



177 Day Island Rd., Eugene, OR 97401 • PH 541-682-3755 • FAX 541-682-3411
300 West Fairview Dr., Springfield, OR 97477 • PH 541-682-4090 • FAX 541-682-3875



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Community Rules for Public and Multi-Family Housing Effective 8/1/18

1. **Terms:** The terms "HOMES FOR GOOD" and "management" are used interchangeably.
2. **Effect of Community Rules:** Community Rules are considered an addendum (addition) to your lease – a violation of the Community Rules is considered a violation of your lease and it is your obligation to cooperate in remedying problems.
3. **Community Rules (by subject, in alphabetical order):**
 - a. **Absences:** Notify your Property Manager by the first day of any absence where you *expect* to be gone from your unit for more than seven (7) days. If you don't *expect* to be gone more than seven (7) days, notify your Property Manager as soon as you know it will be for longer than seven (7) days.

You may not be absent from your unit for more than 30 days without prior HOMES FOR GOOD approval. If you are absent from your unit for more than 30 days without an agreement, your unit will be considered abandoned and your tenancy will be terminated. HOMES FOR GOOD will not agree to absences from your unit for more than 60 days, except in extreme or unusual circumstances. Absences for more than 30 days will require approval from the Property Management Division Director with verification of circumstances.

The maximum time you will be allowed to be absent from your unit is 180 days under extreme or unusual circumstances such as an extended stay in a hospital or rehabilitation center. Any absence from your unit from 61 – 180 days must be documented, verified and approved by the Property Management Division Director.

- b. **Businesses (home businesses):** Written approval from HOMES FOR GOOD is required before starting a child care or other home business. Home businesses must follow the monthly income reporting requirement.
 - c. **Conduct:** You are responsible for your own conduct and the conduct of your household members, guests, and anyone else "under your control" (someone in your unit, or someone who comes onto the property with your consent). You must conduct yourself and require your guests and other persons under your control to conduct themselves in a manner that will not disturb the peaceful enjoyment of the premises by others. Please be especially careful about excessive noise between 10:00 p.m. and 7:00 a.m. Consuming alcoholic beverages in recreation rooms, laundry areas, parking lots or other common areas is not permitted. Drunken or disorderly conduct and verbal or physical abuse of residents, HOMES FOR GOOD staff, and other persons on the property will not be tolerated.



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- d. **Cooperation:** You must cooperate in the administration of your housing program and complete, sign, and return all documents by the date indicated--response times are very important. Contact your Assistant Property Manager or Property Manager if you have any questions or concerns. If you do not return completed documents in a timely manner, your rent may be increased to the Flat Rent, Market Rent, or your tenancy may be terminated.

For subsidized units at Abbie Lane, Fourteen Pines and Village Oaks Apartments, your subsidy will be terminated and you will be required to pay the Contract Rent until your paperwork has been received.

- e. **Damages:** Please take care of the property. You are responsible for any damages to your unit (other than "normal wear and tear"). You are responsible for any damages caused by you, your household members, guests or persons "under your control" to any building, facility, grounds, equipment or common area owned by HOMES FOR GOOD, whether or not the damage was intentional, accidental, or due to negligence. You are also responsible for damages caused by your animals. Take care not to destroy, deface, damage or remove any part of the premises and do not permit household members, guests or anyone else "under your control" to do so. You are responsible for damages during your tenancy even when repairs are performed at a later date. In circumstances of damage caused by an unknown person you are encouraged to file a police report, but may still be considered responsible for paying for repairs.
- f. **Guests:** You are allowed a total of 14 overnight guest visits in a 12-month period (a total of 14 nights in a twelve-month period, by one or different guests).

Anyone who stays in your unit overnight who is not listed on your lease is considered a "guest," regardless of your relationship with that person. You may request additional guest visits, and HOMES FOR GOOD will not unreasonably withhold consent for guest visits in excess of 14 nights or for extended guest stays in special circumstances, but you must first request and receive prior, written permission from your Property Manager. Guests are **not** allowed to receive mail at your HOMES FOR GOOD-owned unit. HOMES FOR GOOD will require guests for extended stays provide verification of their own permanent address and reserve the right to run a criminal history check.

- g. **Household Members:** Household members are only those persons listed on your lease. You may not allow "guests" to reside in your unit. If you want to add a person to your household, you and that person must complete HOMES FOR GOOD's "Add-An-Adult" application and complete the process. You may not move someone into your unit without HOMES FOR GOOD's prior written approval. An adult may not be added to your household without first signing an addendum to the lease.

You must also immediately report any member who leaves your household.



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- h. **Housekeeping:** You must keep all areas of your unit and any outside areas under your control clean, sanitary and free from debris, filth, rubbish, garbage, rodents and vermin. You must regularly dispose of all garbage, rubbish and other waste in a clean, safe and legal manner. The accumulation of personal property on the interior and exterior of the premises must not exceed reasonable standards or cause hazards such as, but not limited to:
1. Items stacked/piled high which present a danger of falling
 2. Blocked access to doors and/or windows
 3. Excessive fuel for fires
 4. Prohibit adequate air circulation (promotes growth of mold/mildew and other moisture damage. Do not seal or tape off light fixtures, heater vents, outlets, windows, doors, etc.
 5. Flammable liquids or materials should not be stored inside units.
- i. **Laundry Facilities:** (for units or complexes with common laundry facilities): Laundry room hours are posted. Please remove clothes promptly from machines. Do not use laundry machines for dyeing clothes. The phone number for the machine vendor will be posted in the laundry room. Please call them directly to any problems with laundry machines or facilities. Follow the rules posted in the laundry room and help keep the laundry room clean. Please do not loiter or play in the laundry room.
- j. **Maintenance:** Report all maintenance needs in a timely manner.
1. For routine maintenance needs 24/7, call 541-682-4010 or submit your Work Order on our website at www.homesforgood.org
 2. For emergency maintenance issues which occur (Monday through Friday, 8:00 a.m. – 4:00 p.m.), call our receptionist at 541-682-4090. Although the reception area may be closed we are still doing business between these hours, Monday through Friday.
 3. For emergency maintenance issues which occur after business hours, holidays, or on the weekends, call 541-359-8874. The on-call Maintenance Mechanic will assess the situation and respond accordingly.
- k. **Outside Areas Including Yard Care:** Outdoor furniture or equipment must be clean and in good repair, and must be intended (designed) for outdoor use. Outside areas are to be kept clean and free from debris and in an orderly manner. Do not use outside areas for storage. Avoid blocking or cluttering sidewalks, entryways, stairways or stairwells, and ramps.
1. Do not attach tarps to the building or fencing.
 2. Do not allow outdoor clutter to accumulate.
 3. Political and religious signs may not be posted in yards or common areas.
- l. **Smoke Alarms and Carbon Dioxide Detectors:**
Your safety is our #1 priority. Do not remove or tamper with alarms or detectors, including removing batteries. Test your smoke alarm regularly, at least once a month to ensure it is properly working. We recommend testing your smoke detector each month when you get ready to pay your rent. .

If your smoke alarm is not working, please report this as an emergency maintenance issue as referenced above. (See section j above)

Public Housing Residents ONLY: Removing or tampering with alarms, or removing batteries, will result in a \$50.00 (fifty dollars) charge.

Multi-Family Residents: Removing or tampering with alarms, or removing batteries, will be considered as serious violation of your lease and may result in an eviction notice being issued.



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m. **Smoking Policy: Smoking of any substance, in any form, is not allowed in your home).**

Smoking is prohibited in all units and interior areas, including but not limited to hallways, rental and administrative offices, community centers, laundry rooms and similar areas. Smoking is also prohibited in outdoor areas within 25 feet from HOMES FOR GOOD housing and administrative office buildings.

This policy applies to all employees, residents, household members, guests, and service persons. Residents are responsible for ensuring that household members and guests comply with this rule.

The term "smoking" means any inhaling, exhaling, burning, or carrying while burning, of any cigar, cigarette, pipe, or other prohibited tobacco product in any manner or any form. Prohibited tobacco products include water pipes or hookahs, as well as electronic nicotine delivery systems (e-cigarettes, nicotine inhalers, and vaping devices).

Smoke-Free Properties: Smoking is not allowed anywhere on HOMES FOR GOOD property at the following locations:

- McKenzie Village, Springfield (including Fairview Administrative Building)
- Scattered Site single-family homes and duplexes, Eugene, Springfield, and Veneta
- Maplewood Meadows, Eugene
- Lindeborg Place, Junction City
- Cresview Villa, Creswell
- Abbie Lane, Eugene
- Firwood Apartments, Eugene
- Day Island Administrative Building, Eugene

Properties with 25-Foot Rule: Smoking is prohibited within 25 feet of all buildings and other restricted areas (play structures, basketball courts, or gardens) at the following properties:

- Laurelwood Homes, Florence
- Pengra Court, Springfield

Properties with Designated Smoking Areas: HOMES FOR GOOD will, by October 1, 2017, establish designated smoking areas (DSAs) at the following properties:

- Fourteen Pines, Eugene
- Parkview Terrace, Eugene
- Riverview Terrace, Cottage Grove
- Village Oaks, Eugene
- Veneta Villa, Veneta

Persons using the DSA must extinguish all smoking materials and safely dispose of them in receptacles provided for that purpose. HOMES FOR GOOD may take steps to remove the DSA in the event of recurring problems with DSA cleanliness or safety.



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- n. **Marijuana:** Marijuana, medical or otherwise, may not be consumed (in any form) smoked, possessed, stored, sold, or grown on the premises at any time. The use, sale, possession, manufacturing or growing of marijuana on any premises may result in eviction. The possession, use, sale, manufacture or distribution of any illegal drug or controlled substance on HOMES FOR GOOD property is prohibited and may result in eviction.
- o. **Prohibited Items:** For safety and water conservation reasons, HOMES FOR GOOD does not permit the following items on the premises:
 - 1. Waterbeds
 - 2. Swimming or wading pools
 - 3. "Slip and Slides" or any similar attractions
 - 4. Trampolines
 - 5. Bounce houses or similar attractions
 - 6. Portable space heaters
 - 7. Drones
 - 8. Bonfires, fire pits or any similar fire container
- p. **Trash Disposal / Hazardous Materials:** You must dispose of all garbage, rubbish and other waste in a clean, safe and legal manner. Place all trash inside the dumpster or garbage can provided. Do not leave garbage, trash or any waste items on the outside of your unit at any time. Hazardous, volatile or explosive materials must not be kept on the premises (in or outside your unit, or in any of the common areas, buildings or grounds).

Any "overflow" charges resulting from overfilled trash receptacles or extra items placed out with the trash for pick up will be billed to you.
- q. **Trespass:** HOMES FOR GOOD may trespass any person from all HOMES FOR GOOD-owned property, in accordance with HOMES FOR GOOD's Criteria for Issuance of No-Trespass Notice procedure.
- r. **Use & Care of Unit / Safety:** You must occupy your unit only as a dwelling unit, and you must use the parts of the premises including the living room, bedroom, kitchen, bathroom and dining room in a reasonable manner considering the purposes for which they were designed and intended. Use in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air conditioning and other facilities and appliances. Keep all furniture, drapes and all other objects at least 12 inches from baseboard or wall heating units. Keep heating units clean and free of dust, debris or blockage. Cooking appliances and the kitchen ventilating fan must be kept free of grease.
- s. **Vehicles & Parking:** All vehicles owned by HOMES FOR GOOD Residents or kept on HOMES FOR GOOD property must be registered with your Property Manager. All vehicles on the premises must be drive-able and in legal operating condition with current registration and decals displayed; "stored" vehicles are not permitted and any vehicle which is not being driven regularly must be removed.

Any vehicle in violation is subject to towing at the owner's (or resident's) expense. Vehicle repairs are not permitted. Minor maintenance (for example, checking or adding fluids— but not flushing— fluids, or changing a tire) is allowed. Vehicles not in operating condition, or that present an environmental hazard to the property (for example, excessive fluid leaks) must be removed. You will be held financially liable and responsible for any damage to the property or to persons caused by your vehicle. Vehicles on jacks must be attended at all times.



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Vehicles must be parked in accordance with the size and configuration of any garage, carport or driveway provided. Vehicles must not be parked in a way that could constitute a nuisance, that damages HOMES FOR GOOD property, or that presents a hazard. Vehicles that cannot be properly parked must be kept off the premises. Vehicle use on or in the vicinity of the premises that violates law or ordinance is a violation of your lease. Additional vehicles beyond the maximum number of parking spaces allotted per unit by complex must be parked on the street or in designated visitor parking, and may not prevent others from using unoccupied visitor parking.

Complex	Maximum Number of Vehicles Permitted on Premises
Cresview Laurelwood Maplewood Meadows McKenzie Village Pengra Court Riverview	One (1) vehicle per household
Parkview Lindborg Veneta Villa	Two (2) vehicles per household Recognized personal care attendant's vehicle counts toward total household parking limit
Abbie Lane Fourteen Pines Village Oaks Firwood	One (1)] vehicle per licensed driver in the household, maximum two (2) vehicles per household. Recognized personal care attendant's vehicle counts towards total household parking limit.

The speed limit on all HOMES FOR GOOD property is 5 miles per hour. Speeding is a safety hazard, and will be considered a violation of these rules and of your lease.

Unless otherwise designated by management, parking is for residents only. Resident parking spaces are not assigned, unless otherwise designated by management. Visitors must park in "Visitor Parking" where it is provided.

Handicapped parking must be used in compliance with state and local law (parking permit must be displayed). Any vehicle using clearly marked handicapped parking illegally will be immediately subject to towing at the owner's (or resident's) expense.

Be courteous. Park carefully –do not take up more than one space per vehicle. Please do not block sidewalks, access ramps, entryways, walkways or mailbox access with your vehicle.

Trailers and oversized or recreational vehicles are not allowed on the premises without prior consent – consent will be granted on a temporary basis, only.

Skate boards, air-boards, bikes, roller blades and scooters are not allowed on walkways or landscaping.



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Effective Date: The effective date of these updated Community Rules for existing Residents is August 1, 2018. These Community Rules for new Residents are effective immediately.

All adult family members, over the age of 18 must read and sign this document.

My/our signature(s) below acknowledge(s) receipt and understanding of these rules.

I/we understand I/we must comply with these rules and I/we must contact my/our Assistant Property Manager or Manager to report any issues, and if I/we have any questions or concerns.

Printed Head of Household Name: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____

Resident Signature: _____ Date: _____