

14 AUG 18 P4 25

**LEASE AGREEMENT  
(Yamhill County and Oxford House-Morgan Lane II)**

THIS LEASE AGREEMENT is made this 1<sup>st</sup> day of August, 2014, between Yamhill County, a political subdivision of the State of Oregon ("Lessor") and Oxford House-Morgan Lane II ("Lessee"). Based upon the mutual covenants and conditions set forth herein below, Lessor and Lessee agree as follows:

**Section 1. Premises.**

Lessor leases to Lessee, for use as a residence, the following described property located in the City of McMinnville, State of Oregon:

8825 SE Morgan Lane  
McMinnville, OR 97128

The parties intend that this house will remain an Oxford House as a part of the local Chapter, along with the State Association of Oxford Houses of Oregon.

See also attached Exhibit A, map of the premises (hereafter the "Premises"). The attached garage located on the Premises is not part of this Lease Agreement and is leased separately.

**Section 2. Term.**

A. The initial term of this lease is August 1, 2014, through June 30, 2016 ("Initial Term").

B. Conditional Option to Renew. Lessor grants to Lessee a conditional option to renew this Lease Agreement for an additional two (2) yr. term ("Extended Term"), upon expiration of the Initial Term of this Lease Agreement; provided, however, that a renewal of this Lease Agreement shall become effective only if both parties agree to the terms and conditions of the Extended Term. To exercise this option, Lessee must give Lessor written notice of the intention to do so at least ninety (90) days before the Initial Term expires. If the parties have not agreed on the terms and conditions of the Extended Term by the date the Initial Term expires, and Lessee remains in possession of the Premises, then Lessee shall be treated as a holdover in accordance with Section 17.

**Section 3. Rent; Rent Escalation.**

A. The parties agree that Lessee shall pay \$825.00 to Lessor as rent for the month of August, 2014. In exchange for first month's reduced rent Lessee shall be responsible for any remaining post construction garbage cleanup and related disposal costs.

B. Except as provided in subsections A and C, Lessee shall pay to Lessor as rent \$1,650.00 per month ("Rent"). Rent shall be payable on the first day of each month in advance.

Accepted by Yamhill County  
Board of Commissioners on  
7.17.14 by Board Order  
# 14-419

Payments shall be made to: Dept. of Community Justice, Attn: Vicki Wood, 615 NE 6<sup>th</sup> Street, McMinnville, OR 97128. If Rent is not received by the fourth day of the period for which it is due, Lessee shall pay a late charge of 5% of the Rent amount. Any dishonored check shall be treated as unpaid rent and shall be subject to the same late charge, plus a \$50.00 special handling fee and must be paid within 24 hours of notification. In the event 2 or more Rent payments are late, Lessor reserves the right to declare a default or to require Lessee to pay rent in cash or money order only, upon reasonable notice to Lessee of such requirements. Furthermore, if Rent is not paid when due and Lessee fails for any reason to pay rent within 7 days after its due date Lessor may terminate this Agreement in accordance with ORS 90.400 and take possession of the Premises in the manner provided by ORS 105.105 to 105.168. Rent for months of partial occupancy shall be prorated.

C. Notwithstanding the above, the parties agree that, until such time that Lessor receives a full certificate of occupancy that allows for the full 10 occupants on the Premises, Lessee shall pay rent in the amount of \$990.00 per month. It is anticipated that Lessor shall receive such full occupancy permit by September 1, 2014.

D. Rent Escalation: The Rent provided in Section 3A above will increase on the first day of the second lease year, and thereafter on the first day of every subsequent lease year (including any lease year during the Extended Term periods) to reflect the increase, if any, in the Consumer Price Index: US City Average-All Items and Major Group Figures for All Urban Consumers, (1982 through 1984 = 100) (hereinafter referred to as the "CPI-U") published by the United States Bureau of Labor Statistics of the United States Department of Labor between the date of adjustment (the "Adjustment Date") and the date on which the base rent was last adjusted (the "Comparison Date"). For purpose of adjusting base rent on the first Adjustment Date, the Comparison Date will be the date of commencement of this Lease Agreement. On each Adjustment Date, the base rent then in effect will be increased, but not decreased, by multiplying the base rent by a fraction, the numerator of which is the CPI-U published most recently before the applicable Adjustment Date, and the denominator of which is the CPI-U published most recently before the Comparison Date. In no event will the base rent be adjusted downward from the base rent in effect immediately preceding an Adjustment Date, nor will any increase in base rent on any Adjustment Date be less than one percent (1%) nor more than five percent (5%) of the base rent on the Comparison Date.

#### **Section 4. Quiet Enjoyment.**

Lessor covenants that on paying the Rent and performing the covenants contained in this Lease Agreement, Lessee shall peacefully and quietly have, hold, and enjoy the Premises for the agreed term.

#### **Section 5. Use of Premises; Occupancy; Unauthorized Persons; Extended Absence; Rules and Regulations.**

The Premises shall be used and occupied by Lessee for dwelling purposes only and not for business, unless prior written consent has been obtained from Lessor. Occupancy of the Premises

shall be limited to no more than 10 adults. No children shall be allowed, provided, however, with prior approval of Oxford House, Inc., children of residents may stay at the Premises for limited visits, to include overnight stays, not to exceed forty eight (48) hours per visit. If an unauthorized person is in possession of the Premises after at least twenty-four (24) hours written notice specifying the cause and the date and time by which the person must vacate, Lessor may take possession as provided in ORS 105.105 to 105.168 if Lessee has vacated the Premises, the Lease Agreement prohibits subleasing or allowing another person to occupy the Premises without the written permission of Lessor and Lessor has not knowingly accepted Rent from the person in possession of the Premises. Lessee agrees to notify Lessor of Lessee's anticipated extended absence from the Premises in excess of seven (7) days, no later than the first day of such extended absence. Lessee shall comply with the terms of this Agreement and with any rules and regulations provided in accordance with law and ordinance, including but not limited to the Oxford House International Rules, which are attached hereto as Exhibit B and incorporated herein by this reference. Lessee shall not violate any city or county ordinance or state or federal law in or about the Premises.

**Section 6. Condition of Premises; Abandoned Personal Property.**

Lessee stipulates that Lessee has examined the Premises, including the grounds and all buildings and improvements, and that they are, at the time of this Lease Agreement, in good order and tenantable condition for the purpose for which Lessee intends to use the Premises. Upon termination of this Lease Agreement or the surrender of the Premises, and its reasonably appearing to Lessor that Lessee has left the property upon the Premises with no intention of asserting further claim to such property or the Premises, or if Lessee has been continuously absent from the Premises for seven (7) days after termination of the Lease by a court order or if Lessor elects to remove such property, Lessor may give Lessee notice in accordance with ORS 90.425 that the property is considered abandoned and unless the property is removed from the Premises or place of safekeeping by a date specified in the notice, the property will be sold or otherwise disposed of and the proceeds of sale, if any, applied as provided by law.

**Section 7. Assignment and Subletting.**

A. Without the prior, express and written consent of Lessor, which shall not be unreasonable withheld, Lessee shall not assign this Lease Agreement or sublet or grant any concession or license to use the Premises or any part of the Premises, without written advance approval by Lessor.

B. A consent by Lessor to one assignment, subletting, concession, or license shall not be deemed to be a consent to any subsequent assignment, subletting, concession or license.

**Section 8. Alterations and Improvements.**

A. Lessee shall make no alterations to the building on the Premises or to the Premises themselves without the prior, express, and written consent of Lessor, which consent shall not be unreasonably withheld.

B. All alterations, changes, and improvements built, constructed, or placed on the Premises by Lessee, with the exception of fixtures removable and without damage to the Premises and movable personal property shall, unless otherwise provided by written agreement between Lessor and Lessee, be the property of Lessor and remain on the Premises at the expiration or earlier termination of this Lease Agreement.

### **Section 9. Damage to Premises; Lessee Liability.**

Lessee shall repair any damage to the Premises caused by Lessee's agents, persons on Premises with the permission of, for the benefit or in connection with Lessee's occupancy. Lessee agrees to assume all liability for and to hold Lessor harmless from, all damages and all costs and fees on the defense thereof, caused by the negligence or willful act of Lessee or Lessee's invitee's or guests in or upon any part of the Premises, and to be responsible for any damage or breakage to Lessee's equipment, fixtures or appliances thereon, not caused by Lessor's willful misconduct or neglect.

### **Section 10. Dangerous Materials.**

Lessee shall not keep or have on the Premises any article or thing of a dangerous, inflammable, environmentally hazardous or explosive character that might unreasonably increase the danger of fire on the Premises or that might be considered hazardous or extra hazardous by any responsible insurance company or create potential environmental cleanup liability for Lessor.

### **Section 11. Utilities.**

Lessee shall be responsible for arranging and paying for all utility services required on the Premises, including telephone, cable or satellite television or internet services.

### **Section 12. Maintenance and Repair.**

A. Lessee shall maintain the Premises in a clean and sanitary condition at all times, and upon the termination of the Lease shall surrender the Premises back to Lessor in as good a condition as when received, reasonable wear and tear excepted. A refundable fee in the amount of \$250.00 is herewith paid for cleaning and restoring the Premises. Lessee shall properly cultivate, care for and adequately water the lawn shrubbery and grounds.

B. Lessor shall supply electric wiring, plumbing facilities which produce hot and cold running water and adequate heating facilities. Lessor shall perform routine maintenance and repair. Lessee shall notify Lessor of the need for maintenance or repair that is Lessor's responsibility as set forth above and Lessor's obligation under this section shall not arise until such notice has been given. At the commencement of this Lease there shall be working locks on all outside doors and Lessor shall provide Lessee with keys for the same. Lessor acknowledges receipt of two (2) keys to the dwelling located on the Premises. Both Keys shall be returned to Lessor at the termination of this Lease Agreement. In the event keys are lost, Lessee shall immediately notify Lessor and Lessee shall be responsible for the actual costs associated with replacing and rekeying the dwelling located on the Premises.

C. Lessee agrees that no signs shall be placed or painting done on or about the Premises by Lessee or at Lessee's direction without the prior, express, and written consent of Lessor except for small signs identifying Lessee and any authorized sublessee.

**Section 13. Animals.**

Lessee shall keep no domestic or other animals on or about the Premises without the prior, express and written consent of Lessor.

**Section 14. Smoking.**

Smoking is prohibited within the dwelling located on the Premises.

**Section 15. Parking; Undrivable Vehicles; No Car Repairs.**

Parking is provided on the Premises. Lessee shall not allow any undrivable vehicles to remain on the Premises for more than twenty-four (24) hours. No car repairs are to be made on the Premises, including minor maintenance such as an oil change.

**Section 16. Right of Entry and Inspection; Emergency.**

Lessor and Lessor's agents shall have the right at all reasonable times during the term of this Lease Agreement and any renewal of this Lease Agreement to enter into the Premises for the purpose of inspecting or showing the Premises and all buildings and improvements on the Premises, or for the purpose of making such repairs and alterations as Lessor shall deem necessary, provided, however that in case of emergency Lessor may enter the Premises without notice.

**Section 17. Holdover by Lessee.**

Should Lessee remain in possession of the Premises after the natural expiration of this Lease Agreement, a new tenancy from month to month shall be created between Lessor and Lessee which shall be subject to all the terms and conditions of this Lease Agreement, but shall be terminable on 15 days' written notice served by either Lessor Lessee on the other party.

**Section 18. Surrender of Premises.**

Upon termination or expiration of the Lease, Lessee shall quit and surrender the Premises in as good state and condition as they were at the commencement of this Lease Agreement, reasonable use and wear and damages by the elements excepted.

**Section 19. Default; Termination.**

If any default is made in the payment of Rent, or any part of the Rent, at the times specified in this Lease Agreement, or if any default is made in the performance of or compliance with any

other term or condition of this Lease Agreement, the Lease, at the option of Lessor, shall terminate and be forfeited, and Lessor may re-enter the Premises and remove all persons from the Premises. Lessee shall be given written notice of any default or breach. Termination and forfeiture of the Lease Agreement shall not result if, within five (5) days from receipt of such notice, Lessee has corrected the default or breach or has taken action reasonably likely to affect such correction within a reasonable time, not to exceed thirty days.

Lessor, after not less than twenty-four (24) hours written notice specifying the acts and omissions constituting the cause and specifying the date and time of termination may (immediately) terminate this Lease Agreement and take possession of the Premises in the manner provided by ORS 105.105 to 105.168 if (a) Lessee or someone in Lessee's control seriously threatens to inflict substantial personal injury or inflicts any substantial personal injury, upon a person, neighbor or the Premises other than the Lessee (b) Lessee or someone in Lessee's control recklessly endangers a person or the Premises other than Lessee by creating a serious risk of substantial personal injury, (c) Lessee or someone in Lessee's control intentionally or negligently inflicts substantial damage to the Premises, or (d) Lessee or someone in Lessee's control commits an act that is outrageous in the extreme on the Premises or in the immediate vicinity of the Premises.

**Section 20. Failure to Require Performance.**

Failure by Lessor at any time to require performance by Lessee of any provisions hereof shall in no way affect Lessor's right hereunder to enforce the same, nor shall any waiver by Lessor of any breach of any provision hereof be held to be a waiver of any succeeding breach of any provision, or as a waiver of the provision itself.

**Section 21. Insurance.**

Lessor shall obtain fire and property damage insurance on the structure and Premises but not on Lessee's contents. Lessee will be responsible for maintaining insurance for Lessee's property stored in the building.

**Section 22. Indemnification of Lessor.**

Except as otherwise provided in this Lease Agreement, Lessee shall defend, indemnify, and hold Lessor harmless from claims of any nature that might be asserted against Lessor on account of Lessee's use of the premises during the term of this Lease Agreement.

**Section 23. Binding Effect.**

The covenants and conditions contained in this lease agreement shall apply to and bind the heirs, legal representatives, and assigns of the parties, and all covenants are to be construed as conditions of this Lease Agreement.

**Section 24. Governing Law.**

It is agreed that this Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the State of Oregon.

**Section 25. Attorney Fees and Costs.**

Except as provided to the contrary in Section 26, in the event that either party to this Lease Agreement shall take any action, judicial or otherwise, to enforce or interpret any of the terms of this Lease Agreement, each party shall be wholly responsible for its own expenses which it may reasonably incur in taking such action, including costs and attorney fees, whether incurred in a suit or action or appeal from a judgment or decree therein or in connection with any nonjudicial action.

**Section 26. Hazardous Materials.**

A. Lessor shall indemnify, defend, and hold Lessee harmless from and against any and all liabilities, penalties, fines, forfeitures, demands, claims, and costs which Lessee may be responsible for as a result of bodily injuries, property damage, contamination or other adverse effects on the environment, or any violation or alleged violation of any statute, ordinance, order, rule or regulation of a governmental entity or agency to the extent caused by, arising out of, or connected with the presence of any hazardous material on the Premises, which hazardous material is on the Premises as a result of the act or omission of someone other than Lessee, Lessee's assigns, Lessee's agents, Lessee's contractors or Lessee's invitees.

B. As used in Subsection A above, "hazardous material" means any material or substance which may pose a present or future threat to human health or the environment, including hazardous waste as that term is used in the Resources Conservation and Recovery Act (42 USC 6901 et seq).

**Section 27. Non-appropriation.**

Both parties recognize Lessee is subject to certain constitutional provisions and laws restricting its authority to obligate county funds in future fiscal years. Therefore, in the event no funds or insufficient funds are appropriate and budgeted or are otherwise not available in any fiscal year for payments due under this Lease Agreement, Lessee will immediately notify Lessor of such occurrence and the Lease Agreement shall terminate on the last day of the fiscal year for which appropriations were received without penalty or expense to Lessee, except as to the portions of payments herein agreed upon for which funds shall have been appropriated and budgeted or are otherwise available.

**Section 28. Entire Agreement; Disclosures.**

This Lease Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any kind preceding the date of this Lease Agreement shall not be binding upon either party except to the extent incorporated in this Lease Agreement. Lessee, as the continuing occupant of the Premises, hereby acknowledges prior receipt of any disclosures as required by law.

**Section 29. Modification of Agreement.**

Any modification of this Lease Agreement or additional obligation assumed by either party in connection with this Lease Agreement shall be binding only if evidenced in writing signed by each party or an authorized representative of each party.

**Section 29. Notices.**

Any notice required or permitted under this Lease Agreement shall be given when actually delivered or forty-eight (48) hours after deposited in the United States mail as certified mail, addressed to the address set forth below, or to such other address as may be specified from time to time by either of the parties in writing.

Lessor: Yamhill County  
ATTN: Vicki Wood  
614 NE Sixth St  
McMinnville, OR 97128

Lessee: Oxford House-Morgan Lane II  
ATTN: Sean L. Bossen  
8825 SE Morgan Lane  
McMinnville, OR 97128

In witness whereof, this Lease Agreement was approved by Lessor on the 17<sup>th</sup> day of July, 2014, by Board Order 14-419. This Lease Agreement was approved by Lessee on the date set forth adjacent to Lessee's signature below.

**OXFORD HOUSE-MORGAN LANE II**

**LESSOR**

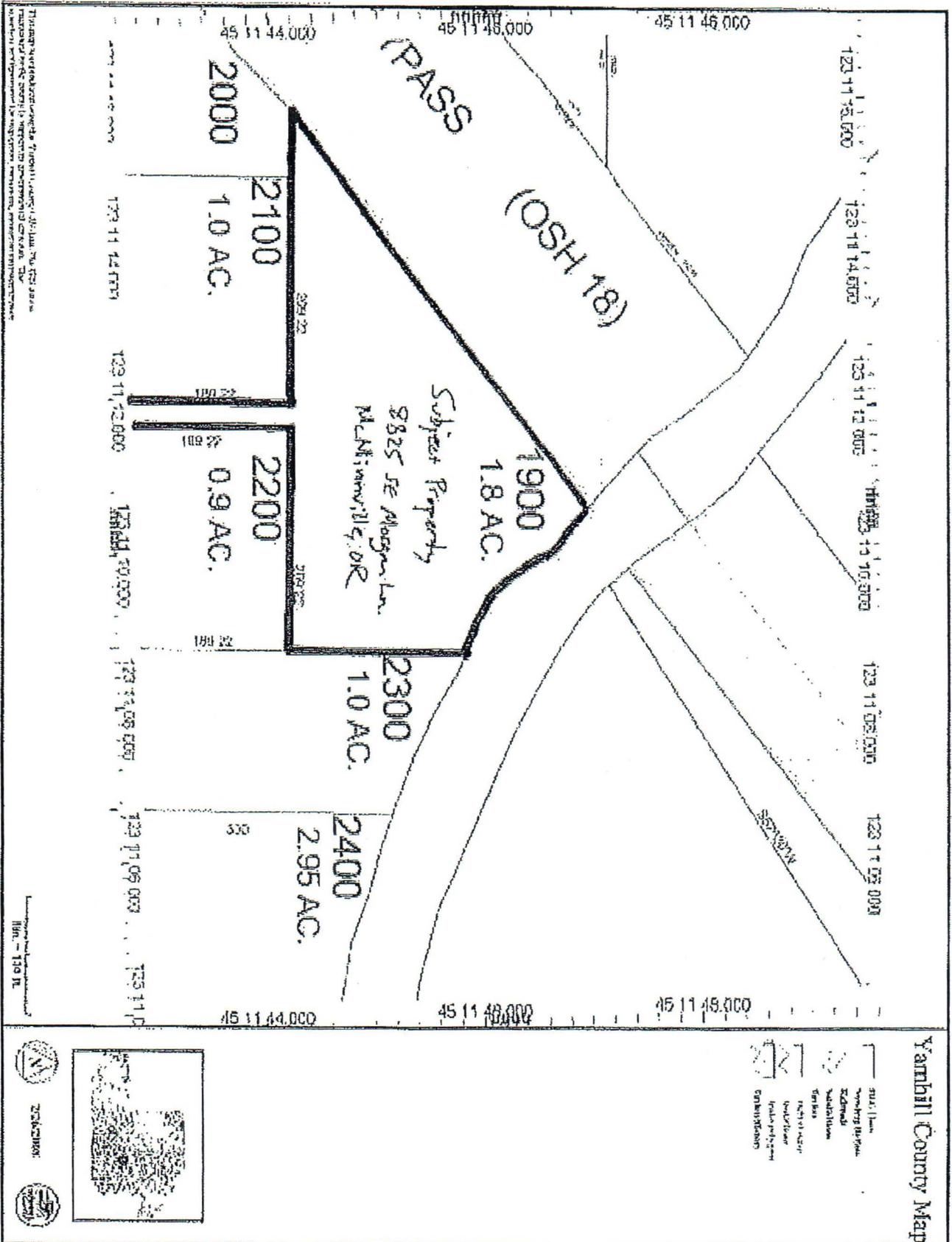
By: Natasha Eggers  
Natasha Eggers, Chapter Four Chair,  
on behalf of Morgan Land-Oxford House II  
Date: 8-5-2014

By: Allen Springer  
Allen Springer, Chair  
Board of Commissioners  
Date: 8-7-14

Lease Agreement – Yamhill County and Oxford House-Morgan Lane II

Approved As To Form 8  
by Chris Boenisch  
Christian Boenisch  
County Counsel  
Yamhill County

Accepted by Yamhill County  
Board of Commissioners on  
7.17.14 by Board Order  
# 14-419



PERSONAL PROPERTY BELONGING TO YAMHILL COUNTY at  
8825 SE Morgan Lane  
McMinnville, OR 97128

Appliances

1. G E stove top
2. G E double oven
3. Nutone range hood
4. Whirlpool dishwasher
5. In-sink-erator disposal
6. ARROW fireplace insert with blower
7. Nutone radio / intercom system (8 pieces)

Window Coverings

1. Living room and family room drapes
2. Drapery traverse rods (12)
3. Curtain rods (4)

Other Items

1. First Alert Smoke Alarms (3)
2. Nighthawk Smoke Alarms (2)
3. Smoke Alarms (2)
4. Moon fans (2 in upstairs bathroom)
5. Closet organizers (5)
6. Fire extinguisher
7. Garden hose (1)
8. Fireplace poker and tools

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Ex B

### RENTAL AGREEMENT ADDENDUM

1. No smoking within the house. Smoking on the property is allowed only within the double car garage.
2. A sand-filled container by the garage door will be placed by the landlord for disposal of cigarette butts. Tenants are responsible for cleaning the containers periodically.
3. No alcoholic beverages allowed on the property.
4. No potted plants may be placed directly on carpeting, floor, or woodwork.
5. No waterbeds or water-filled furniture are allowed on the property.
6. Only "Spic & Span" or similar product may be used on painted surfaces. No use of organic cleaners such as "409" or "Fantastik" is allowed.
7. No trade, business, profession, or commercial enterprise shall be conducted on or from the premises without written consent from the landlord.
8. No major car repair may be conducted on the premises. No mechanical work on cars may be conducted on the premises.
9. Tenants are responsible for maintaining yards and premises in an orderly condition, including all mowing, weeding, and raking and other yard maintenance as needed all year-round.
10. If composting areas are used, they must be in locations approved by the landlord. Only natural materials may be placed in composting areas.
11. Access to the river must be fenced and gated at all times.
12. No children may stay overnight on the premises. Children who are guests of tenants must be supervised by an adult while on the premises.
13. No redecorating or painting may occur without the written consent of the landlord.
14. DAMAGE CHARGES will be assessed against the tenant for:
  - a. Removal of nails and hooks, repair of holes and scratches in walls, woodwork, or ceilings, and for any painting necessitated by such repair.

- b. Removal of contact paper, double-faced tape or other adhesives from walls, drawers, cupboards, and other surfaces.
  - c. Repair of glass breakage, burns, tears, chips in tile or Formica or porcelain sinks or tubs, stains on carpeting or drapes which cannot be removed by cleaning, or any other damage to interior or exterior walls, carpeting, curtains, drapes, floors, windows, appliances or any furniture. (Normal wear and tear excepted.)
15. All food items must be stored in sealed containers.
16. All residents and visitors must maintain individual rooms and common areas in a clean, sanitary and orderly manner.
17. It is understood that the shop and the RV pad next to it are not included as part of the Rental Agreement.

Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

Owner: \_\_\_\_\_ Date: \_\_\_\_\_

# Oxford House

## Expectations

The following is a list of expectations that house members, both new and old, are expected to abide by. The keys to living together in harmony are courtesy, respect, and common sense... all of which we lack from time to time. Remember, we all should be trying to live a new, better life, and our actions should reflect as much as we embark on this journey called recovery. We wouldn't be doing our members any favors by enabling them to exhibit behaviors that are detrimental to their recovery or the recovery of others. As well as a friendly, these expectations serve as the guidelines of responsibility and accountability for our members. Failure to adhere to these expectations could result in behaviors that may be considered disruptive to the household and ultimately be cause for a member to be asked to leave.

1. Do unto others, as you would have them do unto you.
2. Know your rights and responsibilities. Learn these house expectations, and if you are not sure about something ask someone who knows.
3. Upon admittance, new members will be required to partake in a **30 day** "orientation". The purpose of this orientation period is to allow the current house members the opportunity to become aquatinted with the new member, discovering their personality and patterns, and helping them become aquatinted with all aspects of living in this Oxford House. These house expectations must be read before a key is issued, and the acceptance of any financial payments. During this period the new member may **NOT** spend nights away from the house, will have **NO** overnights guest, and **MUST** be in before 10:00 pm Sunday through Thursday, and midnight Friday and Saturday.
4. Weekly house business meetings are mandatory. Important decisions are made at these meetings, and your voice and vote are equally as important. You are expected to be on time. Chronic tardiness is not acceptable. Excused absences may include after-care treatment, work, or medical emergencies only. Unexcused absences will result in a **\$25.00** fine. House meetings will a specific day and time.
5. Violence will **NOT** be tolerated. Authorities will be called if necessary, and all members involved will be expelled immediately.
6. It is strongly recommended that all members regularly attend 12 step meetings, use a sponsor and work the steps. Meetings may be made mandatory on a case by case basis.
7. Think safety. Be responsible with irons, heaters, or anything that might burn down our house. There is **NO** smoking inside the house or in the bedrooms, all smoking is done

- outside. No open flames are allowed in the house other than a fireplace if the house has one and landlord has granted permission to use in writing.
8. If, for any reason, your doctor prescribes a medication, narcotic or otherwise, for you to take; the house **MUST** be notified immediately. Any apparent abuse of any medication will be considered a relapse. All medications must be stored in your room and subject to a pill count by the members in the house at any time.
  9. Do **NOT** steal or "borrow without permission" anyone else's personal belongings, such as food, personal hygiene items, tools etc.
  10. Pick up after yourself in all common areas, such as the kitchen, bathrooms, and living rooms. This includes personal items such as shoes, jackets, books, food and dishes. Leaving a mess behind for someone else to deal with is disrespectful and irresponsible.
  11. Keep your bedroom sanitary at all times, and preferably neat and tidy. Remember, someone else will occupy it someday.
  12. Do **NOT** keep house property in your room. Replace items promptly after using them. Someone else may need to use them too. This includes cups and dishes, cleaning supplies, and any other household items.
  13. Do **NOT** take house property off the premises without the approval from the majority of the house members.
  14. Do **NOT** enter another member's bedroom without their permission except in an emergency situation, while accompanied by 2 house members.
  15. Absolutely **NO** firearms, live ammunition or explosives are allowed on the premises.
  16. Keep shower time to a minimum. Others like warm water too.
  17. House chores must be done thoroughly and in a timely manner. Every house has different days and times when chores are to be completed.
  18. Anyone suspected of using drugs or alcohol by a majority vote of the house members could be expelled from the house. Anyone who fails a drug or alcohol test will be immediately expelled from the house. This is in place to protect all members and their children who may live in the house.
  19. Keep noise level at an acceptable level, especially between the hours of 10:00 pm and 10:00 am. Be aware of the other members work schedules. Noise includes TV's, stereos, voices, stomping, slamming, vacuuming etc.
  20. If you damage or break something, whether it belongs to the house or another member, fix it correctly, replace it with the same item, or if it needs the attention of the house, notify the house.
  21. Turn off lights, heaters, TV's, stereos, coffee pots etc, when not in use.
  22. If you plan on spending several nights (as in the case of vacations or camping trips) away from the house, you are expected to inform the other members of your intentions, both as a courtesy and to avoid any suspicion. This will require a house vote at the weekly

- house meeting. So make sure you are prepared the week before and bring your business up at the weekly house meeting. Make sure your responsibilities are taken care of prior to leaving, such as chores, house officer duties, and shared expense payments.
23. When doing laundry do **NOT** expect others to finish what you started. You should be available to move your clothes from the washer and dryer, or arrange to have someone do it for you. Do **NOT** wash more than one load at a time if others are waiting to use the facilities.
  24. Be courteous when answering the phone. Do **NOT** answer the phone "Oxford House", for it is up to each individual to disclose that information, and do **NOT** divulge information about others without their permission. Take messages thoroughly and write them on the board. Do not erase other member's messages before they have had a chance to hear them. We have call waiting, so if a "beep" interrupts your conversation, either click over to the incoming call or check the message when you are done with your call and relay the message to who it was for. If others are waiting to use the phone, please limit your call to 10 minutes.
  25. **YOU** are responsible for your guest. If your guest exhibits disruptive or relapse behavior, you will be held accountable and face the consequences for their actions, so be careful of who you invite over. Your guest will not be allowed to stay overnight for more than 3 nights a week. This house's weeks begin on Monday and end on Sunday. Members of the opposite sex, other than your children, must be at least **18** years of age. Be respectful of others' guest.
  26. If your guest fails a drug or alcohol test, they will be expelled from the house for a minimum of **30** days. The house will also call for an emergency house meeting regarding the member of the guest.
  27. An emergency house meeting can be called when a crises arises. All members will be given a 24 hour notice for an emergency meeting, either by person, phone, or the message board. This gives all members the time to make what ever arrangements they need to do to make it to the meeting. It is very important that all members are present to share their voice and vote.
  28. All terms and conditions of the house lease must be adhered to. Ask to see and read the house lease.
  29. Written contracts will be drawn up for members exhibiting behaviors that are not conducive to recovery or the general welfare of the house. These contracts are intended to eliminate disruptive behaviors so being asked leave doesn't become necessary.
  30. The monthly share of expenses "rent" must be paid on time and in full. Every house rents range due the viability of the house. There is also a non-refundable move in fee that ranges from each house. The rent is due on the 1<sup>st</sup> of each month and late after the

- 5<sup>th</sup>. If you are late there will be a \$25.00 late charge added to your balance owed to the house. If you are not current on your monthly EES "rent" you will be put on a payment plan arrangement to become current. The house must agree to your payment plan agreement and if you fail comply with your payment plan agreement you may served with a 72 hour notice to vacate.
31. Weekly house chores must be done thoroughly and in a timely manner, per the chore description, and checked off by the house Chore Coordinator. Failure to do so may result in a fine. Every house has different chore days and different fines that apply when your chore is either incomplete or not done at all.
  32. All members are expected to take on an equal share of the responsibilities of operating this household. This means they are expected to do their fair share of work, and uphold the duties and responsibilities of the house officer positions when they are called on to do so.
  33. Members may only park 1 vehicle on the premises. Additional vehicles will require a house vote. Valid drivers' license and insurance are required to drive or park a car at Oxford House property. The house may ask to see them at any time.
  34. If you or someone admits to or relapses during their residency at the house they will be expelled as a member of the house. You or they can not remain as a resident of the house. You or they will also not be able to move back in to another house, or the same house for a minimum of 30 days.
  35. If you have children living with you or spending the night you; will **NOT** be able to have any overnight guest, "such as a boy/girlfriend". You may only have a guest stay the night if you have no children sleeping in your room. This does not mean you put your child on the couch for the night. Your guest will have to leave by the house curfew if they are not staying the night.

I \_\_\_\_\_, have read and understand these house expectations and agree to abide by them. Any questions I may have had have been answered and explained to me.

\_\_\_\_\_  
New House member signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness signature

\_\_\_\_\_  
Date