. Include impacts of underground utilities - contact GHI staff first? Add these concerns to Yard Lines 2B1

Will pick up next on July 20 meeting and will include an agenda on the calendar.

Move to Adjourn at. 9 pm. Moved by Bilyeu Seconded by McKinley. Passed 3-0