

UNITY MEMBER GUIDE

HOUSE RULES

Silence rule

Mon- Fri: Silence after 10pm.

Sat & Sun the same rules apply from 12 am on.

If you want to listen to music or watch a movie, use your headphones.

If you need to talk, try to whisper or go in the garden.

Refrain from using the blender or washing machine past these times.

Every member have one joker per year to this rule: for their birthday they are allowed to throw a party.

Please respect the silence rule during the yoga classes and other events. Try to whisper, don't talk (or smoke) on the porch when there's a yoga class. Wait a little if you want to use the blender or other noisy machine. Try to shut doors slowly and don't leave them open as the wind can slam them violently.

Pet policy

We love fur babies at Unity, however given some recent complaints received by Airbnb guests, **no new pets can be brought in.**

Rules for existing pet owners:

- ! When we have events (especially yoga classes) please keep your pet out of the yoga room and lock him/her in your room so they don't disturb. Thank you.
- ! Keep your pet belongings in the dedicated spaces (avoid letting toys lying around).

Security/ safety rules

- **When the door bell rings, be careful of who you let in.** Do not let anyone in if you don't know them personally... Even if they say they're a friend of X member of the community, call the member in question to double check before letting the person in. Sometimes burglars pretend to be employees of the cable/water/ electricity company to check out the space and come back later once they found a security breach.
- **When you come back to the house, especially at night, make sure no one is following you up close.** Albeit unfrequent, a common way to rob houses is to follow persons closely and attack them with a gun as they are about to enter their house.
- **Always double check that the metal entry door is really closed when you enter the house.** It has happened in the past that people slammed the door without double-checking and the door was left open. Actually we had one robbery once because someone didn't close the door correctly and even though it looked closed, the thief could enter only by pushing the door cuz the lock wasn't properly engaged).
- The last person going to bed should lock the yoga room, remove the key and put it above the door mark.
- **Open flames are forbidden inside the house.** Never leave a candle or a fire burning without your presence even in the garden. Always put it out before leaving (pour some

water on it).

Community spirit

➤ Good deeds

- Try doing a small good deed a day to keep the space clean. If someone forgot their dirty cup on the table, pick it up and wash it, it will make up for the times you forgot your own cup (com'on, let's be honest, it happens to all of us :-).

- You don't have to, but if you're cooking something for yourself, it's always nice to make more and offer some to your fellow Unity members. Chances are they will soon thank you by offering you some nice food next time they cook!

➤ Pick up your clothes drying on the rack shortly after washing them

They should be dry after 2-3 days max, don't let others pick them up and fold them for you, they're not your mama :-)

➤ Respect others' belongings and food

Before taking or using anything, make sure it actually for community use. Was it on the community shelf? Or did someone expressly told you you could take it? If unsure, do not take it or use it and ask first (this is valid for candles).

➤ Take responsibility

If you can't assume your responsibilities one day / week because you're out of town or if you left the kitchen messy because for instance you stained your dress/ broke something and had to leave in a rush not to be late for a meeting, write a message on the whatsapp chat and ask for someone to do you the favor of cleaning it for you. Tell them you will repay the favor another time. But please show you take responsibility for it. It is a matter of respect, it is not cool to leave as it is / leave it undone hoping none will realize it.

➤ Drinking and smoking

We are not a monastery and you are allowed to do whatever you want as long as it doesn't disturb the peace of others. You can drink as long as you're not noisy and boisterous and you can smoke as long as you're doing it outside (please don't smoke anywhere near the yoga room when there's a class as the smoke enters the yoga room if you're smoking on the porch or in the corridor).

DUTIES AND REWARDS

Rewards

➤ Free food

You can pick fruits and veggies from the garden however you have to know how to proceed.

For raspberries, grapefruit and other fruits, you're good to go, there are not many things you can do wrong, but for other plants you have to be careful. For instance someone that doesn't know might pick up the whole lettuce killing it in the process. Whereas you could have just plucked the outer leaves of several lettuces for your salad and keep them growing. If unsure asks.

➤ Free events

You can attend yoga classes and other events for free (even the paying ones) unless they require some financial investment from the organizer other than time.

All events are announced on the blackboard on the white fridge.

➤ Someone cooking for you

Sometimes, some members cook pies, cakes and other food items that they leave for sale in the Kitchen at a very reasonable price. If you're interested in buying it, just put the price indicated in the jar next to it.

➤ Opportunity to make some \$\$\$

Conversely if you are interested in making some money, you can leave some of your culinary creations for sale in the Kitchen or during/ after events (organic, vegan and vegetarian food preferred).

If you are interested in other income opportunities within the community such as helping with the Airbnb activity, talk to Sha.

Duties

➤ Help advertise the community events, ads and so on...

For instance if we're looking for a new member, share the corresponding Unity post on your wall, talk about it to your friends...

➤ Sharing circle and comm'Unity dinner

All members are required to participate in the weekly sharing circle and comm'Unity dinner. As of now, sharing circle are at 6pm on Thursdays and are then followed by the comm'Unity dinner 7.00pm (but they sometimes change in which case it will be informed on the Whats'ap group and it will be written on the blackboard)

Sharing circle

This is opportunity for you to share what's going on in your life, how you feel, what are the cool exciting events happening in your world or your challenges... it's also the occasion to clear any problems you might have with other members or the way things work here, so it's important to speak up and be transparent so we can clarify things up and find a solution that will be satisfactory for everyone.

Community dinners

Cooking teams: every week, the cooking team will be announced on the blackboard on the white fridge. It will be your turn every 3 weeks (unless we are less than usual, in which case it will be every 2 weeks). After dinner, the ones who didn't cook help cleaning.

If one day you really need to skip the communal dinner, you can use your joker, for instance if your favorite band is in town and you're dying to see them... as long as it only happens occasionally, it's fine. You can also be dispensed if you have a valid reason (for instance if you're working night shifts).

➤ Garden Day

Every first Saturday of the month, from 10am till 2pm, we all go in the garden to work together as a community. Sometimes we split the garden day into 2 days : the first and third Saturday of the month in which case we only work 2 hours each. This decision can be taken communally during the sharing circle.

➤ Rotating weekly tasks

All full time members are required to do weekly tasks. They are rotating and every Monday morning the tasks of the week are announced on the blackboard stuck to the white fridge and sent to the Comm'Unity family whatsapp group.

Water the internal garden

Water every day the inside planters on the yoga room and interior patio. To do so you will find a watering can where the brooms are. Don't forget the Tillandsias and bromeliads! They need to be watered less though; When you see they are dry, take them all from the bird cages, the vases, the glass candle holders and upcycled containers, let them sit in water for a bit or spray them and put them back in place...

Water the external garden

Once a day or twice a day depending if the weather is very hot or cloudy. You have to assess the situation and see if the plants are thirsty (you can tell if the soil is dry and the leaves are dropping).

You need to water:

On the front side of the property:

- ! on both side of the pathway that is right after the main entry door,
- ! between the wall and the truck,
- ! the left side of the stairs when you face the house,
- ! the space s that is on the right side when you go up the stairs (at the entrance of the corridor that leads to the back garden),
- ! The pots on the stairs

On the back of the house:

Now we have a watering system on the back so you need to open the taps for 5 minutes and close them (ask the space holder to show you where they are). **ONLY 5 MINUTES IS ENOUGH, DON'T OPEN THE TAPS AND WALK AWAY** as it's very easy to forget the tap open. While the taps are open, you can water the palm tree behind the sofa on the terrace. Sometimes the holes in the hose get closed and some areas don't get watered. Please make sure all plants are watered, if you see an area doesn't get water, water manually using the hose and inform the space holder/ Sha/ Pablo.

Be sure not to over water, especially in the interiors, the soil should be moist but not soaked. If not it attracts fungi and mosquitoes.

Lead the sharing circle.

1. Gather people Send a message on the whatsapp group 30 minutes before the sharing circle and ring the gong 6 minutes before to call people in.
2. Start with a quick activity / game that help members connect (5-10 min max), for instance:
 - ! do a "check-in" and ask members to give their "internal weather" today (I'm feeling cloudy (=confused), stormy (=angered), sunny (=happy)...
 - ! do a dance
 - ! a meditation
 - ! sun salutation
 - ! a fun game
 - ! any other quick activity you can think of...
3. First round: ask everyone their opinion on how were the weekly tasks performed this week: was the garbage taken out on the right day? Were the plants thirsty?
4. Second round: ask everyone what's going on in their life. Invite them to be authentic and transparent and share something that makes them feel vulnerable. If you're sad this week, explain what's happening to you. If you feel confused, tell us, that's what community is about!
This is also the moment to tell us if you plan on leaving for a few days or if someone will be visiting you.
5. Third round: ask people about things they noticed this week that needs

- improvement. Do they have suggestions?
6. Close the circle. Here are a few examples of closings:
 - o Group hug
 - o Singing 3 "OM" together...

Cooks for the comm'Unity dinner

When it's your turn to cook, coordinate with the other people cooking with you to make sure you make a balanced dinner.

Guardian of order

The guardian of order picks up any misplaced items and puts them back where they belong. It could be a broom left outside that needs to be put back in the broom cabinet. Or a personal item forgot by someone in the common area. In this case the guardian of order should pick it up and put it in the free box.

Put back the sofa and cushions as they should be.

Pick up flowers or leaves that fall in the interior patio and put them in the planters so they serve as mulch.

Wash kitchen towels if they need to.

Pick up cleaning rags left by the maid from the clothing line, fold them and put them in the cabinet below the sink of the interior patio

Guardian of food

Take any food items left outside and put them in the fridge's comm'Unity shelf.

If some food has been rotting for weeks in the fridge (especially in the comm'unity shelf), throw them away.

Kitchen fairy

The maid cleans the kitchen twice a week but the kitchen fairy maintains it organized between 2 deep cleanings. Theoretically everyone should clean after themselves and leave the counter top clutter-free and clean. No pots, cups or plates should be left outside. No electro-domestics either (they should be put back in the cupboard). In practice however, there's always some items left where they shouldn't be. It's the role of the kitchen fairy to call out the person who left the item outside to clean it, or if the culprit can't be identified, clean it himself/ herself.

The kitchen fairy also empties the dish rack and puts dry kitchen ware in the cabinets.

Compost fairy

This one is a bit special. Officially there's one person assigned to take out the compost. However it often happens that the compost bowl gets filled up while the person responsible to throw it is not around. So it's a communal responsibility. If the person officially assigned to this mission is around, obviously, he/ she has to do it. But if he/she is nowhere to be found, then other members have the responsibility to do it when it gets full. **Please rinse the compost recipient every time you empty it to prevent it from stinking.** Thank you :-)

The compost bowl is located in the freezer of the grey fridge to prevent flies from multiplying. You have to throw it in a hole covered by a metal corrugated sheet in the back garden.

Please do not throw animal products in the compost (except egg shells) as it attracts rodents.

Bathroom fairy

The maid cleans the bathroom twice a week but the bathroom fairy maintains it in order between 2 deep cleanings. Theoretically everyone should clean after themselves and leave the sink without toothpaste or hairs out of the drain. In practice however, people don't always do it. It's the role of the bathroom fairy to call out the person who didn't clean after themselves, or if the culprit can't

be identified, clean it herself / himself. You're also responsible to empty the bathroom trash.

Garbage fairy

Non- recyclables and non-organic

It's mainly the kitchen garbage but while you're at it, maybe you can check if the bathroom fairy didn't forget to take out the bathroom garbage since you're going downstairs anyway :-). The municipality picks up the "normal" garbage every Monday and Thursday mornings very early so we have to deposit our bags every **Sundays and Wednesdays nights** near the pine tree in front of the house.

Recyclables

The municipality picks up recyclables every Tuesday mornings very early on so we have to deposit our bags on **Monday nights**, still in the same place, near the pine tree in front of the house.

IMPORTANT NOTE: **Please only put the garbage out at night the day before they collect it.** Not before! Not during the day, only at night, the night before. The municipality can fine us if we take the trash out at the wrong times. Thank you for our cooperation!

IMPORTANT:

It is your responsibility to do this duties or ensure someone else do it for you if you are absent for a few days (if you are absent the whole week, your name won't be put on the blackboard).

When you decided to live with us, you accepted to do these tasks. If you don't do them, it will be discounted from your deposit (2500CRC if you fail to do your weekly task, 10000CRC if you fail to do your 4 monthly hours in the garden).

EVENTS

Official events organized by Unity

Unity is not a company and the objective of offering events here is not to make money. The goal is to help, inspire and empower others to achieve a more sustainable lifestyle. Hence all the official classes and workshops *directly* organized by Unity are free. However we accept donations (half of the money collected is given to the teacher and the other half to charitable organizations). Occasionally we will have special events during the weekends. When these events occur you are required to be mindful and remain discreet if someone is giving a speech for instance.

Paying events organized by members or outside people

If people want to use the space to organize a paying events, they can do it at the condition of never mentioning the name nor the precise location of Unity or display any photos of the place in any communication material open to the public. Once people already booked and prepaid the event, you can share the address and mention the name. The commission on fixed price events are as follow:

➤ **For outside people:**

! 30% go to Unity for charity.

➤ **For members:**

! *Be a coordinator:* The member coordinates the paying events but doesn't facilitate it

himself : he potentially makes the FB event or make the facilitator do it, he's here to open the door, make sure the space is clean before and after. 30% are collected from the organizers; 15% go to unity for charity, 15% go to the in-house coordinator.

! *Organize an event yourself* : 15% go to Unity for charity

NOTE:

Exceptions for very valuable and unique classes/ workshops / events can be made. For all events, make sure all the pets of the house are locked in a room first of all to prevent them from escaping (they might slip through the door furtively when the door is opened to let people in or out), to avoid stressing them (cats are not at ease around new people, especially if they are many) and also simply not to disturb the event.

CLEANLINESS AND ORDER

◆ **Kitchen rules**

Since the kitchen is the likeliest place to get messy, we have a special section dedicated to it: **Never leave food outside, clean after yourself and leave the kitchen as you found it. The countertop should always be clean and clutter-free.**

- When you arrive, you are assigned **1 dry food shelf and 1 shelf in a fridge**. Please always keep your food on these shelves. **Any food left outside will be considered community food** and can be eaten by others or will be put in the common food box.
- Never leave dishes in the sink to be washed later. We are a community of people living together. If one person starts to do that, it's the beginning of a huge pile and a big mess.
- Same goes for leaving things in the counter. **Please put any personal items in your own dry food shelf or fridge shelf** or it will go on the community cupboard. Don't leave pots or pans with food inside on the kitchen counter top or gas stove. If there's little food left in it and you want to keep it for later, just put it on a tupperware and wash the cooking pots so others can use it (avoid monopolizing the kitchen utensils or force people to wash it themselves instead of you). If you want to leave some food outside because it's still hot, store it on your dry food shelf until you eat it (if it's hot, on a table mat or anything to prevent the heat to damage the shelf). Don't leave pots of food with a note "don't touch" or with your name on it. It defeats the purpose. Again, in this case keep the pot on your dry shelf. Remember the goal is to keep the kitchen counter top clean and clutter-free. You might think this is not a big deal to leave one pot out but this is how the mess start (=snowball effect). Once again, if one person does this is fine but if the 10 of us start to do the same, the kitchen becomes a mess.
- Put appliances back in the cupboard when you're finish using them.
- Take the habit of emptying the dish rack whenever the tableware is dry and empty any stagnating water at the bottom to prevent mold.
- The compost is kept in the freezer of the grey fridge to prevent fruit flies.
- Don't put fruits or stuffs that can leave stains on the white paint of the dry shelf. Put it in a big salad bowl, a plate or a cardboard box.
- Keep any dry food in tupperware or plastic containers to avoid attracting mice.

Safety kitchen procedures:

- **Don't put something to cook/ boil on the stove and leave the room** as you might

forget it. Even if it is unlikely, it have disastrous consequences. Better be safe than sorry.

◆ **Maintenance of communal areas**

For members living in the main house, our maid helps us maintain the house spruce twice a week. The weekly maintenance of communal areas is also ensured by the member themselves (see "Rotating weekly tasks" in the duties section).

◆ **Maintenance of personal spaces**

You are required to clean your own room / studio yourself. Once a month when rent is collected, a short visit can potentially be paid to ensure the place that has been entrusted to you is well maintained and kept clean. The maid to clean your space, you can ask her (2500CRC per hour).

◆ **Washing machines**

- Wash your clothes and put them to dry right away. Don't monopolize the washing machines by keeping your clothes in there before or after the washing cycle. They should only be there when the machine is on or little after.
- Don't let your clothes forever on the drying rack. After a few tens of hours they should be dry so **pick them up within 2 o 3 days max.**
- If there is no space on the drying rack, pick up dry clothes and put them in one of the baskets located above both washing machines.
- If you're looking for clothes and they are not hanging anymore, someone probably put them in on of those baskets.

◆ **Shoes**

Please **no shoes or flip-flops inside the house, only slippers or socks.**

Please always keep your shoes **on the shoe rack** at the entrance or in your room.

◆ **Keep your personal stuffs in your personal space**

Please always try to keep your personal belongings in your room, they should never be left in the common areas.... You might think it's not big deal if you leave your laundry basket next to the washing machine for instance, but what if every one starts doing the same? 10 laundry baskets next to the washing machine would definitely be a problem.... Same goes with coats and other pieces of garments, don't leave them on the chairs of the interior patio or anywhere apart your room.. As with the food-left-outside-rule in the kitchen, if you see a piece of clothing out of place, you can take it and wear it yourself. **Remember, anything left out of place is an invitation to use it communally!**

◆ **Always put things back as or where they were**

- **Put back the curtains after and when using the washing machines.** The curtains serve 2 purposes, one esthetic one: to hide the washing machine so the place looks nicer but most importantly a technical one: to protect the machines from the sun as it can damage them.
- **If you seat on the sofa, put the cushions back in order as they were before.**
- **If you use a broom or anything to clean, put it back in the wooden cabinet** next to the sink in the interior patio.
- **If you use a Laundry basket, put it back on the shelve above the washing machine where it belongs**
- **if you use a blender or any other appliance, put them back on the shelve after using...**

EMERGENCIES

Earthquakes

Earthquakes are quite common in Costa Rica with small ones occurring daily and tremors strong enough to feel a few times a year. Major quakes strike about once a decade that's why it's important to be prepared.

If you are indoors during an earthquake:

- ! DROP to the ground; take COVER by getting under a sturdy table or other piece of furniture; and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
- ! Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- ! Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
- ! Do not use a doorway except if you know it is a strongly supported, load-bearing doorway and it is close to you. Many inside doorways are lightly constructed and do not offer protection.
- ! Stay inside until the shaking stops and it is safe to go outside. Do not exit a building during the shaking. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- ! Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
- ! Stay away from the water tank as it could potentially fall.

If you are outdoors during an earthquake:

- ! Stay there.
- ! Move away from buildings, streetlights, and utility wires.
- ! Once in the open, stay there until the shaking stops. The greatest danger exists directly outside buildings, at exits and alongside exterior walls.

Technical failure

If something is not working properly, there is a water leak or any kind of problem with the house, call:

- ! Sha : +506 6285 7178
- ! Pablo: +506 8432 9991

Emergency numbers

- ! The **main emergency number in Costa Rica is 911**. This number covers the following emergency institutions: Red Cross, Fire Fighters, National Emergency Commission, National Intoxication Center, Police Patrols, Transit Police.
- ! New members are required to leave their emergency numbers inside the door of on the cupboard of the kitchen (family member or relative).

OTHER USEFUL INFO

- ! The tap water is drinkable.
- ! WIFI:
 - CommUnity Network : password = "ouroboros" (2.5GHz)
 - Shambhala 2 : password = "Inspiral" (with capital I at the beginning) (this last network is dual band & 5GHz and will only work with recent devices / macs).
- ! If you loose the keys, you will have to make another bunch of keys at your expense. The blue main entrance key is expensive 20 000CRC so be careful.
- ! **When you want to leave Unity for good, tell Sha or the space holder with at least one month notice or your risk loosing your deposit.**
- ! Thermoshowers: to start the shower, simply open the knob. You can regulate the temperature by a button directly on the shower head but also by regulating the water flow.
- ! You are allowed to bring people over as long as there's no abuse.
- ! Try to turn the lights off when you're not in the room, yoga room, porch...
- ! Toilets:
 - Some of our toilets (the new ones) are equipped with eco-flushing system allowing

to save water. You need to keep the button pressed until the toilet is properly flushed.

- If you spot an internal leak inside the toilet (=water flowing directly from the tank to the water bowl), report it ASAP.
- Please don't throw toilet paper in the toilets as it might clog them, use the bin provided instead.

! Internet

- It might happen that the Internet stops working. In this case resetting the router (unplug it for 10 seconds and replug it) usually fixes the issue. One is located in the yoga room on one of the shelves and the other one is located above the white washing machine).

Thanks for your cooperation <3