

Common House Team Mandate FINAL

(04/07/12)

The Common House is an important “container” for many community activities that foster cooperation and connection. Our mandate is consistent with the spirit of the community’s mission and core beliefs of participation, community and living lightly on the earth. The Common House is the living room for the community; it is a welcoming place for community members and visitors alike to gather. The Common House sets the initial impression about who we are, what our community values are, and the perceived benefits of living in a co-housing community.

Functions:

The Common House team is responsible for all tasks related to the maintenance, upkeep, use, and overall beauty of the Common House.

The Common House is both a large and old building that gets a lot of varied use. Proper upkeep requires diligence and work share commitment by team members as well as other community members and external contractors from time to time. We work closely with R&M, Meal Club, Tech Team, parents and children, and other groups that impact the Common House. We strive to respond to any necessary repairs or requests promptly. The Common House sets an example of being ecological stewards of our environment by using environment friendly products and encouraging low energy/water use.

Examples of managing the Common House include: planning for and coordinating redecorating, remodeling, and upgrading of rooms on a regular basis; identifying and reporting needs for repair or maintenance to the community and managing the projects; keeping the house clean and ready for use for any activity scheduled for the building; and managing guest rooms inclusive of policy and use.

Funding and DLAs:

Funding comes from the Trillium Hollow annual operating budget and guest room donations. The Common House team will present its budget, including projects and their estimated costs in order of priority, for community approval at the annual budget fair. Unspent guest donations will go to the annual operating budget at year end. Projects approved at the budget fair are DLA-4. Additional projects above \$1,000 are DLA-2, between \$500 and \$1,000 are DLA-3, and projects less than \$500 are DLA-4.

Common House team decisions that are not funding-related, such as shelving unit design or a policy regarding donated items, are all DLA-4 with the following exceptions:

Decisions related to Common House usage (such as changing the bouncy room into a guest room or the POD into a private dining room) are DLA-2.

Decisions that affect the community's access to the Common House (such as a new guest room policy for extended stays or keeping the guest room doors locked) are DLA-3.

Keeping the Community Informed

Agendas are published in advance of regular Common House meetings. Any community member who wishes to add an item to the agenda or attend a Common House meeting to discuss a subject is welcome to do so. The Common House publishes minutes after each meeting; the minutes include status of projects, decisions, monthly guest donations and expenditures.

Organization and Skills:

The Common House team is a standing team. Its team members are volunteers and can serve as long as they want to; the team lead is selected by the team and serves for 12 to 18 months. Although no special skills are mandated to be on the Common House team, there is a strong desire for members to actively engage in helping to maintain the Common House and when necessary act as project managers for outsourced projects (e.g. roofing repair, painting, etc).