1. About GHI
    a. GHI History (ADD - very brief - 1-2 paragraph - philosophy, phases, transition to co-op)
    b. About the Homes
        i. Type and Number of Units
            1. Masonry vs. Frame
        ii. Gardenside vs. Serviceside
    c. About the Cooperative (Answer "What is a Cooperative?")
        i. Governing Documents
            1. Articles of Incorporation/ Charter (decide on consistent language)
            2. Bylaws
            3. MOC
            4. Handbook (Intro from Part II)
            5. GHI Governance and Management Policies
        ii. Organization (Staff and Volunteer)
            1. Board of Directors (include content from V.A.)
            2. Audit Committee
            3. Standing Committees w/ descriptions
            4. Subcommittee
            5. Task Forces (refer to website/ call office)
            6. GHI staff (department description - see website for most up to date contact info - phone, hours, etc.)
        iii. Getting Involved
    d. Co-op Finances and Fees
        i. Annual Operating Budget (brief description, where to find)
        ii. GHI Funds
            1. Working Capital
            2. Replacement Reserves (Previous Improvement Projects)
        iii. Monthly Fee Breakdown (allowable increases) (link to Trash)
        iv. Delinquent Policies
        v. Financial Hardship (contact finance dept. for guidance/suggestions)
    e. Additional GHI Services and Amenities (the city offers additional services, check city website)
        i. Snow Removal
        ii. Garage and RV/Boat Lot Rentals
        iii. Fee for Service
        iv. Bicycle Repair Station
    f. GDC (Parkway Apartments)
    g. Provision of Information (update to match MD state law)
2. Maintenance Responsibilities and Improvements and Alterations (but not BIG alterations)(Alterations must also meet city and county regs)
    a. What requires a Permit?
    b. Home
        i. Electric

1. GHI Responsibilities
2. Member Responsibilities
3. Alterations
    ii. Plumbing
    iii. Heating and Air Conditioning
    iv. Roof
    v. Walls and Floors
    vi. Doors and Windows
    vii. Exterior Painting and Siding
    viii. Attic
    ix. Crawlspace
    x. Pest Management
    xi. Appliances
    xii. Personal Belongings
    xiii. Safety
    xiv. Additions and Major Renovations

c. Yard
    i. Yard Lines
    ii. Walkways (also, snow removal)
    iii. Porches
        1. Original
        2. Non-Original
    iv. Plantings, Trees, and Lawn
    v. Fences and Privacy Screens
    vi. Sheds
    vii. Pools, Water Features, and Trampolines
    viii. Personal Belongings
    ix. Trash and Yard Waste (check with city for schedule, accepted items, etc.) (compost)
    x. Rain Barrels
    xi. Drainage
    xii. Safety (Bonfires)(Beekeeping)
    xiii. Landscape Repair Policy
    xiv. Decks & Patios
    xv. Original Clothesline Post

d. Maintenance Requests
    i. Maintenance Emergencies
    ii. Non-emergency Maintenance

e. Insurance and Deductibles (Include Member Insurance Coverage Policy)

3. Cooperative Living
a. Membership Criteria
b. Occupancy Criteria
    i. Unoccupied Units Policy
c. Parking

d. Companion Animals
        e. Anti-Harassment Policy
        f. Smoke-free Buildings and Units
        g. Enforcement
        h. Neighbor Relations
        i. Complaint Procedures
4. Selling or Subletting Your Home
        a. Resale/ Transfer
                i. Procedures
                ii. GHI Repurchase
        b. Subletting Policy
                i. Subleasing Criteria
                ii. Unauthorized Rentals Policy
        c. Assignment
5. 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
6. Appendices (intro in Handbook, full guide in Appendix)
        a. IPM
        b. Hoarding Policy
        c. Glossary

GHI Governance and Management Policies
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