



# **New Member Welcome Manual Building | Systems | Grounds**

9.2023

Greene Street Artists Cooperative  
5225 Greene Street  
Philadelphia, Pennsylvania 19144  
<https://www.greenestreetartists.org>

# Welcome to Greene Street Artist Coop (GSAC)

The International Cooperative Alliance defines a cooperative as “an autonomous association of persons united voluntarily to meet their common economic, social and cultural needs through a jointly-owned and democratically-controlled enterprise”. GSAC is, essentially, an enterprise formed and supported by people who agree to work together toward a common goal. You are now part of a special diverse and creative community. We are excited to have you here. As a new member and resident at GSAC, you are just settling in and may have questions about logistics and general information. We’ve included a list of key items that may help your move in and living experiences go smoothly. While not an exhaustive list, it covers the basic information. Should you need additional information or have other questions, please contact a member.

## 1. MOVE IN and MOVE OUT

### ○ Entrance Door, Gate, and Back Door

Moving can be a hectic process. We hope this information will help make things easier. Please let the coop know when you plan to move in or out. Some members use professional movers while others prefer to do it on their own with the help of friends and family. No matter which option one chooses, please ensure the following:

- Due to the safety of our members and the security of GSAC, doors and gates should never be left ajar or open without making sure that someone is present at the entryways at all times. Please do not leave the entryways unsecured, even for a few minutes.
- If you need to reserve parking space/s to facilitate your move, send an email to the membership and alert them of your moving time/s and space need.
- Be mindful of artwork, door, and hallway paint to make sure that there are no damages.
- If you use the hand truck, please return it to the maintenance closet when you’re done.
- Be mindful of quiet hours, but also alert the coop if your move has to happen outside of typical hours.
- Be mindful of locking and securing all doors and the gate, including the front double doors when you’re finished moving.

## 2. SECURITY

### ○ General Security and Safety

We are lucky to live in a beautiful, vibrant, and verdant community. As with most large and busy environments, it is important to be aware of general safety practices.

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- Never leave the front and back door and gate open and unattended, this includes contractors who are working for you. Contractors must also have someone at the door and gate if they need to be open.
- Let the GSAC community know if the parking lot light or other lights around the property are not working.
- Pick up trash and litter if you see it
- Do not let persons unknown to you into the building under any circumstances. It is best to ask visitors to ring the bell or call the person they are visiting for entry into the building.

- If you encounter a safety issue, please alert the coop. In the event of a life threatening emergency , call 911
- Partner with Community Relations and others to attend community events and meetings to get to know our amazing community.
- If you will be out of town for an extended period of time, please let at least one of your neighbors know so we are aware.
- 8. If you have guests visiting for an extended period of time, please inform the coop so we are aware.

### **3. UNIT MAINTENANCE**

#### **○ General Unit Considerations**

- You are responsible for systems within your unit.
- For any work that will involve penetrating the building's envelope (breaking through a wall, etc.), members must make a formal request for approval to the maintenance committee and the board prior to beginning any work.
- Once approved, the work must be done by a licensed and insured contractor
- Members must be mindful of quiet hours, and for major projects, must alert near neighbors and the coop. Communication is key, so it is advisable to discuss projects with near neighbors and others who will be impacted prior to beginning the project.
- Materials used must not violate GSAC's rules regarding chemical and caustic substances.
- Contractors and members completing major renovation projects must clean up, and must obtain and use a separate dumpster to remove materials and waste. Please alert GSAC if you are obtaining a dumpster because arrangements need to be made for placement, securing, and removal, and for preventing outside dumping.

### **4. BUILDING SYSTEMS | MAINTENANCE | TRASH**

#### **○ Alerts and Contacts**

- All members must do our part to have a clean and sanitary building
- GSAC observes Philadelphia Department of Health and Center for Disease Control guidance during public health emergencies and other alerts related to health and safety. We ask that all members comply with protocols.
- If you have concerns about protocols or alerts, please reach out to Community Relations.
- Alerts and information are posted on the front and back bulletin boards.
- All coop members will receive a list of members' contact information. This list is prepared by Community Relations.
- The maintenance closet is located on the first floor, across from the laundry room. The main entrance key will also open the maintenance closet. Items in the maintenance closet are for the building use. Members can borrow hand trucks and ladders, but must return them right away.
- The GSAC Handbook (available on the website) provides a list of handypersons we have worked with and trust if you would like a recommendation.

#### **○ Master Key | Entrances**

- There is a Master Key for all doors and units at GSAC. The master keys are held by designated GSAC members only.
- All units must be able to be accessed by the master key
- Members will be charged if the locks have to be changed for the master key
- If you are locked out, you can contact a master key holder to gain entry to your unit.
- It is important that the coop has access to the units in the event of a life threatening emergency or in case of a major safety concern.
- Members' units will not be accessed without notice unless there is an imminent danger and the member can't be contacted.

### ○ **Fire | Water | Electrical | Gas**

- The building's Fire Alarm Panel is located in front of Unit 10, the first unit to your left on the first floor.
- At times the alarm will beep. A few members are alerted when this occurs. These members know how to access the system and turn off false alarms. The fire alarm alerts the fire department in the event of a fire.
- Each unit is equipped with hard wired smoke detectors and sprinklers. In the event of an emergency, quickly exit out of one of the two entrances and wait for instructions.
- The sprinkle system is located in unit #1, the first unit on the right on the first floor
- The main water valve for the building is located in unit 10
- Please make yourself aware of shut off valves within your unit in the event of a water emergency.
- The electrical room is located on the first floor, near the back door, it is the last door on your left as you exit from the back.
- The hall lights are controlled by motion. If you encounter issues with the light not coming on or not going off, please alert Maintenance
- Gas Meters are located in each unit, readings are requested for our Annual Audit. A finance committee member will provide notice and details for the annual reading.

### ○ **Trash | Recycling**

- Because GSAC is a multi-unit building, we are responsible for our own trash disposal. GSAC contracts with a private company to collect trash and recycling.
- There are two dumpsters in the rear yard. One is labeled "T" for trash and the other is for recycling. Trash must be placed in a bag or container and deposited into the dumpster. Note that only household trash can be deposited. Members must hire trash removal service for large dumping needs, especially if a member is renovating or doing a major clean out. Please make sure the dumpster lid is closed to manage rodents, etc.
- All items placed in recycling should be broken down (boxes), and clean (jars, etc.)
- Trash and recycling comes weekly, but at times, we experience lags or no show. If you notice trash piling up, please contact maintenance.
- We want to be mindful of the landfill and try to reuse and recycle as much as possible.
- The neighborhood trash day is currently Tuesday, but GSAC residents are supposed to use the private dumpsters.
- If you have items that you want to give away you can leave them on the curb in front of the parking lot on that day, but items must be monitored, and if no one takes it, you must remove the item and dispose of it yourself. Large items such as sofas, tables, etc. can not be placed in the dumpster.
- The trash can outside the gate is used for general litter on the property and not for household trash.

### ○ **Garden | Parking**

- Parking spaces are not assigned. There is one space labeled for loading and unloading only and not overnight parking. Special requests can be made for space when moving or in the event of mobility issues.
- Parking is at your own risk. Please do not leave items in your car or leave your car engine running and unattended.
- Parking is first come, first served, and can not be "saved", except for the situation noted above.
- Rear parking lot: please be mindful of speed when parking in the rear parking lot. Also, be careful not to block access to the waste removal trucks. They need to have access to the dumpsters.
- Garden spaces are assigned based on interest and availability. Garden spaces are only for GSAC members and, at times, the coop may consider a special arrangement with a community member. Note that individuals who do not live at GSAC should not have access to GSAC's building or grounds.

- Garden tools and wheel barrows belonging to the coop are available. Please return them after use. Use care and caution when handling the tools and let garden members know when tools are broken.
- Weeding should be done consistently to keep the garden area neat.

#### ○ **Artwork | Hallways | Common Areas**

- The space outside your unit can be used to hang your artwork. We encourage you to rotate your artwork from time to time. Please minimize damage to the walls. The hallway walls are white and can not be painted another color. If you adhere anything the walls, it must be able to be removed without damaging the walls.
- The hallway carpets are cleaned annually or as needed
- GSAC has a person, Sara Fortin who cleans the common areas, she comes every two weeks and takes care of the hallways, foyers, laundry room and area right in front of the building.
- All members are responsible for making sure the property is clean.
- **Please do not place items in the foyer or other common areas. If you have a giveaway or something to sell, kindly alert the coop and ask them to come to your unit at an agreed upon time.**

#### ○ **Landscaping | Snow Removal**

- GSAC members are asked to participate in work days. Work days are organized by the Maintenance Committee. The maintenance committee will provide notice and all members are expected to participate. There are a list of tasks that members can also feel free to do at their convenience.
- Members do not have to wait for work days to complete the many projects around the coop. Many hands make light work. Alert the coop if you plan to do any spruce up or exterior painting projects that is different than what is already there.
- Along with the various maintenance tasks, members are asked to assist with clearing the greene street fence for visibility reasons in summer and fall.
- Trees on our property are pruned by a certified arborist, exceptions are weed trees, like mulberry, sumac, etc.
- GSAC has a contracted landscaper and snow removal company (same person). The grass is cut consistently, and snow removal occurs when the snow accumulates to a certain feet. For light snow, members are expected to pitch in and help.

#### ○ **Laundry Room**

- On-site Caleco coin operated washers (2) and dryers (2) are available to GSAC members.
- The laundry room is located on the first floor, 3rd door on the left
- The current costs for the washing machine is \$4, and the dryer is \$1
- Members are responsible for getting their own change, but at times, a member of finance committee who is responsible for emptying the coins, may have change
- Members are asked to be please be considerate of others by not leaving items in the machines for long periods of time or overnight. Clothes left in the machines unattended for extended periods will be removed and placed on top of the machines or placed in a bag.
- Please clean up detergent spills from the floor and surfaces and dispose of dryer lint immediately after each use.
- The trash can in the laundry room is for lint and other laundry room waste
- There are instructions in the laundry room about filling the dryer lint trap. The dryer trap should never be empty. Water bottles are in the laundry room and should be filled when empty.

## **○ Mail | Delivery**

GSAC Mailing address is: 5225 Greene Street, Philadelphia, PA 19144, add your unit#

- Mailboxes are located in the first floor foyer
- Please label your mail box with your name and unit number
- Mailbox keys should be transferred from the previous owner.
- If you have issues with mail, please contact the post office. The Germantown post office is located on Greene Street, a few doors from GSAC, on the left as you exit the building. At times we encounter delays and mix ups in this postal zone.
- If you are expecting a delivery, it's best to arrange for alerts on your phone. At times, packages go missing if they are left on the front steps. Please arrange to pick up your packages right away. Sometimes other members will bring packages in and leave them in the front foyer.
- If the mail person doesn't have access to you mailbox or if it's too full, the mail will be left on the counter.

## **5. FINANCE**

- Monthly Coop Fee payments are due the 1st of month, Utility payments are due by the 15<sup>th</sup>. You are strongly encouraged to make online payments via [apartments.com](https://www.apartments.com), which can be automated. If you must pay by check or money order, leave payments outside of unit #11
- There is a \$25 Late fee for payments received after the due dates above. If a member is late more than 4 times in a year, the late fee jumps to \$100.
- Insurance certificates are requested to be emailed to Finance each year.
- Annual Utility Audit. Finance will ask to read your gas meter once a year, or an annual audit of the utility charge for each unit. Electric meters are located in the first floor closet and Finance will read those on the day of the audit.

## **6. Other | Extras | Things to know**

- You can schedule a tour with a Maintenance or other member to learn more about the building
- Accessibility: GSAC is aware of the growing need to improve accessibility. Currently, members are discussing the possibility of adding ramps, dedicated handicapped parking, and a lift to the second floor.
- GSAC annual meetings occur before the new year
- We encourage members to hang art work and participate in Philadelphia Open Studio Tours (POST)
- We are a community! Communicate with your neighbor (preferably in person) if you have questions, concerns, or conflict. If the issue can't be resolved amicably, refer to the GSAC handbook on the website for information about the Grievance process. Contact Membership and Policy if you have additional questions or need guidance.
- We are a community! Feel free to ask any member for assistance as needed.