

### **District Housing Management**

Because it is difficult to find affordable housing in the Eagle County School District, it is desirable for the District to maintain a number of housing units and/or mobile home spaces to attract and retain new District employees. The District Housing program should not be viewed as a long-term arrangement for any one staff member, but rather should be considered as a planning time so that employees are able to acquire more permanent housing. Therefore, the goals of the District Housing program are as follows:

#### **GOALS:**

1. To provide affordable housing in order to attract and retain new employees through the maintenance of a number of units presently owned by the District.
2. To provide mobile home spaces which will allow employees to purchase mobile homes and be assured of a permanent location on which to place their mobile home for the duration of their tenure with the Eagle County School District.
3. To place the District Housing program on a sound financial basis which will ensure that the program does not detract from the General Fund. Rents are to be set at a rate that will cover all costs of the District Housing Fund.

#### **SUB-GOALS:**

1. To ensure a sound management program for District housing (*i.e. to be effective and efficient landlords*).
2. To establish and update all Board policies related to the District Housing program on an annual basis.
3. To maintain and upgrade the houses and apartments presently owned by the District.
4. To develop and maintain a listing of tenant and District responsibilities (*i.e. who is going to do what regarding maintenance, caretaking, and providing materials*).
5. To develop and maintain lease agreements that protect the District's and the tenant's interests.
6. To maintain a comprehensive file on each District-owned housing unit. This file is to include an updated report of the condition of the unit, maintenance records, present lease agreement, all pertinent financial records, and any other items designated by the Director of Finance.

#### **REGULATIONS:**

1. Any employee who works 20 hours or more per week on a regular basis shall be eligible to lease District Housing according to the provisions of this policy. A temporary

employee (*one working less than 20 hours a week on a regular or temporary basis*) may be granted use of District Housing on a temporary basis if a housing unit is vacant and no one is on the waiting list. A temporary employee will be allowed to lease the housing unit on a month-to-month basis and will be required to vacate such premises within 30 days should a regular employee desire that housing.

Employees who resign or are terminated must vacate the District Housing unit within 30 days of their termination, resignation, or at the end of a current lease, whichever comes first. If, on July 1st of a calendar year, there is more than one housing unit vacant and there is no one on the waiting list, the Director of Finance may extend the lease for one year.

In order to be eligible to lease District Housing, an employee must have his/her name on a waiting list that is maintained at the District Office. An employee may have his/her name placed on this list by calling Business Services. Priority will be given to first year employees. Depending on availability, other staff will be placed on a waiting list on a first come, first served basis. The name of the employee will be placed on the waiting list the date the call is received in Business Services. The procedures for having one's name removed from the waiting list are outlined in Regulation 14.

2. The Director of Finance shall be charged with the compiling, administering, and updating of the lease agreement in a timely manner.
3. Leases between the School District and one or more employees of the District shall be written up so that all employees' names are written into the lease and all employees' names which appear on that lease shall be equally responsible for payment of rents, damage deposits, damages, and any other items which are written into the lease. Utilities and deposits for utilities shall be the responsibility of the tenant(s).
4. Each lease shall be one year in duration, reviewed annually, and will commence on August 1 and end on July 31.
5. The damage deposit shall be equal to one month's rent. All damage deposits shall be payable at the time the lease is signed. With prior arrangement, the Director of Finance may allow the employee to spread the payment of the damage deposit over a period of time not to exceed four months.
6. No dogs, cats, reptiles, or other animals will be allowed in District Housing or in mobile homes that rent District property.
7. The amount of rent for each unit will be recommended by the Director of Finance and approved by the Board of Education as part of the annual budget approval.
8. Ownership of a residence or livable property within the Eagle County School District

boundaries shall disqualify any employee from being placed in School District housing. Extenuating circumstances may cause this policy to be waived after review and consideration of the Director of Finance.

9. Monthly rent payments will be deducted by the Payroll Office from the employee's regular salary. Employees not receiving regular paychecks (due to leaves, summer breaks, etc.) are responsible for making arrangements for paying rents due to the School District each month on the date specified in the lease. Failure to pay within 10 days of the day the rent is due will be considered default by the employee, and the lease will be considered terminated 30 days from the original due date of the rent.
10. Responsibilities for Maintenance of properties:
  - a. Lessee will keep property clear of trash and debris.
  - b. Lessee will maintain lawn as required.
  - c. Lessee shall keep sidewalks and driveways clear of snow and prevent snow build-up on the roof.
  - d. Lessor shall provide grass seed, fertilizer, and weedkiller for maintaining the lawn area.
  - e. Lessee shall provide any equipment such as lawn mowers, rakes, shovels, etc. for maintenance of lawn and removal of snow.
11. Maintenance needs, repairs, and damages shall be reported to the Buildings and Grounds Department immediately by telephone, and that communication shall be documented in writing by the Lessee.
12. The District retains the right to inspect each housing unit on a semiannual basis. Adequate notice of inspection will be given to the tenant.
13. A waiting list will be maintained for those employees who wish to have a mobile home space. This list will be first-come, first serve basis.
14. The Director of Finance or his/her designee may negotiate with an employee whose name is at the top of the list if that employee is single and the housing for which that employee has become eligible is obviously suited for a larger family. The employee, at his/her own approval, may agree to new placement on the District Housing Waiting List in order that the District facilities may be more effectively utilized. However, under no circumstances shall an employee be forced to withdraw his/her name for the dwelling for which (s)he is eligible.
15. When a District employee chooses to sell a mobile home which is situated on a District-owned mobile home space, if that mobile home is purchased by another District employee, the mobile home may be left on the District-owned space.
16. Tenants are required to keep their site neat and clean. No storage of bottles, boxes,

appliances, equipment, etc. will be allowed outside of the District Housing unit unless they are stored in an approved storage locker/shed. Storage lockers/sheds that are acceptable in design and appearance will be allowed only after the tenant has acquired the written permission of the Director of Finance. If it is the intent of the tenant to remove the structure when (s)he leaves, permission to remove that structure must be part of the request for installation.

17. Two motor vehicles are permitted per home site. If the circumstances require additional vehicles, prior written approval for regular parking must be acquired from the Director of Finance. Tenants will refrain from making major repairs to vehicles or placing vehicles on blocks. All vehicles must be in running condition and must be properly licensed. Junk cars are not permitted and will be towed at the owner's expense.

Tenants shall not keep any boats, trailers, motor homes, campers, or other large pieces of recreational equipment on the District Housing site without the prior written permission of the Director of Finance.

18. No additions, awnings, carports, structures, fences, or other modifications may be built or installed unless first approved in writing by the Director of Finance. If modifications are approved, they may not be removed from the District Housing unit/site without the prior written permission of the Director of Finance. Building permits, when required by the County, shall be the responsibility of the tenant.