



New Member Welcome Manual

Building | Systems | Grounds

11.2025

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

○ Entrance Door, Gate, and Back Door

Moving in can be a hectic process. We hope this information will help make things easier. Please let the cooperative know when you plan to move in. 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.
- Master keys to the building are held by two members. See below for more details.

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.

- **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.

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. The coop will require drawings and plans for certain projects.
- 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 GSAC Handbook (available on the website) provides a list of handy-persons 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 send 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 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.
- 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.
- 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.

○ **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 to the walls, it must be able to be removed without damaging the walls.
- The hallway carpets are cleaned annually or as needed
- GSAC has someone (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.**

○ **Work Days| Committee Work**

- 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.
- Each member is asked to contribute a **minimum of 30 volunteer hours per year** on a committee **that aligns with your skills and interests. We also encourage your active involvement in community gatherings, at least one annual workday, and our Annual Meeting.**

○ Landscaping | Snow Removal

- 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.

○ Other | Extras | Things to know

- You can schedule a tour with a Maintenance or other member to learn more about the building
- 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! Feel free to ask any member for assistance as needed.

5. FINANCE

- Monthly Coop Fee payments are due the 1st of month, Utility payments are due by the 15th. You are strongly encouraged to make online payments via 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.