

Motto

Many hands make light work.

Needs

- Accomplish the tasks that are needed in order to have a well-functioning community.
- Build community by doing things together and enhancing our environment.
- Reduce our homeowner's dues.
- Maintain the health and prosperity of the community.

Guiding Principles

- **Participation** Participation is key to community building. All residents participate according to their abilities. The community can pick up the slack for individuals with short-term hardships. Participation is more important than accomplishment. It's a journey, not a destination.
- **Equality**. All hours of work are equal, e.g. one hour spent doing the taxes equals one hour washing windows.
- **Simplicity**. Keep the policy simple, easy to understand, and easy to administer.
- **Ownership**. Community must "own" the plan.
- **Ability**. Ensure a variety of tasks suitable to various abilities. Our community needs a wide variety of skills.
- **Flexibility**. Allow for individual work needs, styles, and interests. Allow for schedule flexibility and spontaneity.
- **Legality**. The WorkShare Plan fulfills Bylaws Clause 6.1 Assessments.

How WorkShare Works

Scope

The WorkShare Policy addresses the tasks that are done on a regular and ad hoc basis. The meal plan will be administered separately.

Allocation

All residents will be expected to participate according to ability in WorkShare for three to four hours per week. Non-participation by a resident may result in a financial assessment by the HOA Board.

Team System

We will use a rotating team system with modification as necessary for specific jobs that require the long-term input of an individual (such as a bookkeeper).

- Residents choose which team they want to be on.
- Each team will have a budget.
- Each team will determine:
 - The tasks that they are responsible for.
 - The manner in which they accomplish their tasks.

- The amount of time needed to accomplish each of their tasks.
- Quality control for their tasks.
- How they spend their budget.
- Initially, team core members will estimate the number of residents needed to accomplish their work.
- Each team will maintain the list of tasks for which they are responsible.
- Each team will make decisions based on the likely impact of the decision on the community. The spectrum of decisions will be:
 - Those that they can make on their own
 - Those where they must first notify the community.
 - Those that must be approved by the community.

Tracking

- Each team will track the tasks on their list to be sure that tasks for which that team is responsible are being done. Teams will notify the Board if they are unable to complete any tasks. Teams will also track the amount of time required to accomplish each task in order to help plan future expenses and projects.

Availability

- Teams will absorb variations in availability of team members.

Evaluation

The WorkShare policy will be reviewed and revised as needed, including participation hours commitment and rotation system. The first review will be six months after move-in and subsequent reviews will be held annually.

Implementation

Rough sequence:

- **Summer 2005:** CoHo WorkShare Information Sheet presented to membership for consensus. *Accomplished!*
- **Spring 2006:** CoHo WorkShare policy completed and presented to membership for consensus.
- **After reservation agreements signed:** Members consider potential Teams and a matrix of individual interests and affinities is developed; Team organizers/point people identified.
 - Teams are balanced; tasks are reviewed and selected by interested Teams.
 - Teams begin planning their work.
- **Late summer/early fall 2006:** Begin transition from developmental Committee structure to new Team structure.