



**Baltimore Biomass** is a project of  
Sustainable Urban Infrastructures, Inc. (SUI)  
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## **Baltimore Biomass energy program rules 2010/2011 season**

### **A. Membership**

1. Membership in the Baltimore Biomass energy program is open to all individuals, families and businesses.
2. Each member must complete and sign a Membership Contract yearly.
3. Each new member must have an orientation.
4. Each member must follow the rules and procedures of the program, as outlined in this document.
5. Corn obtained from the Grain Bin or in bags is for private use only and may not be given or sold or resold to anyone who is not a member of the Baltimore Biomass energy program.
6. To ensure an adequate supply of corn, Sustainable Urban Infrastructures, Inc. (SUI), in consultation with its management team and accountant, will be responsible for establishing a cut-off date, if any, after which new members will not be accepted for the current heating season.
7. Sustainable Urban Infrastructures, Inc. (SUI), will be responsible for adjusting per pale and per bag rates as needed.
8. Continuing membership is contingent upon being up-to-date on membership dues and payments toward the purchase of corn.
9. Membership in the energy program also affords you invitations to special events and seminars as well as volunteer opportunities like running grain bin orientations, attending festivals to spread the word about sustainable energy, biomass and the energy program, and helping out with demonstration days.

### **B. Responsibilities of SUI as management for the Baltimore Biomass.**

Sustainable Urban Infrastructures, Inc (SUI) will;

- Answer calls and e-mails from potential Baltimore Biomass members.
- Order corn, coordinate delivery of corn, and make payment.
- Handle deposits, write checks and keep records of all transactions.
- Keep corn bin log sheets, accounting reports, and corn account statements.
- Create a permanent record of each heating season, including that year's contract and rules.
- Determine when a corn purchase is needed based on past usage and on hand stock.
- Periodically weigh a pale of corn to see if the change in density of the corn is significantly affecting the weight of one 5-gallon pail.
- Periodically check the moister content of our corn to ensure that it will burn properly as fuel.
- Type and distribute contracts. Retain all completed contracts.
- Maintain membership list.
- Manage the Baltimore Biomass listserv.
- Update rules, contracts or other documents as needed.
- Check area around the grain bins daily to ensure that area is free of corn and debris.
- Report any clean-up violations, to the member suspected of the infraction.

### **C. Dues, assessments, fees, and financial decisions**

1. New members pay a one-time, non-refundable \$100.00 fee. (\$75 application + \$25 membership)
2. Renewing members pay a non-refundable \$25.00 membership fee annually.
3. Each member must pay a deposit towards the purchase of corn as outlined in the Membership Contract.
4. At the end of the heating season, members must maintain a \$50.00 balance toward next seasons fees. This balance will be carried over into the following year and will be noted and subtracted from your renewal statement in August.

5. During the heating season, if a member's account balance falls below \$100.00, that member must deposit \$150.00 into their account to remain in good standing.
6. Sustainable Urban Infrastructures, Inc may request that an additional assessment be levied for the purchase of corn, if necessary.
7. Sustainable Urban Infrastructures, Inc will notify all members in writing, in the event that dues, assessments or fees must be changed either by postal mail or e-mail.

#### **D. 2010 / 2011 heating season schedule**

September 15 <sup>th</sup> 2010	Start of heating season, yearly dues and \$300.00 account balance are due. During the heating season, and up until March 1 <sup>st</sup> 2011 your account <b>must</b> maintain a balance of at least \$100.00 to remain an active member.
December 31 <sup>st</sup> 2010	New members joining on or after this date may join by paying the \$100 new member fee and \$200.00 into their corn account.
March 1 <sup>st</sup> 2011	Your account balance may now fall below \$100.00
April 15 <sup>th</sup> 2011	End of heating season. Members must have a \$50.00 balance in their account. End of year statements are sent out to members. Members with more than \$50.00 remaining in their account may request a refund of the balance over \$50.00. Anyone requesting to discontinue his or her membership will receive a full refund of all remaining money in their account.
August 15 <sup>th</sup> 2011	Membership renewal notices are sent out. Notices include a detailed account balance statement.

#### **E. Accessing the facility / getting corn**

1. Each new member must complete an orientation. This only takes about 2 minutes.
2. Members may pick up Biomass any time during regular business hours.  
Building hours are: Thurs. 9am-5pm, Fri. 9am-8pm, Sat 9am-5pm and Sun. 9am-5pm
3. Each member must "check in" at the counter prior to their loading corn.
4. Corn is supplied in 50 lb bags. Members must move and load their own corn. A handcart is provided.
5. Each member is responsible for thoroughly cleaning up any loose corn and/or debris after loading bags.
6. Upon the instillation of the UGB, members who wish to use the bin, will have 24 hour 7 day a week access and will receive their corn at a lower per unit cost. The lower cost will reflect the lack of bagging and palletizing. Bagged cord will still be available for pick up in the building during business hours at a slightly higher cost per unit.