

Greene Street Artists Cooperative

5225 Greene Street
Philadelphia PA 19144-2927

Member Guidelines & Handbook comprising “Rules and Regulations” as required in Section 8.3 of GSAC Bylaws

Mission Statement

Greene Street Artists Cooperative was created as a model program by the Philadelphia Historic Preservation Corporation with major funding from the Pew Charitable Trusts and other funders. The project was conceived as a way to stabilize and support the Philadelphia artist community by providing affordable and desirable live/work space owned by artists. The project took five years to realize and is successful because many individuals and institutions labored very hard to make it happen.

- The members of GSAC are dedicated to making the cooperative concept a successful model for future artists and institutions to follow.
- Cooperation through sensitivity, tolerance, sound judgment, and volunteer labor has been and will continue to be the key to our success.
- Lack of any of these attributes by any of its members diminishes the Co-op as well as the individual member.

Approved by GSAC Membership November 2, 2008

2009

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1. Individual as Part of the Group

As an entirely self-managed cooperative, GSAC entails unique responsibilities and privileges that must be fairly distributed among members and residents.

Membership Responsibilities

All members and roommates/residents are expected to serve on at least one committee and/or on the GSAC Board of Directors each year.

In addition to committee activities, we may have periodic building, common area, and yard clean-ups and spruce-ups, nighttime security walks, etc., in which everyone is expected to participate.

Member Phone List— The GSAC Secretary and/or Membership & Policy Committee maintains a list of all members with their home, work and cell phone numbers, email and web addresses. Updated as changes require, this document is distributed to all members & residents. It facilitates communications and provides critical information should a member need to be contacted in an emergency.

Committee and Board Responsibilities

The committees currently in effect are **Finance, Maintenance, Membership & Policy, and Community Relations**. Committees operate effectively with commitment, creative participation and cooperation on the part of each member and resident. As the needs of the Co-op change, so will the roles of the committees. At present, the committees and their functions are as follows:

Finance— Chair (who is also Corporate Treasurer), and varied number of members. The committee oversees the monthly budget, disperses funds when and if necessary, and maintains the corporation's insurance policy. It works with the bookkeeper, the accountant, and the bank to address bills, tax compliance, mortgage payments and audits.

Maintenance— Chair, and varied number of members. The committee oversees the physical plant (building and grounds). It works with contractors hired to do routine work, such as trash removal, snow removal, lawn care, common space cleaning, and special repairs and capital improvements. This committee sets and implements workdays for general clean up of the building and grounds, tool shed, storage rooms, etc. Participation in these scheduled workdays is expected from all members and residents. The Maintenance Committee is not intended to enforce, but to schedule such work. Each member is responsible for volunteering and knowing when he/she is scheduled to work, and for doing the work agreed upon. Members should consider the committee as a resource to provide advice for all improvements / alterations undertaken by GSAC members in their units (see 3. Individual Responsibility for Unit.) The committee is responsible for responding to member requests in a timely manner: within two weeks from receiving the request. Documentation of requests, suggestions and decisions is strongly advised.

Membership & Policy— Chair and varied number of members. This committee reviews all new applications, interviews applicants, and oversees the Co-op's role in any transfer of share ownership. The committee maintains a waiting list of interested artists referred to the Co-op. It also oversees the development/dissolution of Co-op committees. The committee establishes policy pertaining to all membership issues, updates/amends the Handbook as necessary, with Board approval, leads the update of the Corporate Bylaws and documents pertaining to the transfer of membership as needed, and runs any education series of

lectures and workshops for Co-op members. The committee also acts for the Co-op in overseeing all leaves of absence, and subletting, and supports the continuity of GSAC records and files.

Community Relations— Chair, and varied number of members. This committee maintains all relations with the Penn Knox Neighborhood Association, and attends their meetings. It organizes Co-op open houses, tours, interviews, promotional materials, etc. The committee may also produce a Co-op newsletter and organize periodic social and interesting events for the membership. The committee fosters communication among membership and maintains the bulletin boards and calendar in the entrance areas. This committee monitors the membership's general satisfaction with the community life of the Co-op and develops and implements methods of fostering a positive, mutually supportive atmosphere.

Committee Responsibilities: Reports and Files— Each Committee Chair is responsible for prominently posting committee meeting date, time and place in the front and back entrance lobbies so that all interested GSAC members and residents may attend to bring their personal business and/or concerns to the appropriate committee. As a member of the Board of Directors, the Chair reports current business at each Board meeting and maintains the ongoing files for the committee. These files are handed over to the next Committee Chair, along with a summary of the year's accomplishments, at GSAC's Annual Meeting.

The bulletin board in the front lobby is a forum for the Co-op. Committee meeting notices should be posted on the GSAC calendar several days prior to each meeting. This is considered public notification of members. Because committees meet as often as necessary, they may not have a consistent meeting date. It is helpful to notify the Co-op of a committee meeting, and briefly detail the nature or purpose of the meeting so all GSAC members/residents have the opportunity to attend. Since the Co-op emphasizes the importance of committee work, access to, and participation in relevant meetings is extremely important.

Committees report their work and their recommendations to the Board, and the Board approves, or sends the measure back to committee for additional attention or action.

Committee and Board Succession and Service

As a relatively small group of individuals responsible for the governance and ongoing management of GSAC, members are encouraged, as an *ideal*, to gain experience by serving, one at a time, on each of the four committees, as well as serving as Secretary, VP & President in due course.

In order to provide optimal continuity, persons who wish to become a committee chair should have served on that committee throughout the previous year. With ± 20 members at any given time, each member should plan to serve on the Board every two to three years.

All meetings are open to all members, except as specified by GSAC's Bylaws or Handbook. A member, however, may have a vote on only one committee during any given year in order to prevent inequality both within the membership and on the Board. The President, VP/president-elect, and Secretary are also expected to serve on one committee, each different from the other, and will have a vote on that committee.

As a result of these requirements, no more than two voting members of a committee will be on the Board at one time. The presence of Board members at committee meetings other than the one on which they serve is *ex officio* in which they may present views but may not vote.

Board of Directors

As defined in GSAC Bylaws, the Board of Directors consists of the President, Vice President/President-Elect, Secretary and Committee Chairs (see Article 5 of the Bylaws for responsibilities). Board meetings take place monthly. Board members who cannot make a meeting should notify the President who may ask that a deputy be sent.

Board meetings, except for necessary confidential matters, are open to all members. They are for the transaction of agenda items and typically include:

- Amendment and approval of Minutes from previous meeting
- Reports of accomplishments and recommendations for action from each Committee
- Old business
- **New business:** Members wishing to introduce new business or gain or share information, should **bring it first to the relevant committee**, where it is dealt with and brought up at the next Board meeting as appropriate.

Conflict of Interest Policy

A member of Greene Street Artists Cooperative who has a potential conflict of interest due to having material economic involvement regarding a matter being discussed by a standing committee or the GSAC Board may, having announced his or her potential conflict, participate in discussion of the issue at hand. The member must then excuse him/herself from the meeting prior to any vote on the matter and remain absent until the issue has been resolved.

If such conflict appears to exist and the member has not made it known, the leader of the meeting is expected to make inquiry and excuse the member from the meeting as appropriate.

2. Financial Responsibility

This section delineates member responsibilities in terms of monthly Co-op payments and liability. It is imperative that everyone makes monthly payments on time. GSAC has a group commercial mortgage that must not be jeopardized by a delinquent payment. Members are responsible for their monthly mortgage payment even when they have a sub-lessee.

Mortgage / Co-op Fee Responsibilities

The member is responsible for making the monthly Co-op payment by the first day of each month.

If a member's check does not clear, he/she must pay the bank surcharge.

Make the check payable to GSAC (Greene Street Artists Cooperative). Include your unit number on the check. Checks should be delivered to the currently designated member of the Finance Committee.

Late Payment

Any delays represent a discourtesy to the members of the Finance Committee who are responsible for depositing our payments and paying our bills. GSAC reserves the right to send a late notice and charge a \$25.00 late fee and/or to commence default proceedings for chronic late payments.

Utility Bills

Members are responsible for paying their utility bill, which includes gas, electricity, common usage, and applicable Use and Occupancy tax. The Finance Committee is responsible for producing utility bills, and for delivering them to each unit before the specified due date. Individual members are responsible for providing a current reading of their gas meter as of the first of the month, along with the payment for their current bill as issued, each month. A member of the Finance Committee will read electric meters. They will allow a minimum of five (5) days from issue for payment.

Individual Insurance

Note: GSAC's insurance provides no coverage for members' personal property or for the repair of unit interiors. GSAC has insurance for the building, which covers liability and damage due to fire or weather. It is advisable for all members to purchase their own insurance policy for their unit and its contents. It is recommended that each member obtain a homeowner's policy and, if a member conducts business in his or her unit, liability insurance is required.

3. Individual Responsibility for Unit

This section is to familiarize members with their responsibility for their unit, especially with regard to maintenance. The upkeep of one's unit is the member's responsibility. Members must avoid any situation that presents a hazard and anything that is in violation of any applicable code or law. Directly wired **smoke detectors**, as required by law, were installed in every unit at the time of construction in 1992. Members should test them annually. GSAC further recommends that everyone have:

- Personal fire extinguishers (in kitchen and studio areas)
- Carbon monoxide detectors placed on the floor near heating units
- Water detectors placed at the base of water heaters.

Access to Units During a Member's Absence

This policy is to maintain a standard of ethics that respects boundaries and establishes trust while assuring safety and security within our building.

- No member may enter another person's unit without prior permission from the owner/lessee.
- In the event of an emergency (running water, gas leak, etc.), a board member plus another member, as witness, may use a master key to enter to assess and/or correct the situation. The member shall be informed as soon as possible after any such entry occurs.
- Master keys are usually held by the Chair of the Maintenance committee and GSAC President. If either of them is to be absent from the Co-op for an extended period, they should leave their master key with another member of the Board until their return.

Roommates / Residents

A roommate is a family member, significant other, or payment-sharing individual living in the unit with the owner/member. Roommates are not the same as sublessees or house-sitters. The number of adult roommates is limited to two per unit.

Ongoing roommate/residents are expected to participate in Co-op activities, serve on committees and may also serve on the Board. In these capacities they have voting privileges.

Although they are not members of the Cooperative, and therefore cannot vote in Cooperative matters, all roommates are held to the same rules of the Cooperative as the member. If any roommate is uncooperative, the Board reserves the right to require the member to evict the roommate.

Although approval of the Board is not required in order to have a roommate, an introduction of the roommate to the Board is necessary (call the President to put it on the agenda for the forthcoming meeting). An artist may be absent from the Co-op for up to three months, leaving the roommate to reside in the unit by him/herself. The roommate is responsible for the member's committee work in the member's stead.

Renovations within Individual Units

Any member making improvements to his/her unit is asked to inform the Co-op as to the starting date, anticipated duration of the work, and to inform neighbors in adjacent units about the intended work and possible noise. Workers are expected to respect the security of the building and property and quiet hours.

A member who wishes to do construction or other work within one's unit that makes changes that will affect the envelope of the building (exterior walls, windows, doorways and/or roof), the common spaces (hallways, lobbies, laundry, storage, meter rooms, etc.), or will significantly affect any of the building's systems (structural, electrical, gas, heating, fire suppression and/or plumbing), must obtain **prior approval in writing** from the Maintenance Committee (see Appendix B Application Form; copies are available in the storage room or from the committee). If the proposed scope of work is major, the committee may require the member and/or the committee to have consultation with an expert in the relevant trade(s). It may also refer decisions to the Board of Directors and/or input of other GSAC committees. Individual members are responsible for complying with applicable codes. While the Maintenance Committee does not normally require the submission of permits, it may do so if the scope of work is major.

The Maintenance Committee will respond to any request (use the form provided in Appendix B) for approval of work within 14 days. This response may be a quick approval by the Committee Chair in cases where the proposal is simple and well documented. For more complicated or incomplete proposals, the response may be a request for more information. The Committee will meet within 30 days to consider any proposal requiring full Committee involvement and will endeavor to reach a final decision at the earliest possible date. Any GSAC member may appeal a rejection of his or her proposal by the Maintenance Committee to the Board of Directors.

Keep in mind that it is the Cooperative (of which you are an equal part) that owns all units. The Cooperative must maintain the integrity and salability of each unit. GSAC reserves the right to monitor and take appropriate action if there is evidence (e.g., rodents, unseemly smells, leakage, loft instability, out of the ordinary use of electricity, gas, water, excessive refuse, etc.) that a unit is insufficiently maintained (or abused) for the integrity of the Co-op. Any expense incurred will be charged to the offending member.

4. Consideration for One Another

This section describes GSAC policies that relate consideration for neighbors, both inside and outside the Co-op. Thoughtful and respectful communications among members is a consistent goal; we hold racist, sexist, homophobic and ageist remarks intolerant and intolerable.

Resolution of Conflicts

As a cooperative, arriving at thoughtful solutions to problems through attentive listening and creative resolution strengthens our mission. Persistent conflicts diminish our quality of life. The intent of these guidelines, therefore, is to emphasize our understanding that we as individuals are responsible for making GSAC a livable place that supports each member's creativity and lifestyle. While the essential nature of a cooperative should preclude conflicts, we offer the following guidelines for when resolution eludes the parties involved.

A. For disputes among individual members, arising from the conduct of GSAC business or compliance with GSAC Handbook or By-laws:

1. Complaining party or parties write down their issues and dates of complaints.
2. Complaining parties will meet formally to resolve the issues personally and put an end to the matter. They will make a record of this meeting and their agreements.
3. If step 2 is not successful, the parties will refer the matter to relevant committee(s) for assistance and resolution; it is understood that members with a *conflict of interest* (i.e. personal financial stake in the outcome) will disclose their stake in the matter and recuse themselves from any votes.
4. If step 3 is unsuccessful, each party may select a standing Board committee to attend one focused session to resolve the matter. *In order to invoke this privilege, which involves a serious commitment of time and attention of other co-op members, the complaining parties will do the following:*
 - Compile a concise, statement of their complaints (500 words or less), consisting of statements of facts and dates only, and distribute them to the GSAC members to be convened at least two days before the meeting.
NOTE: No late submissions will be considered.
NOTE: These statements will be kept in strict confidence within the group to be convened. No member is allowed to share information, hard copies, or electronic copies, with anyone outside the group.
 - Prepare a 10 minute verbal presentation to the group.
 - Attend the meeting to present grievances. Each party will have 10 minutes alone with the committee to present his/her grievance, followed by up to 10 minutes for questions by the committee. The committee will discuss the matter and issue a written decision to the complaining parties within three days.
 - Abide by the resulting decision of the group.
5. If the parties involved, or any member of the co-op, subsequently notices a pattern of persistence of the conflict, the GSAC board may require that the parties obtain outside mediation for which they must pay, and be bound by the outcome of the mediation process. In this case, both parties will make a progress report to the Community Relations Committee (including conditions to be

met, and consequences of non-compliance) after 30 days, and upon resolution of the issue. The Community Relations Committee will be responsible for reporting progress to the Board.

B. For conflicts among individuals that are primarily personal, unrelated to Co-op business, but undermining Co-op life:

1. The Community Relations Committee will notify the parties involved that their disagreements have reached a point harmful to the community. Complaining parties will be asked to write down their issues and dates of conflict.
 - If one of the parties is on the Community Relations Committee, this duty will fall to Membership and Policy.
 - If a member of the Membership and Policy Committee is also involved, the Board will decide how to notify the parties involved.
2. Complaining parties will be asked to meet formally, to resolve the issues personally and put an end to the matter. They will also keep a record of this meeting, and report on the meeting to the notifying committee or Board.
3. If step 2 is not successful and the conflict continues, the Board may require disputants to arrange binding mediation within 30 days (under the terms of the GSAC Proprietary Lease Agreement, Article 5: "Member's Right to Peaceable Possession").

Both parties will make a progress report to the Community Relations Committee after 30 days, and upon resolution of the issue (including conditions to be met, and consequences of non-compliance). The Community Relations Committee will be responsible for reporting progress to the Board.

Quiet Hours

Sound attenuation is an acknowledged problem in the building. Out of consideration for one another, we have agreed that potentially disturbing noise may not begin until 9 AM on weekdays, or 10 AM on weekends. Members must cease all potentially disturbing noise (tools, loud music, TVs, parties, etc.) by 10 PM on weeknights, and 11 PM on weekends. Be considerate of neighbors, and avoid excessive noise at all times.

Quiet time summary:

10 PM Sunday through Thursday nights to 9 AM Monday through Friday mornings

11 PM Friday and Saturday nights to 10 AM Saturday and Sunday mornings

If a member plans to have a party or other event that could create noise beyond the specified hours, it should be cleared with adjoining neighbors.

Members are responsible for assuring that their guests and workers abide by quiet hours.

5. Security & Common Spaces

Front Gate

Members and their guests are responsible for assuring that the gate is closed and locked after leaving or entering the grounds and that it is attended throughout any loading/unloading activities that require it to remain open.

Parking

- Parking is permitted only in designated areas—the back and front lots. Do not park near exit doors except to load or unload. Parking in loading areas is permitted between 10 PM and 8 AM. Parking alongside the building, must be in such a way that it presents no security problem or disturbance to residents (check with them).
- Be considerate in the parking lots—proceed slowly and quietly, avoid shining headlights into windows, do not play radios at high volume, etc. Do not leave cars running near the building. Be sure the gate is accessible at all times
- Members are responsible for their guests' parking. If guests or employees will be parking in Co-op lots, notify the rest of the membership with the car description, license, and duration with a note on the front or back bulletin board as appropriate. Cars that do not belong to members may be subject to towing.
- When you notice someone using our lot inappropriately, place a note under their windshield wiper (Maintenance chair has copies, often posted on front bulletin board).

Front and Back Doors

Members and their guests are responsible for assuring that the entrances to the building are closed and locked at all times. If a door must be propped open for loading or unloading, do not leave it unattended. Make sure that it is locked shut when all is finished. Be especially attentive during the cold winter months when the hydraulic fluid in the automatic closing devices may stiffen, preventing the door to close and lock without your assistance. There is an emergency bell at the back door if you forget your key and are locked out.

Locks— If you change the lock to your unit door, it must conform to emergency entry with the master key.

Windows— First floor windows provide an opportunity for unauthorized entry into the building and must be secured when a member is absent from his/her unit.

Laundry Room

The common laundry room on the first floor has coin-operated washers and dryers, which are available to all members and residents. The following are policies for use of this facility:

- Hours: 8 am to 10 pm on weekdays / 10 am to 10 pm on weekends.
- Quarters: a member of the Finance Committee is responsible for collecting and dispensing quarters. His/her name is posted in the laundry room.
- Use by others: GSAC visiting guests may use the laundry room as required with oversight by the host member. It is not to be used by transient friends.

- Cleaning: Users should dispose of lint and trash and wipe the machines when finished. Do not leave your dirty laundry in the laundry room and remove all laundry as soon as possible when it is washed and dried.
- Repairs: if a washer or dryer is out of service, report it to CALECO as soon as possible. Their phone number is posted in laundry room and on the GSAC phone list.

Cleaning

- Indoor Cleaning: The Co-op has hired a service for routine cleaning of common spaces. Members are responsible for cleaning up any trash, debris, spills, or dirt that result from their activities. Periodic works days will be scheduled by the Maintenance Committee to cover work that is not included in any contracted work.
- Outdoor Cleaning: GSAC has a contract for snow removal and grass cutting. The Maintenance Committee will implement a schedule of membership workdays to take care of necessary outdoor cleaning and landscaping not covered by contract, on a regular basis.
- Mail Area: Members must remove their mail from the mail area as soon as possible. Items placed on the bulletin board should indicate a takedown date and removed when obsolete to prevent cluttering up important notice space.
- Trash: Collection of trash takes place weekly. Members are responsible for carrying their trash to the dumpsters located in the back parking lot. Loose trash should be put into waterproof garbage bags and sealed to discourage insects and rodents. **Break down, or fill boxes in order not to waste available space in the dumpster.**

Trash is to be kept inside the member's unit until it is taken out of the building to the dumpster. The parking lots, hallways, patios and other common areas are to be kept free of trash at all times. **Trash outside the dumpster will not be removed.** Any member who must fill the dumpster (due to moving, renovation, etc.) should contact the waste management company (phone number on dumpster) for an additional pick-up at his/her own expense (\pm \$40 in the past).

- Insect Control: Keep outside containers, patios, parking lots and other common areas free of standing water. This is especially critical now that the West Nile virus, spread by mosquitoes, has reached our area (use push brooms, in storage closet and shed, to disperse puddles).
- Recycling: Recyclables are collected weekly, from separate dumpsters in the back lot. Items that may be deposited for recycling are listed on the dumpster.
- Toxic Substances: Ask the Maintenance Committee Chair for the dates and location of toxic materials disposal (quarterly). He/she may arrange a group collection and disposal. Do not put toxic substances in the trash or recycling dumpsters. If the trash removal company finds forbidden/illegal substances, GSAC will be heavily fined.

Pets

GSAC allows pets that are not a nuisance to any of our members. Pet owners must observe the following regulations:

- Members must clean up, at the time of soiling, after any pets outside or in common areas.

- Pets are not to be left outside of the member's unit on their own. This is dangerous to a pet's well-being, and may disturb neighbors.

Use and Care of Common Spaces

The yard, hallways, stairways, laundry room and various closets are commonly held property that is cared for by everyone, for they represent our collective home. If a member or his/her roommate, houseguest, house sitter, sub-lessee, employee/worker, or pet damages (actively or through negligence) common space, that member is financially and logistically responsible for repairs. The same applies for damage caused to another member's unit.

- Front and back lobbies, stairways and hallways must be maintained in compliance with code regulations permitting safe access and egress at all times.
- Keeping these areas attractive and safe is the responsibility of every member, not just the Maintenance Committee. Do your part by pitching in and cleaning up stray papers, wandering floor mats, out-dated announcements, etc.
- Smoking is not permitted in any common area or where it is perceptible by other residents in their units.
- Storage of trash in common areas is not permitted at any time. Temporary storage of building and personal or art objects must be brief and should indicate a removal date. At no time should personal materials, including exhibited art, encroach upon safe passage through the building. GSAC reserves the right to post a remove-by-date notice and act accordingly.
- Give-away items may be placed in the back lobby with a dated sign and removed after one week. Members are empowered to remove items that remain unclaimed in common spaces (including external grounds) for more than one week.
- Plants enhance our common spaces, and must be cared for by the person who places them. Neglected, dying or ill plants, if not so cared for, will be discarded.
- A limited number of bicycles may be stored under the rear stairway. Due to limited space, if you use your bike less than once a week, we encourage putting it in the storage shed in the back yard.
- The back yard storage shed is primarily for garden equipment, yard furniture and bicycles. Other items will be cleared and discarded during scheduled clean-up efforts. Store items safely so they may be accessed or bypassed, as appropriate, by others.

First Floor Storage Closet

Each member's unit key (or the outside door key) will open this closet. It is not for personal storage of any kind.

Common/shared equipment stored therein includes common space cleaning materials, ladders, shovels, rakes, snow removal equipment, common space paints etc., and GSAC files.

Members are responsible for any equipment borrowed from the common storage areas. As a courtesy to others who might need the equipment, members should sign out the equipment or post a note where it is stored when you borrow it, and indicate when it will be returned. If it is not returned or is returned damaged, the borrower is responsible for repair and/or replacement.

Display of Art Work

As a cooperative of professional artists who have visits from potential clients, it is important that we maintain an appearance that is clean and professional in all respects. An ad hoc committee, working with the Community Relations and Maintenance Committees, is responsible for establishing display requirements as necessary. From time to time, they may initiate special exhibits, art changing times, redistribution of exhibit space, and/or provide coordination with art tour opportunities.

The following are ongoing policies:

- Artists are responsible for maintaining and showing artwork on the hallway walls outside their units and are responsible that they are hung/displayed safely. Artists in the first floor rear who have minimal wall space are encouraged to negotiate wall space with non-visual artist members in the building and cooperatively utilize the walls outside the laundry and storage rooms.
- 3-dimensional works must not encroach upon the corridors required by fire laws (i.e., extend beyond the column bases).
- Keep exhibits current and fresh. As a group of active creative artists, periodic change of work on display expresses our vitality and shares our creativity.
- Do not move another's art work without their permission/participation unless it represents an immediate (unforeseen) hazard.
- Respect diversity. Disparaging or dismissive remarks about another's art reflect negatively upon the speaker and the Co-op as a whole. On the other hand, constructive criticism can promote growth.
- Art work hanging/displayed in the second floor front stairway (visible from Greene Street) should rotate, preferably on a quarterly or more often basis. If you have work you wish to put there, speak to the artist whose work is currently up to set a date for the change. Note: works will be exposed to strong, direct sunlight.
- Prior to open studio visits or tours, participating artists should meet to discuss the professional, attractive and equitable display for each event. Non-participating artists should cooperate with the goals of the event.

Yard and Gardens

Since moving into GSAC, we have made impressive improvements to our grounds (e.g., the entire back lot was blacktop, no trees in front yard, crumbling wall along driveway, etc.). Members have accomplished the vast majority of these improvements voluntarily.

- Yard trash pick-up is the responsibility of everyone, the trash container by the gate and back door emptied by members of the maintenance committee. Do your part and pick up trash when you see it and dispose of it appropriately.
- Each year, members sign up for plots in the rear garden. An *ad hoc* committee that is recognized by the GSAC board is formed among those gardeners willing to do so. Among the responsibilities of this committee are the assignment of garden plots, and the posting of a "plot map." Generally,

gardeners may resume using the plot that they had the previous year. Gardens not cleared, turned over, or planted by May 15th may be reassigned.

- Please remember that gardens in neglect may adversely affect a neighboring plot. Therefore, it is hoped that gardeners will do their best to maintain their plots and prevent the spread of unwanted plants & weeds and/or plant diseases through neglect.
- Garden tools are kept in the shed for use by all. Maintain them well, return them to the shed, and replace any you break or lose.
- Members may adopt areas of the front (west side) of the Garden area to plant, maintain and care for flowers of their choice, checking with other gardeners to be sure not to encroach on their planting(s).
- Plantings in areas other than the back garden, especially that of long-lived (or permanent) plants such as trees, should be approved by either the *ad hoc* committee, or the Board. In general, permanent plantings on any part of the GSAC property is strongly discouraged without adhering to an overall long-term design plan. Trees or other permanent plantings planted without approval of the Board or the *ad hoc* committee will be subject to relocation and/or termination.

6. Responsibility for our Environment

Conservation

One of the first projects at GSAC was to tear up what was once an entire back yard of blacktop and create a garden and a lawn. Additionally, we have planted multiple trees throughout our property, contributing to the greening of the city. GSAC's commitment to contributing to the health of our immediate environment, community and planet is ongoing.

Recycling

From GSAC's outset we have provided dedicated receptacles for recycling as much of our waste as possible. They include:

- A compost drum for all non-animal organic wastes (fruits, vegetables, plants, coffee grounds, etc.)
- A three-bin composting container for further processing kitchen and lawn wastes into usable compost for garden plots, lawn and tree nutrition.
- Commingled plastics, glass and metal
- Papers & flattened boxes
- Careful minimal disposal to landfill trash that cannot go in the above.

Re-Use

When we re-use materials, whether in building & repairing our units or in our artwork, we contribute to minimizing our use of natural and manufactured materials.

Rainwater from our back roof is recycled to the garden via a sump pump and 170 feet of piping to eight 55-gallon rain barrels from which to water our garden. This effort reduces strain on the city's over-taxed storm system and reduces the amount of metered city water for which we must pay.

Safe and Responsible Use of Materials

Our studios are the settings we establish to support our creativity in every possible way. In this artist co-op we share a common environment that lacks vapor blocks, necessitating that we work with minimal affect upon our neighbors. An ideal studio is function-specific and yet flexible, well lighted, appropriately ventilated, and maintained for the continual health and safety of, and efficaciousness for, the person who uses it and those who live and work close-by. We GSAC artists are committed to:

- Using the safest materials and disposing of them appropriately
- Providing proper storage
- Handling equipment safely
- Using and caring for personal protective attire as necessary
- Maintaining healthy personal hygiene and housekeeping.

Our policy is to avoid toxic chemicals and dusts. If one works with toxic powders such as pigments (including pastels and chalks), resins, gum Arabic, potassium or gum dichromate, then one should use a high-efficiency particulate air filter vacuum cleaner that will draw dust-contaminated air through a filter that traps microscopic particles. Do not allow such particles to accumulate in the studio, but vacuum after each use or at the end of the day. Do not dry sweep for it stirs up dust and increases its availability to inhalation and ingestion.

Volatile organic compounds (VOCs) —such as turpentine, mineral spirits and other petroleum distillates, fixatives, Toluol/toluene, hexane, Xylene, acetone, and alcohols— are just some of the solvents that artists may encounter in our work. If using such materials is essential to your artwork, be sure that both you and your neighbors have sufficient ventilation so that the vapors do not enter either your or your neighbors' respiratory systems. "Use with adequate ventilation" means providing sufficient ventilation to keep the airborne concentrations of a product's mist, dust, fumes, gases or vapors away from one's personal inhalation/intake area, and below the levels considered hazardous to health. Appropriately designed ventilation is that which will move clean air in, around, and out of the workspace in such a way as to maximize removal of contaminated air.¹

Sustainable Practices

GSAC, from its inception, has been committed to the use of energy efficient equipment and systems. We participate in recycling all recyclable wastes, composting food wastes, and employing responsible disposal of all other products and materials (see chapter 4). In addition, GSAC is committed to creating and maintaining a sustainable environment within our Cooperative and in our community through taking every practicable step toward reducing our carbon footprint by recycling, minimizing energy consumption and utilizing renewable resources.

¹ GSAC member Deborah Curtiss is the writing author of *Making Art Safely, Alternative Methods and Materials in Drawing, Painting, Printmaking, Graphic Design, and Photography*. (1993, Van Nostrand Reinhold, now with John Wiley & Sons). She is willing to consult on safe materials, ventilation, disposal, etc.

7. Leave of Absence

The philosophy of this cooperative is to provide living and working space to qualified artists. It is understood that there will be times when members will desire to be *temporarily* absent from the Co-op for career opportunities. The following details the policies and procedures for leaves of absence:

1. If a member wishes to be away from the Co-op for up to one month, the following options are available:
 - The member may choose to have a house sitter live in his/her unit. The member must inform the Board of any intention to have a house sitter, and the house sitter must be introduced to the Board.
 - The member may arrange for another member of the Co-op to check their unit on a regular basis. The Board should be notified of the specifics of such an arrangement, in case of emergency.
2. If a member wishes to be away from the Co-op for a period of one to three months:
 - It is strongly recommended that members not leave their unit empty, but arrange for someone to live in the unit for the duration of absence. The member should inform the Board and the Membership and Policy Committee of any intention to have a house sitter, and the house sitter must be introduced to the Board.
 - A member must reside in his/her unit for a minimum of nine months between leaves of absence of more than one month in duration.
 - A member who is going to be absent for one to three months should leave their forwarding address with the Board Secretary in order to receive minutes, be contacted in case of emergency, etc.
3. A maximum of three members may be away for a period greater than three months and up to two years at any one time. A member planning to be away for more than three months and up to a maximum of two years must follow the following procedure:
 - Notify the Membership and Policy Committee in writing at least one month in advance of the date of departure. The Committee will review the request. A maximum of three Co-op members may be away from the Co-op on a leave of absence at any time. If more than three members apply for a simultaneous leave of absence, priority will be given to those who have not had the opportunity to take a leave of absence or who have taken the fewest.
 - The member must arrange for someone to occupy the unit for the duration of the leave. Members must attempt to sublet their unit to a qualified artist who intends to live and work in the unit. The sublessee must be approved by the Membership and Policy Committee. If the member is unable to find a qualified artist, then he/she may seek permission from the Board to sublet to a non-artist. Two is the maximum number of sublessees per unit.
 - Any sublease is limited to a maximum term of two years. The member must reside and work in his/her unit for period at least nine (9) months or as long as that of his/her last absence (e.g.: after an absence of 1 year, you must live here for at least 1 year before applying for another leave.)
 - A sublessee will not have voting privileges (except by proxy for the member on leave of absence), but must serve on a committee. The sublessee(s) must abide by all Bylaws, Proprietary Lease, rules and regulations of the Co-op. The member is responsible for the actions of the sublessee(s).

- If the member is unable to comply with these provisions, he/she will be asked to sell the unit.

For security and maintenance purposes, it is strongly recommended that members inform adjoining neighbors and the Board of any planned absence beyond a couple of days.

In the spirit of a cooperative, we hope these guidelines and requirements will contribute to a community of tolerance and optimal creativity.

Appendix A

Guide to our Building and Utilities

Water

- The main water control for the entire building is located in Unit 10 in the southwest corner under a gray lift-up cover near the floor.
- Some water controls are located within each unit (e.g., under sinks). Whole unit controls are located behind small panels near the floor in the **ground floor corridor** (for both first & second floor), either outside, next to, or below each plumbing supply core.
- The panels require a Phillips screwdriver to remove.
- More than one unit's controls may be within a panel. Turn-offs are not necessarily labeled.

Sprinklers / Fire Alarms

- Oliver Sprinkler Co. (610-277-1331) services and certifies our Sprinkler and Alarm Systems. Two fire alarms were installed in each unit in 2007. It is against the law to deactivate or cover these alarms.
- The painted red sprinkler water supply shut-off is in unit 1 near the southeast corner.
- The control at Greene Street (southeast corner of our property on Greene Street) is locked and under the control of the Philadelphia Fire Department.

Electrical

- To reduce our rates, our electricity provider (PECO) reads a meter for the whole building and bills us accordingly.
- Meters for our individual units are located in the rear utility closet on the first floor. Each has a control switch that may be turned off by an electrician performing work in your unit, as required.
- A member of the Finance Committee is responsible for reading the meters on a monthly basis for billing us for our individual units' usage.
- Each unit has an electrical panel with circuit breakers inside the unit (usually near the entrance door). It is important to **keep this panel accessible** (unobstructed with furniture) **at all times** so that controls may be accessed in an emergency.

Water Heaters

Water heaters installed at GSAC's inception in 1992, have an average life span of ten years and are fueled by electricity. Most of our units have already had to replace them. As leaking is the first symptom, we strongly recommend purchasing a leak detector (±\$12-15) and placing it at the base of your water heater.

- When a water heater begins to leak, shut off water supply and call a plumber. Ask the plumber to remove and dispose of your old heater.

Gas

Our furnaces and stoves are fueled by gas.

- The average life span of gas furnaces such as ours is about 15 to 20 years.
- When replacing, seek the most efficient.
- For peace of mind, you might wish to have a service contract with PGW.

Handypersons

The following have performed satisfactory work at GSAC:

Electrical

Mark Livingston, 215-219-5034

Plumbing, Heating, Air conditioning

(Not all plumbers do all kinds of work. Confirm on the phone that they can do what you need.)

Mark Livingston, 215-219-5034

William Gruber, 215-247-2940

Keith at KLH Air Conditioning & Heating, 215-482-5472

Carpentry

Joe D'Antonio, 267-262-0908

Appendix B Application for approval to make improvements and/or changes to a Member's unit

Member Name: _____ Unit # _____

Date: _____ Anticipated work start date: _____

Description of Planned Work:

Who will do the work?

Name of contractor(s): _____

Contact information: _____

>>>>Attach any relevant contractor proposals or cost estimates, construction specifications etc., and proof of the contractor's insurance. (The Maintenance Committee can advise whether estimates and/or plans are appropriate.)

**>>>>Submit Application to the Maintenance Committee Chairperson.
Do not commence work until approval has been received.**

Approved by: _____ Date: _____

Chair or designated member of Maintenance Committee

Follow-up confirmation that work was completed satisfactorily

By: _____ Date: _____