

1. About GHI
 - a. GHI History
 - b. About the Homes
 - i. Type and Number of Units
 1. Masonry vs. Frame
 - ii. Gardenside vs. Serviceside
 - c. About the Cooperative
 - i. Governing Documents
 - ii. Organization (Staff and Volunteer)
 - iii. Getting Involved
 - d. Co-op Finances and Fees
 - i. Annual Operating Budget
 - ii. Replacement Reserves
 1. Previous Improvement Projects
 - iii. Monthly Fee Breakdown
 - iv. Fee Deferment Policy
 - v. Delinquent Policies
 - e. Additional GHI Services and Amenities
 - i. Garage and RV/Boat Lot Rentals
 - ii. Fee for Service
 - iii. GHI Meeting Rooms
 - iv. Bicycle Repair Station
 - f. GDC
 - g. Provision of Information
2. Maintenance Responsibilities and Minor Alterations
 - a. Home
 - i. Electric
 1. GHI Responsibilities
 2. Member Responsibilities
 3. Minor Alterations
 - ii. Plumbing
 - iii. Heating and Air Conditioning
 - iv. Roof
 - v. Walls and Floors
 - vi. Exterior Painting and Siding
 - vii. Attic
 - viii. Crawlspace
 - ix. Appliances
 - x. Personal Belongings
 - xi. Safety
 - xii. Pest Management
 - b. Yard
 - i. Yard Lines
 - ii. Walkways

- iii. Structures
 - 1. Permanent
 - 2. Temporary
- iv. Plantings, Trees, and Lawn
- v. Fences and Privacy Screens
- vi. Decks and Patios
- vii. Pools and Water Features
- viii. Personal Belongings
- ix. Trash
- x. Rain Barrels
- xi. Drainage
- xii. Safety
- xiii. Landscape Repair Policy
- c. Maintenance Requests
 - i. Maintenance Emergencies
 - ii. Non-emergency Maintenance
- d. Insurance and Deductibles
- 3. Major Alterations
 - a. Home
 - b. Yard
- 4. Cooperative Living
 - a. Occupancy Criteria
 - i. Unoccupied Units Policy
 - b. Parking
 - c. Companion Animals
 - d. Anti-Harassment Policy
 - e. Smoke-free Buildings and Units
 - f. Enforcement
 - g. Complaint Procedures
- 5. Selling or Subletting Your Home
 - a. Resale Procedures
 - b. Subletting Policy
 - i. Subleasing Criteria
 - ii. Unauthorized Rentals Policy
 - c. Assignment
- 6. Community Resources
 - a. Public Works
 - i. Trash Collection
 - b. Fire and Rescue
 - c. Greenbelt Police
 - d. Recreation Department
 - e. Greenbelt CARES
 - f. PGCMLS
 - g. News Review

- h. Other Amenities and Services
- 7. Appendices (intro in Handbook, full guide in Appendix)
 - a. IPM
 - b. Hoarding Policy

Board Policy Manual

- 1. Meetings
 - a. Board Meeting Procedures
 - b. Committee Operations Manual
- 2. Ethics
 - a. Director's Code of Ethics
 - b. Conflicts of Interest
- 3. Communications
 - a. Email Account Use
 - b. Media Policy
- 4. Finances
 - a. Charitable Contributions Policy
 - b. Investment Policy
 - c. Capitalization Policy
 - d. Non-Recurring Revenue
- 5. New Members
 - a. Membership Selection Criteria
 - b. Employee Grant
- 6. Employees
 - a. Succession Planning
 - b. Diversity and Inclusion
- 7. Emergency Operations