



AGENDA OF GBHA PROPERTIES I, INC.

THURSDAY, APRIL 21, 2022, 10:30 AM IMMEDIATELY FOLLOWING GREEN BAY HOUSING AUTHORITY MEETING.

Virtual Meeting. Public may join via Zoom.

A. Zoom Meeting Information.

- I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. Roll Call.

- I. William VandeCastle - Chair, Terri Refsguard - Vice Chair, Sandra Popp, Erin Edwards and Stephen Srubas

C. Approval of the Agenda.

- I. Approval of the agenda for the April 21, 2022, meeting of the GBHA Properties I, Inc.

D. Approval of Minutes.

- I. Approval of the minutes from the November 18, 2001, meeting of the GBHA Properties I, Inc.

E. Regular Business.

- I. To approve Resolution 2022-01 pertaining to incorporation matters for GBHA Properties I, Inc.
2. To approve the Policies and Procedures manual, lease agreement and addendums for properties owned by GBHA Properties I, Inc.

F. Informational.

G. Adjournment.

- 1) THIS MEETING IS RECORDED: THE VIDEO OF THIS MEETING AND MINUTES ARE AVAILABLE ONLINE AT www.greenbaywi.gov
- 2) ACCESSIBILITY: Any person wishing to attend who requires special accommodation because of a disability, should contact the City Safety Manager at 920-448-3125 at least 48 hours before the scheduled meeting time so that arrangements can be made.
- 3) QUORUM: Please take notice that a majority or quorum of the Common Council may attend this GBHA Properties I, Inc. meeting and will constitute a meeting of the Common Council for purposes of discussion and information gathering relative to this agenda.
- 4) REPRESENTATION: The party requesting the communication, or their representative, should be present at this meeting.

Virtual Meeting Instructions

Green Bay Housing Authority



Zoom Meeting Information

Join Zoom Meeting

<https://us02web.zoom.us/j/81434999289?pwd=N0dIMGxWSS85SGswK2lZeGhZZUN0UT09>

Meeting ID: 814 3499 9289

Passcode: 483400

One tap mobile

+13017158592,,81434999289# US (Germantown)

+13126266799,,81434999289# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 876 9923 US (New York)

+1 669 900 6833 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 408 638 0968 US (San Jose)

Meeting ID: 814 3499 9289

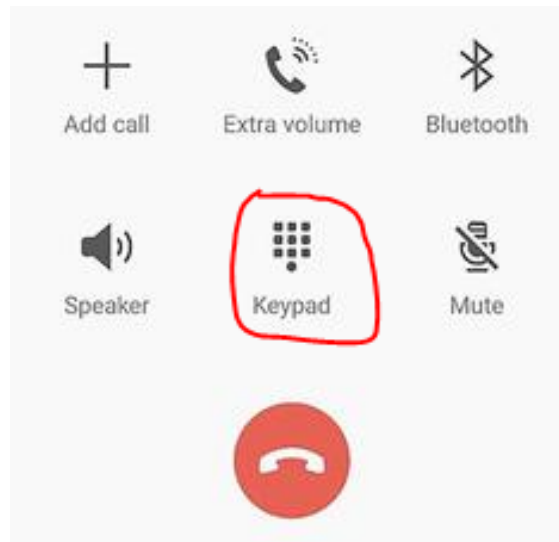
Find your local number: <https://us02web.zoom.us/j/koUDU8TSd>

Additional Information

1. Wisconsin Open Meetings Law still applies
 - a. Persons interested in speaking to an item must give their name and address
 - b. Committee/Commission/Board members will still follow *Roberts Rules of Order*
2. All zoom meetings will have a password in the instructions. Please enter when prompted.
3. Please log into the Zoom meeting 10 minutes before the meeting starts to ensure proper technology is working.
 - a. If you are a Board Member, please log into [CivicClerk](#) with a computer, laptop, or tablet device.
4. Once you are in the meeting please mute yourselves.
 - a. You may unmute yourself when you are called upon to speak.
5. Waiting room
 - a. When you call in, all callers/participants will be placed in a “waiting room.”
 - b. Persons on the agenda will be admitted to the meeting, and then once the item is concluded, the host will permanently mute you from the meeting (you can still hear the meeting).
6. Using Zoom with a tablet or computer
 - a. Tablet—you will be asked to sign in. Download the app either with the Apple Store or the Play Store
 - b. Computer—you will be asked to sign in. You may download the app or click on the link to open Zoom in your browser.
7. Registering
 - a. The host may ask you to register for the meeting. A registration link will be sent to you along with the invite. You’ll receive another email confirming that you’re registered for the meeting.
 - b. If you’re using a phone, your registration will still be tied to an email.
8. Raising your hand
 - a. Committee members—you can either use CivicClerk and request to speak or you can “raise your hand” in the zoom meeting (you’d need to use a computer or tablet) to let the host know you’d like to speak. You can also un-mute yourselves and start speaking.
 - b. Persons on the agenda—you can “raise your hand” but you’d need to use a computer. You will be allowed to speak, per Wisconsin Open Meetings Rules, once the committee has “opened the floor for interested parties to speak.” Once the committee is finished with your agenda item, the host will mute you permanently, unless the committee opens the floor again.
9. What devices should I use?
 - a. Smart phone (please see more detailed instructions on page 3)
 - b. Land line
 - c. Tablet—well in advance of the meeting, please download the Zoom Meeting app before you join a meeting by using either the Apple Store or the Play Store. You will be asked to input your name, thus identifying you for the meeting. You’ll also be asked to verify your email.
 - d. Computer—well in advance of the meeting, please download the Zoom Meeting app, but you can also click on a link to open the Zoom Meeting in your browser. You will be asked to input your name, thus identifying you for the meeting.
 - e. For tablet and computer users—if you download the app you will be asked to verify your email.
10. Zoom etiquette
 - a. Muting yourselves when you’re not talking will prevent your background noise from interfering with others’ ability to listen to and participate in the meeting.
 - b. If you’re using a telephone, please identify yourself with your phone number and name before you speak. Zoom meeting hosts can see only your telephone number and will ask you to identify yourselves.
11. Closed session
 - a. Persons in the Zoom meeting will be put into a waiting room while the committee meets in Closed Session. Participants will be admitted back into the Zoom meeting once the committee reconvenes in Open Session.
 - b. Persons watching live on YouTube will see a gray screen with the City logo during closed session.
12. Persons interested in listening to the meeting can go to www.youtube.com/CityofGreenBay

Calling into the Zoom meeting using a smartphone

1. Dial the phone number listed at the beginning of this document.
2. When prompted, enter the Meeting ID number followed by #
 - a. If you're using a smartphone, you can access the keypad by clicking "Keypad" on your screen



3. Once you are in the meeting, notify the meeting host that you are in and state your name.
4. If you do not need to talk, please make sure your phone is on **Mute**
 - a. If you're using a smartphone, look at your screen and click the Mute button



- b. If you're using a computer, you should see a Mute button in the Zoom application





MINUTES OF GBHA PROPERTIES I, INC.

THURSDAY, NOVEMBER 18, 2021, 10:30 AM IMMEDIATELY FOLLOWING GREEN BAY HOUSING AUTHORITY MEETING.

Virtual Meeting. Public may join via Zoom.

A. ZOOM MEETING INFORMATION.

I. This item contains documents which provide call in information and instructions for the Zoom meeting.

B. ROLL CALL.

I. William VandeCastle, Terri Refsguard, Sandra Popp, Erin Edwards and Stephen Srubas

Present: William VandeCastle-Chair, Stephen Srubas, Erin Edwards, Sandra Popp, Excused: Terri Refsguard-Vice Chair

C. APPROVAL OF THE AGENDA.

I. Approval of the agenda for the November 18, 2021, meeting of the GBHA Properties I, Inc.

Moved by Sandra Popp, seconded by Erin Edwards to approve the agenda for the November 18, 2021 meeting of the GBHA Properties I, Inc. Motion carried. Yes- William VandeCastle, Sandra Popp, Stephen Srubas, Erin Edwards, No- None, Abstain- None

D. REGULAR BUSINESS.

I. Election of Chair, Vice-Chair and Secretary.

Moved by Sandra Popp, seconded by Erin Edwards to approve the election of officers to William VandeCastle as Chair, Terri Refsguard as Vice Chair, Cheryl Renier-Wigg as Secretary and Treasurer for GBHA Properties I, Inc. Motion carried. Yes- Sandra Popp, Erin Edwards, Stephen Srubas, William VandeCastle, No- None, Abstain- None

E. INFORMATIONAL.

F. ADJOURNMENT.

Moved by Sandra Popp, seconded by Erin Edwards to adjourn the GBHA Properties I, Inc. meeting. Motion carried. Yes- William VandeCastle, Stephen Srubas, Sandra Popp, Erin Edwards, No- None, Abstain- None



Report to the
GBHA Properties I, Inc.
of the City of Green Bay

MEETING DATE

April 21, 2022

PREPARED BY

Cheryl Renier-Wigg, Staff

AGENDA ITEM # E.1

To approve Resolution 2022-01 pertaining to incorporation matters for GBHA Properties I, Inc.

BACKGROUND

GBHA Properties I Inc. was formed and organized in October of 2020, for the purposes of providing a secondary entity so the completion of the Section 18 transition of our scattered sites units could take place. It was also needed for the redevelopment of Mason Manor as we continue through the RAD process.

On November 18, 2021, GBHA Properties I, Inc. met for the first time and elected its officers and determined the board members. At this meeting, the recommendation to the board is to pass this resolution, solidifying the election of officers and board membership, as well as approving the by-laws for the organization. The by-laws are attached for your review. They have been reviewed by Attorney Dombrowski and are satisfactory.

RECOMMENDATION

To approve Resolution 2022-01 Resolutions of the Board of Directors of the GBHA Properties I Inc.

FISCAL IMPACT**ATTACHMENTS**

1. GBHA Properties I Inc.- Organizational Consent Resolution 22-01
2. GBHA Properties I Inc I Bylaws

**RESOLUTIONS OF THE
BOARD OF DIRECTORS
OF
GBHA PROPERTIES I, INC.
Resolution No. 2022-01**

Articles of Incorporation

RESOLVED, that the Articles of Incorporation of the corporation filed with the Wisconsin Department of Financial Institutions on October 12, 2020 are ratified and affirmed.

Election of Officers

RESOLVED, that the following persons are appointed as officers of the corporation, to the office set forth opposite their name, to serve until the corporation's first annual meeting, or until a successor shall have been duly elected and qualified, or until their term expires or is otherwise terminated in accordance with the Bylaws of the corporation:

President:	William VandeCastle
Vice President:	Teri Refsgard
Secretary:	Cheryl Renier-Wigg
Treasurer:	Cheryl Renier-Wigg

Adoption of Bylaws

RESOLVED, that the Bylaws attached as Exhibit A are adopted as the Bylaws of and for the corporation; and

FURTHER RESOLVED, that the Bylaws attached hereto shall be inserted in the space designated therefor in the corporate minute book.

Employer Identification Number

RESOLVED, that the appropriate officers of the corporation are authorized and are directed to apply to the Internal Revenue Service for an Employer Identification Number on Form SS-4.

Designation of Depositary

RESOLVED, that the President, Secretary and Treasurer of the corporation are authorized:

(a) To designate one or more banks or similar financial institutions as depositories of the funds of the corporation;

(b) To open, maintain and close general and special accounts with any such depositories;

(c) To cause to be deposited, from time to time, in such accounts with any such depository, such funds of the corporation as such officers deem necessary or advisable, and to designate or change the designation of the officer or officers or agent or agents of the corporation authorized to make such deposits and to endorse checks, drafts and other instruments for deposit;

(d) To designate, change or revoke the designation, from time to time, of the officer or officers or agent or agents of the corporation authorized to sign or countersign checks, drafts or other orders for the payment of money issued in the name of the corporation against any funds deposited in any of such accounts;

(e) To authorize the use of facsimile signatures for the signing or countersigning of checks, drafts or other orders for the payment of money, and to enter into such agreements as banks and similar financial institutions customarily require as a condition for permitting the use of facsimile signatures; and

(f) To make such general and special rules and regulations with respect to such accounts as they may deem necessary or advisable, and to complete, execute and certify any customary printed blank signature card forms in order to exercise conveniently the authority granted by this resolution and any resolutions printed on such cards are deemed adopted as a part of this resolution.

FURTHER RESOLVED, that all form resolutions required by any such depository are adopted in such form used by such depository, and that the Secretary is (i) authorized to certify such resolutions as having been adopted by these resolutions, and (ii) directed to insert a copy of any such form resolutions in the minute book immediately following these resolutions; and

FURTHER RESOLVED, that any such depository to which a certified copy of these resolutions has been delivered by the Secretary of the corporation is authorized and entitled to rely upon such resolutions for all purposes until it shall have received written notice of the revocation or amendment of these resolutions adopted by the Board of Directors.

Ratification and Discharge

RESOLVED, that all prior acts done on behalf of the corporation by the sole incorporator, officers, and Board of Directors, or their respective designees, be, and hereby are ratified and approved as acts of the corporation; and

FURTHER RESOLVED, that the sole incorporator or the sole incorporator's designees be, and the same hereby are, discharged from any further liabilities or duties with respect to the corporation and the corporation further agrees to indemnify and hold harmless the sole incorporator or the sole incorporator's agents from any liability incurred in the past or the future with respect to organizing the corporation.

Incorporation Expenses

RESOLVED, that the officers of the corporation are authorized and directed to pay the expenses of the incorporation and organization of the corporation.

Additional Filings

RESOLVED, that the appropriate officers of the corporation are authorized and directed, for and on behalf of the corporation, to make such filings and applications, to execute and deliver such documents and instruments, and to do such acts and things as such officer deems necessary or advisable in order to obtain such licenses, authorizations and permits as are necessary or desirable for the corporation's business, and to fulfill such legal requirements as are applicable to the corporation and its business and to complete the organization of the corporation.

EXHIBIT A

Bylaws

**BYLAWS
OF
GBHA PROPERTIES I, INC.**

**ARTICLE I
Offices**

Section 1. Principal Office. GBHA Properties I, Inc. (the “Corporation”) may have such offices, either within or without the State of Wisconsin, as may be designated from time to time by resolution of the Board of Directors (the “Board”), one of which may be designated as the principal office.

Section 2. Registered Office and Registered Agent. The Corporation shall maintain a registered office and registered agent in the State of Wisconsin. The registered office may, but need not be, the same as any of its places of business. The identity and address of the registered agent may be changed from time to time by notifying the Wisconsin Department of Financial Institutions pursuant to the provisions of the Wisconsin Nonstock Corporation Law (the “WNCL”). The registered agent of the Corporation, for the purposes of the State of Wisconsin Department of Financial Institutions, shall be the President of the Corporation, or such other person or entity designated by the Board.

**ARTICLE II
Purposes**

The purposes for which the Corporation is formed are to function as a nonstock and nonprofit corporation under Wisconsin Statutes, chapter 181 and such purposes as are set forth in the Articles of Incorporation.

**ARTICLE III
Board of Directors**

Section 1. General Powers. The affairs of the Corporation shall be managed by the Board in accord with the mission of the Corporation and its Articles of Incorporation.

Section 2. Number and Qualifications of Directors.

(a) The number of Directors shall be as determined by the Board from time to time but in no event less than three (3) nor more than fifteen (15) and shall serve for the term provided in Section 3 of this Article. No amendment of this Section shall reduce the number of Directors to less than the number required by the WNCL, which at the time of adoption of these bylaws is three (3).

(b) Directors shall be selected for their community leadership, their participation in public housing issues, and their contributions to educational, charitable, cultural, and civic aspects of their communities. Directors need not be residents of the State of Wisconsin.

Section 3. Election and Term.

(a) Method of Election. Directors of this Corporation shall be nominated by a member of the Board and elected initially at a meeting called for the purpose, amongst other things, of the election of the original new members of the Board, and thereafter at the Annual meeting of the Board.

(b) Term of Office. Directors shall hold office from the close of the Annual meeting for a term of two (2) years or until their successors have been elected and qualified. At the close of each Annual meeting of this Corporation, the successors to the class of Directors whose terms expire that year shall commence to hold office for a term of two (2) years or until their successors have been elected and qualified.

Section 4. Resignation. A Director may resign at any time by filing a written resignation with the President, Vice-President or the Secretary of the Corporation.

Section 5. Removal. A Director may be removed from office with cause by the vote of a majority of the Board of the Corporation either at a regular meeting or at any special meeting called for that purpose.

Section 6. Vacancies. In the event a vacancy occurs among the Directors on the Board from any cause, including an increase in the number of such Directors, an interim Director may be elected by the Board. An interim Director shall serve until a successor is elected upon expiration of the term of office for that Director.

Section 7. Annual Meeting. The Annual meeting of the Board shall be held each year, at such time and place as the Board may determine, for the purpose of electing directors and transacting such other business as may come before the meeting.

Section 8. Other Meetings. The Board may, in addition to the regular meetings and Annual meeting, provide by resolution for regular or stated meetings of the Board, to be held at a fixed time and place, and upon the passage of any such resolution, such Special Meetings shall be held at the stated time and place without other notice than such resolution.

Section 9. Special Meetings. Special meetings of the Board may be held at any time and place for any purpose or purposes, unless otherwise prescribed by the WNCL, on call of the President, or on the written request of any three (3) of the Directors, and shall be called by the Secretary. A Special meeting may be a closed door session, at the discretion of elected officers, based on the nature of said meeting.

Section 10. Meetings By Telephone or Other Communication Technology.

(a) Any or all Directors may participate in a regular or committee meeting of the Board by, or conduct the meeting through the use of, telephone or any other means of

communication by which either: (i) all participating Directors may simultaneously hear each other during the meeting or (ii) all communication during the meeting is immediately transmitted to each participating Director, and each participating Director is able to immediately send messages to all other participating Directors. Due to the nature of Special meetings, it is at the discretion of the elected officers, by unanimous vote, as to whether or not Directors may participate via this method at said Special meeting.

(b) If a meeting will be conducted through the use of any means described in subsection (a), all participating Directors shall be informed that a meeting is taking place at which official business may be transacted. A Director participating in a meeting by any means described in subsection (a) is deemed to be present in person at the meeting.

Section 11. Notice and Waiver of Notice.

(a) Notice. Notice of the date, time and place of any Annual or Special meeting shall be given by oral, electronic or written notice delivered personally to each Director at least twenty-four (24) hours prior thereto, or by written notice given by other than personal delivery at least forty-eight (48) hours prior thereto. Notice shall be given in one of the methods described in Article IV hereof. The purpose of and the business to be transacted at any Special meeting of the Board need not be specified in the notice or waiver of notice of such meeting.

(b) Waiver of Notice. Whenever any notice whatever is required to be given under the provisions of the WNCL or under the provisions of the Articles of Incorporation or Bylaws of the Corporation, a waiver thereof in writing, signed at any time by the person or persons entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a Director at a meeting shall constitute a waiver of notice of such meeting, except where a Director attends the meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

Section 12. Quorum. A majority of the number of Directors then in office shall constitute a quorum for the transaction of business at any meeting of the Board, but if less than such majority is present at a meeting, a majority of the Directors present may adjourn the meeting from time to time without further notice.

Section 13. Manner of Acting. The act of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board, unless the act of a greater number is required by the WNCL, or the Articles of Incorporation or Bylaws of the Corporation.

Section 14. Action by Written Consent of Directors. Any action required by the Articles of Incorporation or Bylaws of the Corporation, or any provision of the WNCL, to be taken at a meeting, or any other action which may be taken at a meeting, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors entitled to vote with respect to the subject matter thereof. Such consent shall have the same force and effect as a unanimous vote of the Board taken at a meeting.

Section 15. Presumption of Assent. A Director of the Corporation who is present at a meeting of the Board, or a committee thereof, at which action on any corporate matter is taken shall be presumed to have assented to the action taken unless such Director's dissent shall be

entered in the minutes of the meeting or unless such Director shall file a written dissent to such action with the person acting as the Secretary of the meeting before the adjournment thereof or shall forward such dissent by registered mail to the Secretary of the Corporation immediately after the adjournment of the meeting. Such right to dissent shall not apply to a Director who voted in favor of such action.

Section 16. Compensation. Directors of the Corporation shall not receive direct compensation from the Corporation for serving as Directors or for providing other personal services to the Corporation. However, Directors may receive reimbursement for reasonable expenses incurred in connection with corporate matters, provided that such reimbursement is authorized by the Board.

Section 17. Committees.

(a) Composition. The Board, by resolution, may create committees, consisting of two (2) or more Directors, having such powers as are then permitted by the WNCL and as are specified in the resolution, and which are not inconsistent with subsection (b) hereof. Upon nomination by the President or the Board, persons who are not Directors may be designated to serve as non-voting members of any such committee with the exception of the Executive Committee.

(b) Nondelegable Powers; Alternative Members; Rules of Committees. No committee of Directors shall be empowered to act in lieu of the entire Board in respect to election of officers or the filling of vacancies on the Board or on committees of Directors created pursuant to this Section. All members of the Board who are not members of a given committee shall be alternate members of such committee and may take the place of any absent member or members at any meeting of such committee, upon request of the President or the chairperson of such committee. Each committee of the Board shall fix its own rules governing the conduct of its activities, not inconsistent with rules promulgated by the Board, and shall make such reports to the Board of its activities as the Board may request. There shall be no term limit to serve on a committee other than the Executive Committee as stated in subsection (c).

(c) Executive Committee. There shall be an Executive Committee consisting of the elected officers of the Board. The committee shall serve during their term as an elected officer of the Board. Additional committee members shall be nominated, elected and appointed to serve on the Executive Committee by the Board at their Annual meeting. Additional committee members, non-elected officers, to the Executive Committee shall hold a committee term for two (2) years, or until their successors have been elected or qualified. Interim vacancies on the Executive Committee shall be filled by vote of the Board until the next Annual meeting of the Board.

Section 18. Conflict of Interest.

(a) Each Director shall disclose to the Board any duality of interest or possible conflict of interest whenever the duality or conflict pertains to a matter being considered by the Board.

(b) Any Director having duality of interest or conflict of interest on any matter shall abstain from voting on the matter and shall not be counted in determining the quorum for the vote on the matter. In addition, he or she shall not use his or her personal influence on the matter, but may briefly state his or her position on the matter and may answer pertinent questions from other Directors since his or her knowledge may be of great assistance.

(c) The minutes of the meeting involving any such situation shall reflect that a disclosure was made, the abstention from voting, and the quorum situation.

(d) The Board may adopt a written Conflict of Interest Policy, not inconsistent with this Section.

ARTICLE IV Methods of Giving Notice

Notice of any Annual or Special meeting of the Board, and any other notice required to be given under these Bylaws or the WNCL, may be communicated in person, by telephone, facsimile, electronic mail (e-mail) or other form of wire or wireless communication, or by U.S. mail or private carrier.

ARTICLE V Officers

Section 1. Number. The principal officers of the Corporation shall be President, Vice-President, Secretary and Treasurer, each of whom shall be elected by the Board. The Board may also elect such other officers and assistant officers and agents as may be deemed necessary. The same individual may simultaneously hold more than one (1) office, provided that no individual shall simultaneously hold the offices of President and Vice-President. Officers must be members of the Board for a minimum of one (1) year prior to being elected as an officer except by unanimous consent of the Board.

Section 2. Election and Term of Office. The officers of the Corporation shall be elected annually by the Board at its Annual meeting. If the election of officers shall not be held at such meeting, such election shall be held at a special meeting as soon thereafter as conveniently may be. Each elected officer shall hold office from the close of the Annual meeting for a term of two (2) years, until a qualified successor is elected upon expiration of the term of that officer, until that officer's death, until that officer shall resign or shall have been removed in the manner hereinafter provided, or whichever shall come first.

Section 3. Removal. Any officer or agent elected or appointed by the Board may be removed by the Board, whenever in its judgment the best interests of the Corporation will be served thereby, but such removal shall be without prejudice to the contract rights, if any, of the person so removed. Election or appointment shall not of itself create contract rights.

Section 4. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or otherwise, may be filled by a qualified Director upon vote of the Board, for the unexpired portion of the term.

Section 5. President. The President shall call and, when present, preside at all meetings of the Board, executive committee and nominating committee. The President shall have general supervision of the affairs of the corporation. The President shall perform such other duties as prescribed by the Board.

Section 6. Vice-President. The Vice-President shall serve as the first assistant to the President of the Board, performing the duties of the President in the absence of the President. The Vice-President shall perform such other duties and have such authority as from time to time may be delegated by the President or by the Board.

Section 7. The Secretary. The Secretary shall: (a) keep the minutes of the Board meetings in one or more books provided for that purpose; (b) see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; (c) be custodian of the Corporate records; and (d) in general perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned by the Board.

Section 8. The Treasurer. If required by the Board, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board shall determine. The Treasurer shall: (a) have the oversight responsibility for all funds and securities of the Corporation, and for moneys due and payable to the Corporation from any source whatsoever, including the deposit of such moneys in the name of the Corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and (b) in general perform all of the duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the Board.

Section 9. Other Assistants and Acting Officers. The Board shall have the power to appoint any person to act as assistant to any officer, or to perform the duties of such officer whenever for any reason it is impracticable for such officer to act personally, and such assistant or acting officer so appointed by the Board shall have the power to perform all the duties of the office to which such person is so appointed to be assistant, or as to which such person is so appointed to act, except as such power may otherwise be defined or restricted by the Board.

Section 10. Additional Officers. Any additional officer not specified above shall have only such authority, duties and responsibilities as shall be specifically authorized and designated by the Board.

Section 11. Compensation. Unless authorized by the Board, officers of the Corporation shall not receive compensation for serving as officers or for providing other personal services to the Corporation. However, officers may receive reimbursement for reasonable expenses incurred in connection with corporate matters, provided that such reimbursement is authorized by the Board.

ARTICLE VI Indemnification

Section 1. Mandatory Indemnification. The Corporation shall, to the fullest extent permitted or required by Sections 181.0871 to 181.0889, inclusive, of the WNCL, including any amendments thereto (but in the case of any such amendment, only to the extent such amendment permits or requires the Corporation to provide broader indemnification rights than prior to such amendment), indemnify its Directors and Officers against any and all Liabilities, and advance any and all reasonable Expenses, incurred thereby in any Proceeding to which any Director or Officer is a Party because such Director or Officer is a Director or Officer of the Corporation. The Corporation may indemnify its employees and authorized agents, acting within the scope of their duties as such, to the same extent as Directors or Officers hereunder. The rights to indemnification granted hereunder shall not be deemed exclusive of any other rights to indemnification against Liabilities or the advancement of Expenses which such Director or Officer may be entitled under any written agreement, board resolution, vote of the Members, the WNCL or otherwise. All capitalized terms used in this Article VI and not otherwise defined herein shall have the meaning set forth in Section 181.0871 of the WNCL.

Section 2. Permissive Supplementary Benefits. The Corporation may, but shall not be required to, supplement the foregoing right to indemnification against Liabilities and advancement of Expenses under Section 1 of this Article by (a) the purchase of insurance on behalf of any one (1) or more of such Directors, Officers, employees or agents, whether or not the Corporation would be obligated to indemnify or advance Expenses to such Director, Officer, employee or agent under Section 1 of this Article, and (b) entering into individual or group indemnification agreements with any one or more of such Directors or Officers.

Section 3. Private Foundations. Notwithstanding the foregoing, at any time that the Corporation is deemed to be a private foundation as defined in I.R.C. Section 509(a), it shall not make any indemnification which would give rise to a penalty excise tax under I.R.C. Chapter 42.

ARTICLE VII Fiscal Year

The fiscal year of the Corporation shall end on the last day of December in each year.

ARTICLE VIII Budgets and Spending

Section 1. Annual Budget. The Board shall adopt an annual budget for the operations of the Corporation at its Annual Meeting, or a special meeting called for that purpose, which budget shall be drafted on a provisional basis and submitted to the Board for review, amendment and approval by the Executive Committee.

Section 2. Spending Authorization. The officers of the Corporation may spend within the amounts authorized in the annual budget, subject to such controls as may be set forth

by resolution of the Board, including, but not limited to the number of signatories on checks, use of debit and/or credit cards or electronic transfer of funds.

ARTICLE IX Corporate Acts, Loans, and Deposits

Section 1. Corporate Acts. The President, Vice President, Secretary, and Treasurer shall have authority to sign, execute and acknowledge on behalf of the Corporation, all deeds, mortgages, bonds, contracts, leases, reports, and all other documents or instruments necessary or proper to be executed in the course of the Corporation's regular business, or which shall be authorized by resolution of the Board. Except as otherwise provided by the WNCL or directed by the Board, the President may authorize in writing any officer or agent of the Corporation to sign, execute and acknowledge such documents and instruments in his or her place and stead. The Secretary of the Corporation is authorized and empowered to sign in attestation all documents so signed, and to certify and issue copies of any such document and of any resolution adopted by the Board of the Corporation, provided, however, that an attestation is not required to enable a document to be an act of the Corporation.

Section 2. Loans. No moneys shall be borrowed on behalf of the Corporation and no evidences of such indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 3. Deposits. All funds of the Corporation, not otherwise employed, shall be deposited from time to time to the credit of the Corporation in such banks, investment firms or other depositories as the Board may select.

ARTICLE X Governance

Section 1. Robert's Rules. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the Corporation in all cases to which they are applicable and in which they are not inconsistent with these Bylaws and any special rules of order the Corporation may adopt.

ARTICLE XII Amendments

Section 1. By the Directors. These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board at any regular or Special meeting thereof.

Section 2. Implied Amendments. Any action taken or authorized by the Board which would be inconsistent with the Bylaws then in effect but is authorized by affirmative vote of the Board, shall be given the same effect as though the Bylaws had been temporarily amended or suspended so far, but only so far, as is necessary to permit the specific action so taken or authorized.

ARTICLE XI
Employees and Professional Services

The Corporation may employ or retain the professional services of any person or corporation, may hire employees and may establish staff positions as necessary to carry out the business of the Corporation and in furtherance of the purposes of the Corporation.

(a) Any person employed or retained, for professional services, by the Corporation may not serve as a board member if compensated directly as further detailed in Article III, Section 16.

ARTICLE XII
Books and Records of Account

Section 1. Accounting Procedures. The Board shall establish and implement accounting procedures necessary to comply with generally accepted accounting procedures and practices and the requirements of state and federal laws.

Section 2. Audit and Financial Reports. The accounts and records of the Corporation shall be audited by an independent auditor. The scope of the audit shall be approved by the Board of the Corporation.

* * * * *

Certified a true and correct copy of the Bylaws adopted on the ____ day of _____, 202_, by the Board of Directors of GBHA Properties I, Inc.

_____, Secretary



Report to the
GBHA Properties I, Inc.
of the City of Green Bay

MEETING DATE

April 21, 2022

PREPARED BY

Jayne Valentine, Staff

AGENDA ITEM # E.2

To approve the Policies and Procedures manual, lease agreement and addendums for properties owned by GBHA Properties I, Inc.

BACKGROUND

Staff has successfully transitioned the 48 scattered site units through the Section 18 process and they are now no longer public housing. Therefore, the PHA lease will no longer be applicable to these tenants. As a result of this transition, our tenants will be required to sign a new lease. Staff reviewed and revised the lease to remove previously required HUD Public Housing language and added items required by Wisconsin State Statutes.

Changes have been made to the lease but the tenants will continue to pay 30 percent of their adjusted gross income towards their household expenses. There will be no increases in rent as a result of this new lease signing. With that being said, in addition to changing the lease verbiage, staff has also proposed the following changes:

- - For single family homes, tenants will be responsible for water and sewer. For the upper/lower units, the landlord will continue to be responsible.
- - Adding the verbiage, "the tenant is responsible for maintaining the unit at a minimum of 60 degrees Fahrenheit. Any damage and/or charges that are incurred because the tenant failed to maintain heating standards will be the tenant's responsibility."
- - Increasing the late rent fee from \$10.00 to \$25.00
- - Increasing the additional key deposit from \$5.00 to \$10.00
- - Increasing the security deposit amounts from \$400.00 to \$800, \$550.00 to \$900, and \$700.00 to \$1,000. This will only affect new tenants. Current tenants' security deposits will stay the same and be grandfathered in.

RECOMMENDATION

To approve the Policies and Procedures manual, lease agreement and addendums for properties owned by GBHA Properties I, Inc.

FISCAL IMPACT

ATTACHMENTS

1. GBHA Properties I Policies & Procedures
2. #1 INITIAL LEASE AGREEMENT

3. #2 Movein-moveout inspection form
4. #3 Non Standard Provisions - SS
5. #4 Move Out Instructions-SS
6. #5 Zero Tolerance Policy- SS
7. #6 No Smoking Policy -SS
8. #7 Smoke Detector Policy - SS
9. #8 BBQ policy
10. #9 A. Recycling-Garbage Container Form
11. #9 B. Cart Storage Tag Form
12. #10 Electronic Appliance Disposal Policy
13. #11 Landfill Alternatives (PDF)
14. #12 Lead Based Paint Addendum-SS
15. #13 Pest Control Addendum-SS
16. #14 Bedbug Addendum-SS
17. #15 Bed Bug Policy- SS
18. #16 Pet Policy

Policies and Procedures
GBHA Properties I, Inc.
April 1, 2022

Background:

The GBHA Properties I, Inc is responsible for ensuring that every family admitted as a tenant and the continuation of the lease meets all program eligibility requirements initially and on a yearly basis. This includes any individual approved to join the family after the family has been initially admitted to the program. The family must provide any information needed by GBHA Properties I, Inc to confirm eligibility.

Denial of Application or Addition:

All denials of applications or additions of household members will be consistent with fair housing and equal opportunity provisions

A family that does not meet the eligibility criteria set forth will not be accepted as a tenant for GBHA Properties I, Inc

GBHA Properties I, Inc will deny tenant in the following cases:

- Any member of the household who has been evicted in the last 3 years for any misdemeanor charges and/or within the last 5 years for any felony charges that are drug-related or criminal activity related.
- Any family member has ever been convicted of drug-related criminal activity for the production or manufacture of methamphetamine on the premises of federally assisted housing.
- Any household member is subject to a lifetime registration requirement under a state sex offender registration program.
- If any household member is currently engaged in or has engaged in any of the following criminal activities, within the past three (3) years for any misdemeanor charges and/or within the past five (5) years for any felony charges, the family will be denied. The time period of denial starts from the date of the offense or the date of release from incarceration (the later of the two dates).
 - Drug-related criminal activity, is defined as the illegal manufacture, sale, distribution, or use of a drug, or the possession of a drug with intent to manufacture, sell, distribute, or use the drug
 - Violent criminal activity, is defined as as any criminal activity that has as one of its elements the use, attempted use, or threatened use of physical force substantial enough to cause, or be reasonably likely to cause, serious bodily injury or property damage
- Criminal activity that may threaten the health, safety, or welfare of other tenants
- Criminal activity that may threaten the health or safety of GBHA Properties I, Inc staff, contractors, subcontractors, or agents.

- Criminal sexual conduct, including but not limited to sexual assault, incest, open and gross lewdness, or child abuse.
- Evidence of such criminal activity includes, but is not limited to any record of convictions, arrests, or evictions for suspected drug-related or violent criminal activity of household members within the past five (5) years. A conviction for such activity will be given more weight than an arrest or an eviction. A record of arrest(s) will not be used as the basis for the denial or proof that the applicant engaged in disqualifying criminal activity.
- GBHA Properties I, Inc will deny an application if the family has a pattern of unsuitable past performance in meeting financial obligations, including rent within the past five years, unless the applicant family can show documentation (signed agreement between the applicant and landlord or a receipt printed on the agency's letterhead or a receipt signed by the landlord including the manager's business card or contact information) that they are/were current in an arranged repayment agreement and/or satisfied any debt owed. Per the repayment agreement, the applicant must be able to provide GBHA Properties I, Inc proof of 3 consecutive months of repayment.
- Has a pattern of disturbance of neighbors, destruction of property, or living or housekeeping habits at prior residences within the past five years, which may adversely affect the health, safety, or welfare of other tenants.
- Has a pattern of eviction from housing or termination from residential programs within the past five years (considering relevant circumstances).
-

Lease Terminations:

All lease terminations will be consistent with fair housing and equal opportunity provisions

Either GBHA Properties I, Inc or the tenant may terminate the lease in accordance with the term of the lease.

- The family may terminate the lease at any time, for any reason, by following the notification procedures as outlined in the lease. Such notice must be in writing (letter, fax, email) and delivered to the office, located at 1424 Admiral Ct; Green Bay, WI 54303.
 - o If a family desires to move and terminate their tenancy with the GBHA Properties I, Inc, they must give at least 30 calendar days advance written notice of their intent to vacate.
- GBHA Properties I, Inc will terminate the lease if the family fail to accept the GBHA Properties I, Inc offer of a lease revision to an existing lease
- GBHA Properties I, Inc will terminate the lease if any household member was or has ever been convicted of the manufacture or production of methamphetamine
- GBHA Properties I, Inc will terminate the lease if a member of a household has become subject to a sex offender registration

- The GBHA Properties I, Inc will offer the family the opportunity to remove the ineligible family member
- GBHA Properties I, Inc will terminate the lease following the death of the sole family member
- GBHA Properties I, Inc will terminate the lease for drug-related criminal activity engaged in, on, or off the premises by any household member
- GBHA Properties I, Inc will terminate the lease if a household member engages in any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents (including GBHA Properties I, Inc management and staff on the premises) or by persons residing in the immediate vicinity of the premises
 - Immediate vicinity means within a three-block radius of the property
- GBHA Properties I, Inc will terminate the lease if a member of the household has or is engaged in abuse or a pattern of abuse of alcohol that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents.
 - A pattern of such alcohol abuse means more than one incident of any such abuse of alcohol during the previous six (6) months.
- GBHA Properties I, Inc will terminate the lease for numerous or repeated lease violations including but not limited to:
 - Repeated late payment of rent or other charges
 - Not to assign the lease or to sublease the dwelling unit. Subleasing includes receiving payment to cover rent and utility costs by a person living in the unit who is not listed as a family member.
 - Not to provide accommodations for boarders or lodgers.
 - To comply with all obligations imposed upon tenants by applicable provisions of building and housing codes materially affecting health and safety.
 - To keep the dwelling unit and such other areas as may be assigned to the tenant for the tenant's exclusive use in a clean and safe condition.
 - To dispose of all ashes, garbage, rubbish, and other waste from the dwelling unit in sanitary and safe manner.
 - To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances including elevators.
 - To refrain from, and to cause the household and guests to refrain from destroying, defacing, damaging, or removing any part of the dwelling unit or project.
 - To pay reasonable charges (other than for normal wear and tear) for the repair of damages to the dwelling unit, or to the project (including damages to project buildings, facilities or common areas) caused by the tenant, a member of the household or a guest
 - To act, and cause household members or guests to act, in a manner which will not disturb other residents' peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe and sanitary condition.
 - If the property has been deemed a public/chronic nuisance by the Green Bay Police Department or City of Green Bay Inspection Department, GBHA Properties I, Inc will terminate the lease if a property, within a 6-month period, has two or more separate police responses. Furthermore, the GBHA Properties I, Inc will terminate the lease if a property, within any 12-month period, has three or more separate police responses

resulting in enforcement action (warning, citation, or arrest) due to the following types of violations:

- Harassment
- Disorderly Conduct
- Battery
- Lewd & lascivious behavior
- Prostitution
- Theft
- Animal Violations
- Trespassing
- Weapons violations
- Noise violations
- Execution of warrants
- Alcohol violations
- Obstructing/resisting
- Inspection-related calls in which the police department responds
- Possession of stolen property
- Arson
- Drug activity
- Gambling

Evictions:

When a family does not vacate the unit after receipt of a termination notice, by the deadline given in the notice, GBHA Properties I, Inc will follow state and local landlord-tenant law in filing an eviction action with the local court that has jurisdiction in such cases.

If the eviction action is finalized in court and the family remains in occupancy beyond the deadline to vacate given by the court, GBHA Properties I, Inc will seek the assistance of the court and sheriff's department to remove the family from the premises as per state and local law.

Nondiscrimination:

Federal regulation prohibit discrimination against certain protected classes and other groups of people. State and local requirements, as well as GBHA Properties I, Inc policies, can prohibit discrimination against additional classes of people. The GBHA Properties I, Inc shall not discriminate because of race, color, sex, religion, familial status, age, disability, or national origin (called "protected classes"), gender identity, marital status, or perceived sexual orientation. Familial status includes children under the age of 18 living with parents or legal custodians, pregnant women, and people securing custody of children under the age of 18.

LEASE AGREEMENT BETWEEN GBHA PROPERTIES I, INC AND SCATTERED SITES

I. **Parties & Dwelling Unit:**

- A. The parties to this Agreement are the GBHA Properties I, Inc, hereinafter referred to as "landlord" and _____, hereinafter referred to as the "Tenant." The landlord leases to the Tenant, located _____, in the City of Green Bay, Brown County, Wisconsin. The following individuals are authorized household members under the terms of this Lease Agreement to reside in this Unit:

HOUSEHOLD MEMBERS

DOB

Name

Head of Household

00/00/0000

- B. **Length of Time (Term):** The term of this Agreement shall begin on 04/01/2022 and end on 03/31/2023. This Agreement will continue for successive one month each unless otherwise terminated as permitted by this Agreement.

2. **Rent:** Tenant agrees to pay a rental payment of \$____.00 per month. This amount is due on the 1st (first) day of the month mailed or delivered to 1424 Admiral Court, Green Bay, WI 54303 and payable to the GBHA Properties I, Inc. All tenants, if more than one adult are jointly and severally liable for the full amount of any payments due under this agreement.

GBHA Properties I, Inc can be contacted at 920-492-3790. The office is open Monday through Friday between 7:00AM and 4:00PM. Summer hours between Memorial Day and Labor Day business hours are Monday through Thursday between 7:00AM and 4:00PM and Friday between 7:00AM and 11:00AM. Office is closed on Saturday and Sunday.

3. **Charges for Late Payments & Returned Checks:** If the Tenant does not pay the full amount of the rent shown in paragraph 2 by the end of the business hours on the 6th day of the month, there will be a \$25.00 late fee assessed to the Tenant. Furthermore, the Tenant will be assessed a charge of \$25.00 for each check returned from the bank with non-sufficient funds.

4. **Charges for Utilities:** The following chart describes how the cost of utilities and services related to occupancy of the unit will be paid. The Tenant agrees that these charts accurately describe the utilities and services paid by the landlord and those paid by the Tenant. Utilities that are marked that are tenant responsibility must be placed in the head of household's name and paid by the household.

The tenant is responsible for maintaining the unit at a minimum of 60 degrees Fahrenheit, any damages and/or charges that are incurred because the tenant's failed to maintain heating standards will be the tenant's responsibility.

Utility Company	Type of Utility	Utility Included in Rent
Wisconsin Public Service	Electricity	
Wisconsin Public Service	Gas (Heat)	
Green Bay Water Utility	Water & Sewer	

5. **Condition of Dwelling Unit:** By signing this Agreement, the Tenant acknowledges that the unit is safe, clean, and in good condition. The Tenant agrees that all appliances and equipment in the unit are in good working order, except as described on the Unit Inspection Report that was conducted at Move-In. The Tenant shall have 7 days after the first day of the term of this Agreement to further inspect the unit and notify the landlord on the Move-In Damage Report, that was given at the Move-In meeting, of any damages or defects in the unit. The Tenant also agrees that the landlord has made no promises to decorate, alter, repair or improve the unit, except as listed on the Unit Inspection Report.
6. **Security Deposits:** The Tenant will deposit \$800.00/\$900.00/\$1,000.00 with the landlord. The landlord will hold this Security Deposit for the period the Tenant occupies the unit. Tenant is hereby notified that the tenant may do any of the following within seven (7) days after the start of their tenancy:
- A. Inspect the unit and notify the landlord of any pre-existing damages or defects
 - B. Request a list of physical damages or defects, if any, charged against the previous tenant's security deposit.

If such a request is made by the tenant, landlord will supply tenant with a list of physical damages or defects have been repaired. Said list will be provided to Tenant within thirty (30) days from when the request was received or, within seven (7) days after Landlord notifies the previous tenant of the security deposit deductions, whichever occurs later. Landlord need not disclose previous tenant's identity, nor the amount deducted from the previous tenant's security deposit. Landlord will provide Tenant with a Check-In / Check-Out sheet. Should Tenant fail to return it to Landlord within seven (7) days after the start of the tenancy, Tenant will be considered to have accepted the Premises without any exceptions

After the Tenant has moved from the unit, the landlord will determine whether the Tenant is eligible for refund of any or all the Security Deposit. The amount of the refund will be determined in accordance with the following conditions and procedures.

The deposit, less any amounts legally withheld, will be returned to Tenant's last known address within twenty-one (21) days after any event set forth in Wis. Stat. § 704.28(4). If any portion of the deposit is withheld, Landlord must provide Tenant with a written statement accounting for amounts withheld. The statement shall describe each item of physical damage or other claim made against the security deposit, and the amount withheld as reasonable compensation for each item or claim. If repair costs are not known within twenty-one (21) days Landlord may use a good faith estimate in the written accounting. The reasonable cost for tenant damage, waste, or neglect of the premises, normal wear and tear excluded, may be deducted from Tenant's security deposit as well as any amounts set forth in Wis. Stat. § 704.28(1). Tenant may not use the security deposit as payment for the last month's rent without the written permission of Landlord.

If the unit is rented by more than one person, the Tenants agree that they will work out the details of dividing any refund among themselves. The landlord will pay the refund to the identified Head of Household Tenant in Paragraph I (one) of this Agreement.

7. **Abandoned Property:**
- A. If Tenant vacates or is evicted from the premises and leaves personal property, landlord may presume, in the absence of a written agreement between the landlord and tenant to the contrary, that the tenant has abandoned the personal property and landlord may dispose of it in any manner that the landlord, in their sole discretion, determines is

appropriate. Landlord will not store any items of personal property that tenant leaves behind when tenant vacates or is evicted from the premises, except for prescription medicine or prescription medical equipment, which will be held for seven (7) days from the date of discovery. If tenant abandons a manufactured or mobile home or a titled vehicle, landlord will give tenant and any other secured party that landlord is aware of, written notice of intent to dispose of property by personal service, regular mail, or certified mail to tenant's last known address, prior to disposal.

8. **Keys & Locks:** The Tenant agrees not to install additional or different locks or gates on any doors or windows of the unit without written permission of the landlord. If the landlord approves the Tenant's request to install such locks, the Tenant agrees to provide the landlord with a key for each lock. When this Agreement ends, the Tenant agrees to return all keys to the dwelling unit to the landlord. The landlord may charge the Tenant for each key not returned, lost, broken, and any locksmith charges for retooling the lock. Furthermore, Tenants will be charged \$10.00 for each additional unit door key.
9. **Occupancy of Dwelling Unit:** The Tenant agrees neither to assign this lease, nor to sublet or transfer possession of the premises, nor to give accommodation to boarders or lodgers without the written consent of the landlord. Tenant further agrees not to use or permit the use of the dwelling unit for any purpose other than as a private dwelling unit solely for the Tenant and his/her family and/or dependents. This provision does not exclude reasonable accommodation or Tenant's guests, visitors, foster children or Live-In Aide case for a member of the Tenant's family. Tenant agrees to abide by such necessary and reasonable regulations as may be promulgated by the landlord for the benefit and well-being of the housing project and the Tenants. The above is not intended to deprive the household the right to have occasional overnight guests who may or may not be residents of the project- classmates, out of town guests, slumber parties, etc. The Household is not permitted to allow any guest to reside in the unit for more than 14-consecutive days, or 30 total days in a calendar year. Any additions to the household members named on the Lease, including Live-in Aides and foster children, but excluding natural births, require the advanced written approval of the landlord. Such approval will be granted only if the new family members pass the landlord's screening criteria and a unit of the appropriate size is available. Permission to add Live-In Aides and foster children shall not be unreasonably refused. The Tenant agrees to wait for the landlord's approval before allowing additional persons to move into the premises. Failure on the part of the Tenant to comply with this provision is a serious violation of the material terms of this Lease, for which the landlord may terminate the Lease in accordance with this Lease Agreement. Removal (for any reason) of any household members named on the Lease Agreement shall be reported by the Tenant to the landlord, in writing, within 10 days of occurrence.

10. The GBHA Properties I, INC Obligations:

- A. To provide refrigerator and stove
- B. To maintain the premises and the project in decent, safe, and sanitary condition
- C. To comply with requirements of applicable housing codes, building codes, and HUD regulations materially affecting health and safety.
- D. To make necessary repairs to the premises.
- E. To keep project buildings, facilities, and common areas, not otherwise assigned to the tenant for maintenance and upkeep, in a clean and safe condition.
- F. To maintain in good and safe working order and condition electrical, plumbing, sanitary, heating, ventilation and other facilities and appliances supplied by the landlord.

II. The Tenant's Obligations:

- A. Not to assign the lease or to sublease the premises.
- B. Not to provide accommodations for boarders or lodgers. (See paragraph 10)
- C. To use the premises solely as a private dwelling for the Tenant and the Tenant's household
- D. To comply with all obligations imposed upon Tenants by applicable provisions of building and housing codes materially affecting health and safety.
- E. To keep the premises and such other areas as may be assigned for the Tenant's exclusive use in a clean and safe condition. This includes front and rear entrance and walkways for the exclusive use of Tenant free from hazards and trash and keeping the yard free of debris and litter.
- F. To dispose of all ashes, garbage, rubbish, recyclables, and other waste from the premises in a sanitary and safe manner. Family units are provided with the first garbage & recycling container. The Tenant is responsible for replacing lost or stolen containers. The Tenant may purchase more if they need them.
- G. Tenants are responsible for all housekeeping and cleaning within the home. Keeping the inside of the home clean and presentable is expected. Common areas and yard must also be kept clean and presentable. This includes picking up after yourself and your guest. Neglectful abuse of the home and property will result in termination of this Lease.
- H. To use only in a reasonable manner all electrical, plumbing, sanitary, heating, ventilating, air-conditioning and other facilities and appurtenances, including elevators.
- I. To refrain from and to cause his/her household and guests to refrain from destroying, defacing, damaging, or removing any part of the premises or project.
- J. To pay reasonable charges (other than for wear and tear) for the repair of damages to the premises, project, buildings, facilities, or common areas caused by the Tenant, his/her household, or guests.
- K. To conduct him/herself and cause other persons who are on the premises with his consent to conduct themselves in a manner, which will not disturb his/her neighbor's peaceful enjoyment of their accommodations and will be conducive to maintaining the project in a decent, safe, and sanitary condition.
- L. To assure that Tenant, any member of the household, a guest, or another person under Tenant's control, shall not engage in:
 - (1) Any criminal activity that threatens the health, safety, or right to peaceful enjoyment of the landlord's premises by other residents or employees of the landlord or,
 - (2) Any abuse or pattern of abuse of alcohol that affects the health, safety, or right to peaceful enjoyment of the premises by other Tenants; or
 - (3) Any drug-related criminal activity. Any criminal activity of the preceding sentence shall be cause for termination of tenancy, and for eviction from the unit. (For purposes of this Lease, the term 'drug-related criminal activity' means the illegal possession, manufacture, sale, distribution, use or possession with intent to manufacture, sell, distribute, or use, of a controlled substance as defined in Section 102 of the Controlled Substances Act).{966.4(f)(12)}
 - (4) It is not necessary that there have been an arrest or conviction for the criminal activity or drug-related criminal activity.
- M. To make no alterations or repairs or redecorations (includes but not limited to painting and installing wallpaper) to the interior of the dwelling unit or to the equipment, nor to install additional equipment (satellite dishes) or major appliances without written consent of the landlord. To make no changes to locks or install new locks on exterior doors without the landlord's written approval.

- N. Not to destroy, deface, damage or remove any part of the Unit, common areas or project grounds.
- O. Give the landlord prompt notice of any defects in the plumbing, fixtures, appliances, heating and cooling equipment or any other part of the Unit or related facilities.
- P. To act in a cooperative manner with neighbors and the landlord's staff. To refrain from and cause members of Tenant's household or guests to refrain from acting or speaking in an abusive or threatening manner toward neighbors and the landlord's staff.
- Q. To take reasonable precautions to prevent fires and to refrain from storing or keeping flammable materials upon the premises.
- R. To avoid obstructing sidewalks, areaways, galleries, passages, elevators, or stairs and to avoid using these for purposes other than going in and out of the dwelling unit.
- S. To refrain from erecting or hanging radio or television antennas or satellite dishes on or from any part of the dwelling unit, except that roof antennas may be installed in accordance with regulations set forth by the landlord and with written approval of the landlord.
- T. To refrain from, and cause members of Tenant's household to refrain from keeping, maintaining, harboring, or boarding any dog, cat, livestock, pet or any other animal of any nature on the dwelling unit without approval of the landlord,
 - a. Additional pet lease addendum included
- U. To remove from landlord's property any vehicles without valid registration and inspection stickers. To refrain from parking any vehicles in any right-of-way or fire lane designated and marked by the landlord. Any inoperable or unlicensed vehicle as described above will be removed from landlord's property at the Tenant's expense. Automobile repairs on vehicles that are not owned by household members are not permitted on project site unless prior approval is received from the landlord. No boats or recreational vehicles will be allowed on the site without written authorization from Management. Any unauthorized vehicles will be towed away at the owner's expense. Vehicles, boats, bicycles, etc. that block driveway entrances, are an obstruction to entry, or are an unsightly nuisance will not be allowed. Street Parking: Remember that the City of Green Bay does not allow overnight parking on city streets or alleys. If you have a guest who will be parked on the street after 2:00 AM, they should notify the police or they may get a ticket.
- V. To remove any personal property left on landlord's property when Tenant leaves, abandons, or surrenders the dwelling unit. Property left shall be considered abandoned and will be disposed of by the landlord, at the landlord's discretion, immediately.
- W. To use reasonable care to keep the dwelling unit in such a condition as to ensure proper health and sanitation standards for Tenant, household members and neighbors. **TENANT SHALL NOTIFY THE LANDLORD PROMPTLY OF KNOWN NEEDED REPAIRS OR INFESTATIONS TO THE DWELLING UNIT**, and of known unsafe or unsanitary conditions in the dwelling unit or in common areas and grounds of the project. Tenant's failure to report the need for repairs in a timely manner shall be considered contribution to any damage that occurs.
- X. Not to commit any fraud in connection with any Federal housing assistance program and not to receive assistance for occupancy of any other unit assisted under any Federal housing assistance program during the term of the Lease.
- Y. To pay promptly any utility bills for utilities supplied to Tenant by a direct connection to the utility company, and to avoid disconnection of utility service for such utilities;
- Z. Smoking is prohibited anywhere in the building and on the landlord's property. Tenants are responsible for ensuring that family members and guests also comply with this rule.
- AA. Maintain lawn care, which includes but not limited to, cutting grass weekly, raking and removing leaves and debris, and weeding flower and woodchip plots.

- a. If the tenant fails to maintain lawn care the tenant will be charged a \$110.00 service fee for each visit.
- BB. Maintain sidewalk and driveway snow and ice removal by tenant's unit
 - a. If the tenant fails to maintain snow removal the tenant will be charged a \$110.00 service fee for each visit.
- CC. Outside water faucets turned off in winter months
- DD. Report any signs of mice, rats, other rodents, crawling bugs, or bee/wasp/hornet's nests to Management

12. Damages: Whenever damage is caused by carelessness, misuse, or neglect on the part of the Tenant, his/her family or visitors, invitees or licensees, the Tenant agrees to pay:

- A. The cost of all repairs and do so within 30 days after receipt of the landlord's demand for the repair charges; and

13. Terms & Conditions: The following terms and conditions of occupancy are made a part of the Lease.

- A. Use & Occupancy of Dwelling: The Tenant shall have the right to exclusive use and occupancy of the dwelling unit for the Tenant and other household members listed on the Lease Agreement. With the prior written consent of the landlord, members of the household may engage in legal profit-making activities in the dwelling unit.

14. Entry of Premises During Tenancy:

- A. Tenant Responsibilities:
 - (1) The Tenant agrees that the duly authorized agent, employee or contractor of the landlord will be permitted to enter the Tenant's dwelling during reasonable hours (7:00AM-4:00PM) for the purpose of performing routine maintenance, making improvements or repairs, inspecting the unit, or showing the unit for releasing.
 - (2) When the Tenant calls to request maintenance on the unit, the landlord shall attempt to provide such maintenance at a time convenient to the Tenant.
- B. Landlord's Responsibilities:
 - (1) The landlord shall give the Tenant at least 24 hours written notice that the landlord intends to enter the unit.
 - (2) The landlord may enter the Tenant's dwelling unit at any time without advance notification when there is reasonable cause to believe that an emergency exists.

15. Termination of Tenancy:

- A. To terminate this Lease Agreement after one (1) complete year of tenancy, the Tenant must give the landlord a 30-day written notice prior to a rent paying date, before moving from the unit. If the Tenant does not give the full 30-day notice, the Tenant shall be liable for rent up to the end of the 30 days for which notice was required or to the date the unit was re-rented, whichever date comes first.
- B. Any termination of the Lease Agreement by the landlord must be carried out in accordance with State and Local law, and the terms of this Lease Agreement. The landlord may terminate the Lease Agreement only for:
 - (1) The Tenant's repeated noncompliance with the terms of this Lease Agreement which includes but not limited to:
 - a. nonpayment of rent beyond any grace period available under State law;
 - b. failure to reimburse the landlord within 30-days for repairs and damages
 - c. repeated late payment of rent;

- d. permitting unauthorized persons to live in the unit;
- e. serious or repeated damage to the unit or common areas;
- f. creation of physical hazards or other hazards that will increase the project's hazard insurance premium;
- g. serious or repeated violations of the rental agreement that disrupt the livability of the project, adversely affect the health or safety of any person or have an adverse financial effect on the project, interfere with the rights and quiet enjoyment of other Tenants;

16. Controlling Law:

- A. Landlord and tenant understand their rights and obligations under this agreement and that they are subject to the laws of Wisconsin, including Wis. Stat. ch. 704 and ch. 799, Wis. Admin. Code § ATCP 134, and applicable local ordinances. Both parties shall obey all governmental orders, rules and regulations related to the Premises, including local housing codes.

17. Renter's Insurance recommended:

- A. Landlord recommends that Tenant purchase Renter's Insurance to protect Tenant's personal property and to protect Tenant from any liabilities while living at the property. Tenant understands that if they do not purchase Renter's Insurance that Tenant may not have any insurance coverage should Tenant's belongings be damaged or should Tenant be held liable to a third party and/or the Landlord.

18. Notice of Domestic Abuse Protections:

- A. As provided in Wis. Stat. § 106.50 (5m) (dm), a tenant has a defense to an eviction action if the tenant can prove that the landlord knew, or should have known, the tenant is a victim of domestic abuse, sexual assault, or stalking and that the eviction action is based on conduct related to domestic abuse, sexual assault, or stalking committed by either of the following:
 - i. A person who was not the tenant's invited guest,
 - ii. A person who was the tenant's invited guest, but the tenant has done either of the following:
 - 1. Sought an injunction barring the person from the premises,
 - 2. Provided a written statement to the landlord stating that the person will no longer be an invited guest of the tenant and the tenant has not subsequently invited the person to be the tenant's guest.
- B. A tenant who is a victim of domestic abuse, sexual assault, or stalking may have the right to terminate the rental agreement in certain limited situations, as provided in Wis. Stat. § 704.16. If the tenant has safety concerns, the tenant should contact a local victim service provider or law enforcement agency.
- C. A tenant is advised that this notice is only a summary of the tenant's rights and the specific language of the statutes governs in all instances.

19. Signatures: By the Tenant's signature below, the Tenant and household agree to the terms and conditions of this Lease Agreement and all additional documents made a part of this Lease Agreement by reference. This further acknowledges that the Tenants have read the entire Lease Agreement, that the Tenant has received a copy of the Lease Agreement and that the Lease Agreement was thoroughly explained to the Tenant.

TENANT(S):

Head of Household

Date signed

Spouse/Co-Head/Other Adult/Guardian

Date signed

Management

Date signed

STATEMENT OF RECEIPT OF INFORMATION: I/We have received a copy of the information. The above information has been thoroughly explained to me/us.

TENANT(S):

Head of Household



**MUST RETURN THIS
FORM BACK TO THE
OFFICE BY NO LATER
THAN ____ DAY, DATE .**

Move-In/Move-Out Inspection Form

Property:	Resident:
Apt #:	Unit Size:
	Move-In Inspection Date: 00/00/2022
	Move-Out Inspection Date:

Item	Condition		Cost to Correct
	Move-In	Move-Out	
ENTRANCE/HALLS:			
Steps & Landings			
Handrails			
Doors			
Hardware/Locks			
Floors/Coverings			
Walls/Coverings			
Ceilings			
Windows/Coverings			
Lighting			
Electrical Outlets			
Closets			
Fire/CO Alarms			
Abandoned Items			
LIVING ROOM:			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Covering			
Lighting			
Electrical Outlets			
Abandoned Items			

X = bad, there's damage present that new move in resident did not cause

✓ = good, there's no damage present

Item	Condition		Cost to Correct
	Move-In	Move-Out	
DINING ROOM:			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Covering			
Lighting			
Electrical Outlets			
Abandoned Items			
KITCHEN:			
Range			
Refrigerator			
Sink/Faucets			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Coverings			
Lighting			
Electrical Outlets			
Cabinets			
Closets/Pantry			
Exhaust Fan			
Fire/CO Alarms			
Abandoned Items			
BEDROOM(S):			
Doors & Locks			
Floor/Coverings			
Walls/Coverings			
Ceiling			
Windows/Covering			
Closets			
Lighting			
Electrical Outlets			
Abandoned Items			

Item	Condition		Cost to Correct
	Move-In	Move-Out	
BATHROOM(S):			
Sink/Faucets			
Shower/Tub			
Curtain Rack/Door			
Towel Rack			
Toilet			
Doors/Locks			
Floor/Coverings			
Walls/Covering			
Ceiling			
Windows/Covering			
Closets			
Cabinets			
Exhaust Fan			
Lighting			
Electrical Outlets			
Abandoned Items			
STORAGE ROOM:			
Abandoned Items			
Doors/Locks			
BASEMENT:			
Heating Equipment			
Hot Water Heater			
Dehumidifier			
Walls/Covering			
Floor/Coverings			
Windows/Coverings			
Abandoned Items			
OTHER EQUIPMENT:			
Thermostat			
Door Bell			

Move-In	Move-Out
This unit is in decent, safe, and sanitary condition. Any deficiencies identified in this report will be remedied within 30 days of the date the tenant moves into the unit.	_____ Manager's Signature _____ Date
_____ Manager's/Approved Agent's Signature _____ Date	_____ Agree with Move-Out Inspection _____ Disagree with Move-Out Inspection If disagree, list specific items of disagreement.
I have inspected the apartment and found this unit to be in a decent, safe, and sanitary condition. Any deficiencies are noted above. I recognize that I am responsible for keeping the unit in good condition, with the exception of normal wear. In the event of damage, I agree to pay the cost to restore the apartment to its original condition.	_____ _____ _____
_____ Resident's Signature	_____ Resident's Signature
_____ Resident's Signature	_____ Resident's Signature
_____ Date	_____ Date



NON STANDARD RENTAL PROVISIONS

This addendum made part of the Lease or Rental Agreement dated 00/00/2022 for the Tenant referred to in singular, NAME whether one or more, with respect to the property at: ADDRESS, GREEN BAY, WI 5430

Non Standard Rental Provisions are Security Deposit withholdings in addition to the standard security deposit deductions under ATCP 134.06(3)(a). Per this agreement, Management may deduct from tenant's Security Deposit the following items if not paid at the end of your lease term:

- Unpaid rent
- Late fees
- Unpaid NSF fees or unpaid penalties
- Mitigation costs allowable under Chapter 704 Wis. State. In case tenant vacates from the unit prior to the end of the lease term (or any extension thereof), such costs may include, but not be limited to, advertising and rental commissions.
- Cleaning: I/We agree that I/We am/are required to restore the above mentioned unit, at the termination of tenancy, to the condition it was upon move in, and to the satisfaction of the Housing Authority. I/We agree to pay reasonable costs incurred by the Housing Authority based on the schedule of cleaning charges or actual costs incurred for damages not included on the schedule, to restore the unit to move-in ready condition less reasonable and normal wear and tear. I/We authorize said costs to be deducted from my/our security deposit and/or charged to me/us and/or my/our estate if said costs exceed the security deposit.

Task	Rate (per staff member)	Initials
Cleaning of Refrigerator	\$30.00/hour	
Cleaning of Stove/Oven	\$30.00/hour	
Cleaning of Cupboards and Countertops	\$30.00/hour	
Washing of All Walls	\$30.00/hour	
Washing of All Ceilings	\$30.00/hour	
Cleaning of Registers	\$30.00/hour	
Cleaning of Base Coves	\$30.00/hour	
Cleaning of Inside Windows and Frames	\$30.00/hour	
Cleaning of Shower	\$30.00/hour	
Cleaning of Sink	\$30.00/hour	
Cleaning of Toilet	\$30.00/hour	
Washing of All Floors	\$30.00/hour	
Removal of All leftover personal items in the unit	\$30.00/hour	

Cost of Re-Keying or Changing of Locks

Tenant has received the following keys/openers for the unit listed above:

0 Unit Door 0 Garage Overhead Door 0 Shed Service Door
0 Common Door 0 Garage Service Door

Tenant agrees to return all keys at move out. If locks need to be rekeyed for any reason, tenant will be responsible for charge at the going rate to rekey on the Management's master system. Tenant also understands and agrees that if there are any calls to the premises regarding suspected drug activity; locks will be rekeyed at tenant's expense, even if tenant has turned in all keys. Upon returning all keys to Management, the resident/tenant understands that he/she is surrendering all personal items left within the unit to the Green Bay Housing Authority with the exception of any medical equipment and/or prescription medications.

Signature of Head of Household Date

Signature of Tenant Date

Signature of Co Head of Household Date

Signature of GBHA PROPERTIES I Agent Date



ZERO TOLERANCE POLICY AGREEMENT ADDENDUM

This addendum made part of the Lease or Rental Agreement dated 00/00/2022 for the Tenant referred to in singular, NAME OF HEAD whether one or more, with respect to the property at: ADDRESS, GREEN BAY, WI 5430.

Tenant understands that tenant may not be involved in any:

- **Criminal activity** that threatens the health, safety, or right to peaceful enjoyment of the premises by other residents or employees; or
- **Drug-related criminal activity** on or off the premises including illegal manufacture, sale, distribution, use, or possession with intent to manufacture, sell, or distribute; or
- **Alcohol abuse** that the Management determines interferes with the health, safety, or right to peaceful enjoyment of the premises by other tenants.

*Tenant understands that if tenant violates this policy, tenant will be evicted.

*Tenant understands that tenant can be evicted without conviction or arrest.

By signing this, tenant agrees that tenant will not be involved in any activities that violate this policy.

Signature of Head of Household Date

Signature of Co-Head of Household Date

Signature of Other Adult Date

Signature of GBHA PROPERTIES I Representative Date

GBHA PROPERTIES I
No-Smoking Policy Lease Addendum
Original effective date: June 1, 2014
Revised effective date: June 1, 2017

Tenant and all members of Tenant's family or household are parties to a written lease with the Landlord, the GBHA PROPERTIES I. This lease addendum states the following terms, conditions and rules which are hereby incorporated into the lease. A breach of this lease addendum shall give each party all the rights contained herein, as well as the rights in the Lease.

1. Purpose of No-Smoking Policy. The parties desire to mitigate (i) the health dangers of tobacco to smokers and the irritation and known health effects of secondhand smoke to non-smokers; (ii) the increased maintenance, cleaning, and restoration costs from smoking; (iii) the increased risk of a fire hazard from smoking; and (iv) comply with the mandate from the U.S. Department of Housing and Urban Development (HUD) to prohibit the use of prohibited tobacco products in all public housing living units and interior areas, as well as in outdoor areas within 25 feet from public housing buildings. Public Housing Authorities are permitted by HUD to create additional smoke-free areas or to make their entire grounds smoke-free. The GBHA PROPERTIES I has elected to make the entire grounds of all GBHA PROPERTIES I's Scattered Sites Properties smoke-free.

2. Definitions:

Smoking. The term "smoking" means the use or possession of a lighted cigarette, lighted cigar, lighted pipe, or any other lighted tobacco product. Use of electronic cigarettes is permitted at this time, however remains subject to review. Landlord shall not be held liable for any injury, damaged or side effects caused by use of electronic cigarettes.

Prohibited tobacco products. "Prohibited tobacco products" are defined as: (i) items that involve the ignition and burning of tobacco leaves, such as (but not limited to) cigarettes, cigars, pipes and waterpipes (hookahs).

Electronic Cigarette. The term "electronic cigarette" means any electronic device that provides a vapor of liquid nicotine and/or other substances to the user as she or he simulates smoking. The term shall include such devices whether they are manufactured or referred to as e-cigarettes, e-cigars, e-pipes or under any product name. Electronic cigarettes will be allowed in individual units and outside of the single family home properties, but not in common areas of any Scattered Sites' duplexes.

3. No-Smoking Properties. Tenant agrees and acknowledges that the premise to be occupied by Tenant and members of Tenant's household have been designated as a no-smoking living environment. Tenant and members of Tenant's household shall not smoke or use prohibited tobacco products anywhere in the unit rented by Tenant, the building where the Tenant's dwelling is located, in any of the common areas, on any of the outdoor grounds, including in personal cars on GBHA PROPERTIES I's property. The Tenant is responsible for all household members, guests, visitors, and other persons under the tenant's control in regards to prohibiting all smoking activity within or on the property.

4. Tenant to Promote No-Smoking Policy. Tenant shall inform all household members, guests and visitors of the no-smoking policy. Failure to do so and therefore subsequent violation will result in enforcement action being taken against the tenant as indicated below. *(Part 7)*

5. Landlord to Promote No-Smoking Policy. Landlord shall at their discretion post no-smoking signs at entrances and exits, common areas, hallways, and in conspicuous places on the grounds. Tenants shall not tamper with no-smoking signs.

6. Effect of Breach and Right to Terminate Lease. A breach of this lease addendum shall give each party all the rights contained herein, as well as the rights in the Lease. A material breach of this lease addendum shall be considered a material breach of the lease and grounds for enforcement actions, including eviction, by the Landlord.

Enforcement steps shall include a ***\$100 fine for the first violation; a \$150 fine plus a 5-day quit or cure notice for the second violation; and a \$200 fine, followed by a 28-day no cure notice upon the third violation.*** The 30-day no cure notice will terminate the tenant's lease and require immediate move-out. Failure to move out by the end of the notice will result in an eviction.

7. Determining tenant violation of no smoking policy.

Examples of violation include, but are not limited to:

- Staff witnesses a tenant, tenant's guest, family member, service provider or another person under the tenant's control smoking on Green Bay Housing Authority's property.
- Staff witnesses a lighted smoking product in an ashtray or other receptacle within the tenant's unit or on Green Bay Housing Authority Property.
- Damages to the interior of the property (i.e. carpets, countertops, walls) that are the result of burns and nicotine caused by smoking products.
- Evidence of smoking in a unit includes, but is not limited to: odor of fresh cigarette or other smoking product, clogged filters, ashes or cigarette butts in ashtray or cans, smoldering coal or charcoal used in hookahs, smoke film including nicotine damage to walls causing discoloration, and discoloration of bathroom exhaust fans due to smoke.
- Multiple repeated reports to staff of smoking activity/violations of this policy by third parties.

8. Disclaimer by Landlord. Tenant acknowledges that Landlord's adoption of a no-smoking policy and the efforts to designate the rental property as no-smoking do not in any way change the standard of care that the Landlord or managing agent would have to a Tenant household to render buildings and premises designated as no-smoking any safer, more habitable, or improved in terms of air quality standards than any other rental premises. Landlord specifically disclaims any implied or express warranties that the building, common areas, or Tenant's premises will have any higher or improved air quality standards than any other rental property. Landlord cannot and does not warranty or promise that the rental premises or common areas will be free from secondhand smoke. Tenant acknowledges that Landlord's ability to police, monitor, or enforce the agreements of this lease addendum is dependent in significant part on voluntary compliance by Tenant and Tenant's guests. Landlord shall take reasonable steps to enforce the no-smoking policy. Landlord is not required to take steps in response to smoking unless Landlord or immediate GBHA PROPERTIES I staff knows first-hand of said smoking. Tenants with respiratory ailments, allergies, or any other physical or mental condition relating to smoke are put on notice that Landlord does not assume any higher duty of care to enforce this lease addendum than any other landlord obligation under the Lease.

9. Effect on Current Tenants. Tenant acknowledges that current tenants residing in the complex/unit under a prior lease will also be immediately subject to the updated no-smoking policy.

Signature of Head of Household Date

Signature of Co-Head of Household Date

Signature of Other Adult Date

Signature of GBHA PROPERTIES I Representative Date



SMOKE DETECTOR & CO POLICY ADDENDUM

This addendum made part of the Lease or Rental Agreement dated 00/00/2022 for the Tenant referred to in singular, NAME OF HEAD OF HOUSEHOLD whether one or more, with respect to the property at ADDRESS, GREEN BAY WI 54302

State law requires the owner (Landlord) of a dwelling to install a functional smoke detector in the basement of the dwelling and on each floor level of each dwelling unit, except the attic or storage area of a dwelling unit. State law further requires the occupant (Tenant) to maintain any smoke detector in the unit unless the occupant (Tenant) or government building inspector gives written notice to the owner (Landlord) that the smoke detector is not functional.

The unit listed above is equipped with one or more smoke detectors. Tenant must ensure that the smoke detectors are operating at all times. Tenant must see that batteries are replaced when needed. Tenant should never disconnect a smoke detector for any reason. If the smoke detector needs new batteries and Tenant cannot afford one, Tenant must call Management and Management will provide Tenant with one.

If the smoke detector is not operating and Tenant needs assistance dealing with it, Tenant must notify the Management office immediately. If Tenant fails to keep all smoke detectors operating at all times, Tenant may be evicted.

If there is ever a fire at the unit listed above and the fire department has to respond, and they discover that the smoke alarm is disconnected, the Tenant will be responsible, receive a citation and/or a **\$500.00** fine.

Management views this policy very critically and any violation is looked at very seriously. Disconnecting a smoke alarm endangers you, your family, and your neighbors.

Tenant agrees to the above and to check smoke detectors regularly and report all inoperable smoke alarms immediately to Management.

Signature of Head of Household Date

Signature of Other Adult Date

Signature of Co-Head of Household Date

Signature of GBHA PROPERTIES I Representative Date



GBHA PROPERTIES | BARBEQUE POLICY

Effective 6/1/2018

ALWAYS

1. **Keep your grill at least 10 feet away from all buildings and away from dry leaves or brush.** Further is even better. This includes portion attached to your house like carports, garages, balconies, and porches. Do not use the grill under low hanging tree, wooden overhands, deck railings, or any combustible materials, as the fire could flare up into the structure above.
2. **Clean your grill regularly.** If you allow grease and fat to build up on your grill, they provide more fuel for a fire. Grease is a major source of flare ups.
3. **Use long handed barbecue tools and flame retardant mitts.** A flare up could occur and burn you if you aren't prepared. Also, coals are HOT – they can reach up to 1000 degree F.
4. **Keep decoration away from your grill.** Decoration like hanging baskets, pillows and umbrellas look pretty and provide fuel for a fire. To make matters worse, today's décor is mostly made of artificial fibers that burn fast and hot, making this tip even more important.
5. **Keep a spray bottle of water handy.** That way, if you have a minor flare-up you can spray it with the water to instantly calm it. The bonus of this tip is that water won't harm your food.

NEVER

1. **Turn on the gas while your grill lid is closed.** Never do this. It cause gas to build up inside your grill, and when you do light it and open it, a fireball can explode in your face.
2. **Wear loose clothing while grilling.** Watch for dangling apron strings and shirt sleeves.
3. **Leave a grill unattended or leave children or pets unattended near a hot grill.** Unattended fires can double in size every minute. Plan ahead so that all of your other food prep is done and you can focus on grilling.
4. **Overload your grill.** This applies especially to fatty meats. The basic reason for this tip is that if too much fat drips on the flames at one, it can cause a large flare-up that could light nearby things on fire.
5. **Use a grill indoors even if ventilation is provided.** People often think it will be safe to use a grill, especially a small one, indoor. In addition to the fire hazard grill release carbon monoxide, the deadly colorless odorless gas. Gas and charcoal, both, need well-ventilated areas or the carbon monoxide they release can kill you, your family and pets. Until the charcoal is completely extinguished do not store the grill indoors with freshly used coals.
6. **Use gasoline or kerosene to start charcoal.** Both can cause an explosion. After using charcoal starter fluid, cap the container and move it away from the fire.
7. **Add any type of flammable liquid starter once the charcoal is burning.** The flame could travel up the stream of fluid and burn you.

Head of Household Signature

Date

Signature of Other Adult

Date

Spouse/Co-Head Signature

Date

Signature of Management

Date



RECYCLING & GARBAGE CONTAINER

All residents must recycle and comply with the City of Green Bay's recycling regulations. Management has provided you with a single stream recycling cart.

I, _____, understand that the single stream recycling cart and the single stream garbage cart have been provided for our use at _____ GREEN BAY, WI 5430_ and _____

is my responsibility. If I do not have it or if it is damaged when I move out, I will be charged for replacing it. I further agree that the cost for it can be deducted from the security deposit.

Signature of Head of Household

Date

Signature of Other Adult

Date

Signature of Co-Head of Household

Date

Signature of Management

Date



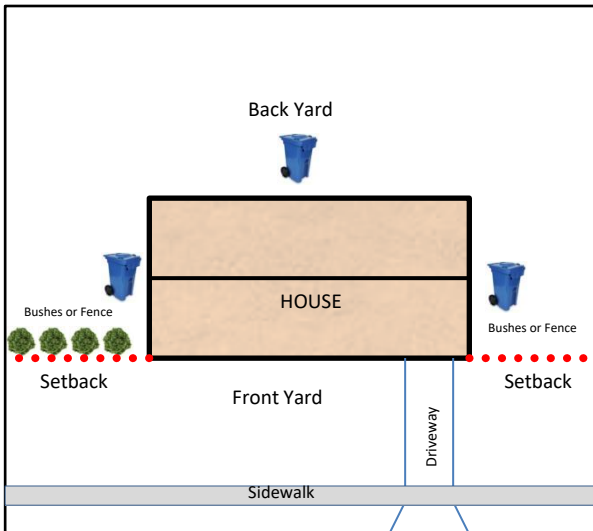
Failure to properly store your garbage or recycling cart in accordance to City Ordinance will result in the City moving your cart to an acceptable location and INVOICING the property owner.

Per City of Green Bay Ordinance 32-2(g)(5) garbage and recycling tipper carts and containers shall be stored according to the following rules:

1. CANNOT be stored within 15 feet of the public street right-of-way.
2. CANNOT be stored on the street side or alongside a building UNLESS the cart is completely screened from view of an observer located at the street public right-of-way. Acceptable screening devices include bushes, fences, and other enclosures that visually block the view of tipper cart by people passing by the property.
3. CANNOT be stored near furnace, grill or other heat source.
4. CAN be stored in the backyard, garage, or another convenient and discreet location.
5. MUST be stored with the lid completely closed.
6. MAY be set out for pick up 6 hours prior to pick up time or remain out 6 hours after pick up time. Pick up time runs from 6:00 am – 3:00 pm.

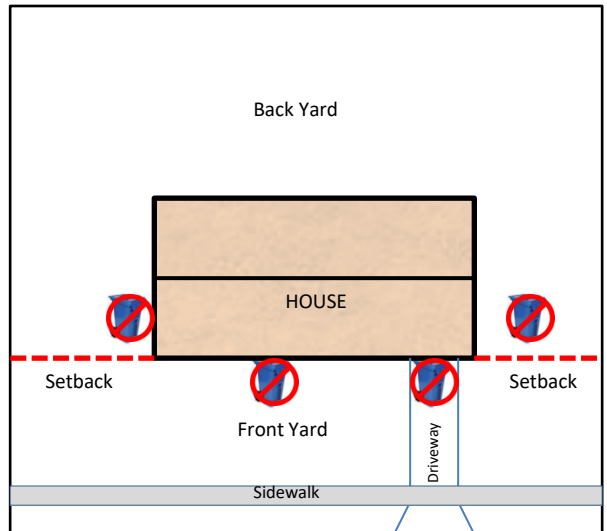
MID-BLOCK LOT

ACCEPTABLE STORAGE



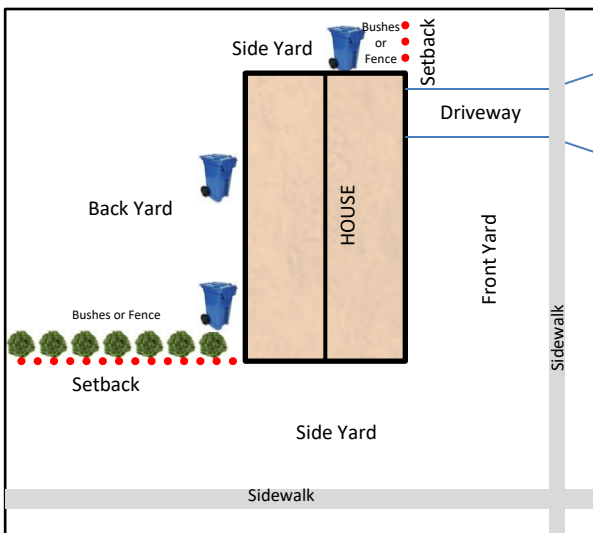
STREET

ILLEGAL STORAGE



STREET

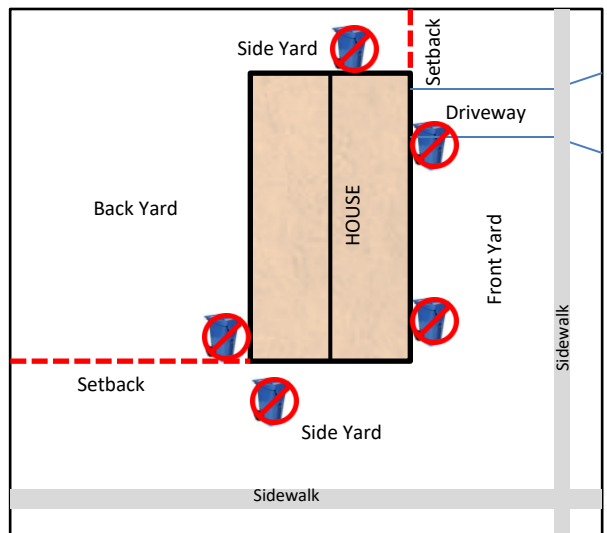
ACCEPTABLE STORAGE



STREET

CORNER LOT

ILLEGAL STORAGE



STREET

DATE: _____ ADDRESS: _____ CONTACT MADE (circle one): YES NO

SANITATION PICK UP DAY: Monday ☐ Tuesday ☐ Wednesday ☐ Thursday ☐ Friday ☐

For more Information, please contact the Department of Public Works at (920) 448-3535.

Green Bay Housing Authority

Electronic Appliance Recycling Policy

To comply with Wisconsin State law, certain electronic items must be recycled appropriately. Because of the special nature of these items, they cannot be thrown in the trash. It is the **Resident's responsibility** to properly dispose of:

- **Microwaves**
- **Televisions**
- **Computers**
- **DVD/Blu-Ray Players**
- **Printers, Fax Machines**
- **Cell phones**
- **Video Cassette Recorders (VCRs)**
- **E-Readers**

These items must be dropped off at a collection site*, such as:

- Cyberworks – 844 Willard Drive #5, Green Bay, WI 54304 **(920) 497-2667**
- Best Buy – 825 Pilgrim Way, Suite A, Green Bay, WI 54304 **(920) 494-2950**
- Brown County WI Resource Recovery – 2561 S. Broadway, Green Bay, WI 54304 **(920) 492-4950**

(Call ahead to verify which items the locations will take. Charges may vary based on weight)

If Residents are unable to bring these items to collection sites themselves, GBHA PROPERTIES I Management will dispose of them properly for a **fee in the amount of \$25.00 per item**. In this case, notify Ka Vang or Kaycee Champasak to make the payment and request a work order.

Any abandoned electronic items left on the curb for garbage pickup on the GBHA PROPERTIES I's property may be subjected to a fine of **\$75.00 per abandoned item** by the City of Green Bay's Public Works Department.

*More local collection sites can be found at:

<http://dnr.wi.gov/wastemgmt/wm/wmexternal/ShellReportViewer.aspx?RID=14&inst=1>

Wisconsin households, K-12 public schools and Parental Choice Program schools can recycle banned devices (except cell phones) through E-Cycle Wisconsin.

 A collage of various electronic devices including desktop computers, monitors, laptops, printers, speakers, a fax machine, a webcam, a keyboard, a mouse, a digital camera, a portable media player, and a hand holding a flip phone.

- 

 Printed on Recycled Paper

dnr.wi.gov, search "ecycle"² / 2

LANDFILL ALTERNATIVES

CITY OF GREEN BAY OIL RECYCLING CENTERS

West Side Location

519 South Oneida Street

(Drop-Off Site entrance on Redwood Dr off W Mason St)

East Side Location

1820 Mills Street

(Drop-Off Site entrance on Henry St)

Hours of operation: Daily (including weekends & holidays) 24/7

ACCEPTABLE ITEMS: used automotive oil, engine oil, transmission oil, power steering fluid, gear case oil (no brake or hydraulic fluids) - free of charge.

BROWN COUNTY HOUSEHOLD HAZARDOUS WASTE FACILITY

2561 South Broadway

Green Bay, WI 54304

www.browncountyrecycling.org

Fees apply.

Hours of operation: Thursdays 12:00 pm (noon) to 6:00 pm, Saturdays 8:00 am to 2:00 pm

Please call 920-492-4950 for current pricing. Businesses must call 920-492-4964 for an appointment.

ACCEPTABLE ITEMS: fluorescent light bulbs, ballasts, propane tanks, batteries, paint, paint solvents, spray or bottled cleaning products, cooking oil, CDs, DVDs, VHS tapes, oil filters, stain, gasoline, antifreeze, vehicle fluids, fertilizer, pesticides, weed killer, pool & spa chemicals

BROWN COUNTY RESOURCE RECOVERY FACILITY

2561 South Broadway

Green Bay, WI 54304

www.browncountyrecycling.org/recycling

Hours of operation: Monday – Friday 7:30 am to 4:00 pm

ACCEPTABLE ITEMS: recyclable materials (glass, plastic, paper, metal)

BROWN COUNTY TRANSFER STATION

3734 West Mason Street

Oneida, WI 54155

www.browncountyrecycling.org/refuse-disposal

Fees apply.

Hours of operation:

January - March

Monday–Friday 7:30 am to 4:00 pm

Saturday 7:30 am to 12:00 pm

April - December

Monday–Friday 7:00 am to 4:00 pm

Saturday 7:30 am to 2:00 pm

ACCEPTABLE ITEMS: bulk household waste, move out waste, household trash, vehicle parts, shingles, roofing material, appliances, tires, glass, root balls, carpet, countertops, windows, doors, cabinets, cupboards, toilets, sinks, lumber, miscellaneous wood products, paneling, construction materials, remodeling materials, demolition materials, drywall, plaster, etc.

**It is required that safety vests are worn at the Waste Transfer Station.
Bring your own with you or they will sell you one.**

APPLIANCES

Search online for appliance recycling centers or place at the curb and the City will collect for a fee.

ELECTRONICS

Search online for electronic recycling centers or place at the curb and the City will collect for a fee.

SEARCH ONLINE FOR **CONCRETE** RECYCLING

SEARCH ONLINE FOR **FILL WANTED** (for clay & sand disposal)



1301 Brosig Street Phone: 920-465-9601
1660 W. Mason Street Phone: 920-569-1596
2814 S. Oneida Street Phone: 920-498-0990

<http://www.goodwillncw.org/>

ACCEPTABLE ITEMS: clothing, shoes, books, housewares, jewelry, furniture, toys, etc.



ReStore

2965 Ramada Way
(920) 338-1650

<http://www.restoregb.org/>

The Restore will accept a variety of different items. They reserve the right to turn down any donation upon inspection. Approved donations can be dropped off anytime during business hours. For larger donations, please call in advance to schedule a pick-up. If you have any questions about items you would like to donate, please contact them.

ACCEPTABLE ITEMS:

Cabinets	Kitchen and bathroom cabinets in sets or pieces	Must be less than 20 years old All doors and drawers Free of structural damage No Water damage or mold
Doors	Interior and exterior, storm/patio doors with frame	Must be less than 10 years old No Lead Paint No damage or fogged glass No used hollow core slab doors No broken door jams
Electrical	All electrical supplies and accessories	No longer accept electronics or computers
Flooring	Wood flooring (new and used), carpeting, tile, vinyl, ceramic, slate, marble	Carpet and Vinyl must be 36 sq. ft. minimum and NEW
Furniture	Bed Frames, dressers, tables, chairs, shelving, hutches, armoires	Must be in good condition No upholstered items, mattresses or futons
Hardware	Handles, hinges, screws, nails	All hardware and fasteners accepted
Home Decor	Art, statues, antiques, memorabilia, knick-knacks, garden art, framed art, sculptures	No dishes, books or glassware
Lighting and Ceiling Fans	Working fixtures and fans for residential use	No incandescent or fluorescent light bulbs accepted Must be complete with all mounting hardware No rust or corrosion on exterior lighting
Lawn & Garden	Bricks, blocks, pavers, unused fencing, birdbaths, shovels, rakes, power yard equipment	Must be in working condition Cannot be broken or covered in dirt
Lumber	Particle board, plywood, paneling, new trim, molding, dimensional and framing lumber	Composite decking must be less than 10 years old Lumber and trim must be at least 6' or longer, with no warping Sheet goods must be at least 1/2 sheet with no damage
Plumbing	Kitchen sinks, pedestal and drop-in bathroom sinks, tubs, solid surface vanity tops (new and used), Granite and Corian countertops, NEW 1.6 gallon low-flow toilets	Must be in good condition No chips, cracks or rust
Windows	Double pane windows	Must be less than 10 years old Complete with all sashes and frame No damage or fogged glass No single pane windows



SALVATION ARMY THRIFT STORE

1125 West Mason Street

920-884-2950

[http://www.sagreenbay.org/green_bay/Thrift Store](http://www.sagreenbay.org/green_bay/Thrift_Store)

ACCEPTABLE ITEMS: clothing, furniture, toys, decorations, stereos, etc.

CRAIGSLIST

<https://greenbay.craigslist.org/>

ACCEPTABLE ITEMS: place an add on Craigslist to sell or give items away



LEAD-BASED PAINT DISCLOSURES & ACKNOWLEDGEMENTS ADDENDUM

This addendum made part of the Lease or Rental Agreement dated 00/00/2022 for the Tenant referred to in singular, NAME OF HEAD whether one or more, tenant with respect to the property at: ADDRESS, GREEN BAY, WI 5430

Lead Warning Statement:

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips, and dust can pose health hazards if not taken care of properly. Lead exposure is especially harmful to young children and pregnant women. Before renting pre-1978 housing, landlords must disclose the presence of known lead-based paint and lead-based paint hazards in the dwelling.

Landlord's Disclosure

(a) Presence of lead-based paint or lead-based paint hazards (check one below):

☐ Known lead-based paint and/or lead-based paint hazards are present in the housing (explain).

☐ Landlord has no knowledge of lead-based paint and/or lead-based paint hazards in the housing.

(b) Records and reports available to the landlord (check one below):

☐ Landlord has provided the tenant with all available records and reports pertaining to lead-based paint and/or lead-based paint hazards in the housing (list documents below).

☐ Landlord has no reports or records pertaining to lead-based paint and/or lead-based paint hazards in the housing.

Certification of Accuracy

The following parties have reviewed the information above and certify, to the best of their knowledge, that the information provided by the signatory is true and accurate.

Signature of Head of Household Date

Signature of Other Adult Date

Signature of Spouse/Co-Head Date

Signature of GBHA PROPERTIES I Agent Date



PEST ADDENDUM

This agreement is an addendum to the Lease Agreement dated 00/00/2022, between the Green Bay Housing Authority (hereinafter referred to as the "Landlord") and NAME OF HEAD (hereinafter referred to as the "Tenant") for the premises located at ADDRESS, GREEN BAY WI 5430.

Both parties hereby acknowledge that they each have independent duties to help control pest issues and that each party must work with the other to address these issues in a timely manner to avoid pest infestations. The use of the word "pest" includes, but is not limited to: cockroaches, ants, spiders, silverfish, carpet beetles, mice, and rats.

Obligations of the Landlord: The Landlord agrees to inspect the unit, prior to renting, for pests and to pre-treat the home in the event that any pests are detected.

In the event that pests or vermin are detected in the unit and reported by the Tenant, the Landlord agrees to take all reasonable steps necessary to control or destroy the pests by using the proper protocol as determined by a licensed pest control service. This requirement in no way limits the landlord's right to use staff to remedy the situation. The Landlord agrees to provide the treatments at no cost to the Tenant, unless there is evidence that the Tenant and/or their guest created the environment that could have or actually did create the pest problem.

The Landlord agrees to take all reasonable steps to address any identified pest issue.

Obligations of the Tenant: The Tenant agrees to take reasonable steps to prevent, control and report any signs of pests within 24 hours. Notification shall constitute the Tenant's permission for the Landlord to enter the unit to inspect.

The Tenant agrees to visually inspect for signs of pests routinely, including after they have visited another home or a hotel, all of their shoes, clothing and luggage. Tenant agrees to prepare their unit for treatment and comply with all recommendations and requests from the Landlord and pest control specialists prior to the professional treatment. The Tenant agrees to place all food in properly sealed containers and clean the home and all food preparation areas on a daily basis. Tenant agrees to keep the home in a clean and debris free condition. Tenant agrees that they will not knowingly or negligently bring any items into the unit that may be infested with pests or create any condition that would cause pest issues.

Tenant agrees that breach of any of these obligations will constitute a breach of the lease and may result in an eviction action and/or a claim for the damages incurred by landlord.

Other: The Tenant acknowledges that the Landlord is not an insurer of the Tenant's property and is encouraged to have insurance to cover any losses. Furthermore the Tenant agrees to indemnify and hold harmless the Landlord and its agents from any claims, including attorney fees, which the Tenant may incur as a result of the negligent or intentional acts of the Tenant or their guests.

Tenant may be liable for failing to comply with this addendum. The Landlord and its agents shall not be liable to the Tenant or their guests for any harm as a result of any pest issue other than for the intentional failure to address a pest issue.

By signing below, the undersigned acknowledge and agree to the above addendums. All occupants over the age of 18 must sign this Addendum. Failure to execute and return the Addendum will constitute a material breach of the Lease.

Head of Household

Date: _____

Spouse/Co-Head

Date: _____

Other Adult

Date: _____

GBHA PROPERTIES I Agent

Date: _____



BEDBUG LEASE ADDENDUM

This agreement is an addendum and part of the rental agreement dated **00/00/2022** between the Green Bay Housing Authority (hereby known as Owner/Agent) and NAME OF HEAD (hereby known as Resident), for the premises located at **ADDRESS, GREEN BAY WI 5430**.

- 1) Resident acknowledges that the Owner/Manager/Agent has inspected the rental unit and is aware of no bedbug infestation;
- 2) Residents claim that all furnishings and personal properties that will be moved into or are currently in the rental unit are free of bedbugs and will not bring furniture to the property that is prone to carrying bedbugs;
- 3) Residents hereby agree to prevent and control possible infestation by adhering to the below list of responsibilities:
 - a. Check for hitchhiking bedbugs. If you stay in a hotel or another home, inspect your clothing, luggage, shoes and personal belongings for signs of bedbugs before re-entering your apartment. Check backpacks, shoes and clothing after using public transportation or visiting theaters. After guests visit, inspect beds, bedding and upholstered furniture for signs of bedbug infestation.
 - b. Resident shall report any problems immediately to Owner/Agent. Even a few bedbugs can rapidly multiply to create a major infestation that can spread to other rental units.
 - c. Resident shall cooperate with pest control efforts. If your rental or a neighbor's rental unit is infested, a pest management professional may be called into eradicate the problem. Your rental unit must be properly prepared for treatment. Residents must comply with recommendations and requests from pest control specialist and Owner/Agent prior to professional treatment.
 - d. Residents agree to indemnify and hold the Owner/Manager/Agent harmless from any actions, claims, losses, damages and expenses as a result of the negligence of the Residents or any guest occupying or using the premises.
 - e. It is acknowledged that the Owner/Manager/Agent shall not be liable for any loss of personal property to the Resident, as a result of infestation of bedbugs.
 - f. If Owner/Agent deems that a bedbug infestation exists and is determined during an inspection or is found by Resident and brought to Management's attention within 24 hours, resident understands that the Owner/Agent will be fully responsible for the costs associated with the bedbug eradication. However, if the Resident becomes aware of a bed bug infestation and refuses to inform Management, treating and disposing of items without Management's knowledge, therefore potentially infesting other areas and units of the building, the Resident accepts full responsibility for all costs associated with treatments necessary to eradicate the entire infestation.

By signing below, the Residents agree and acknowledge having read and understand this addendum.

Signature of Head of Household Date

Signature of Other Adult Date

Signature of Co-Head of Household Date

Signature of GBHA PROPERTIES I Agent Date

GBHA PROPERTIES I

SCATTERED SITES

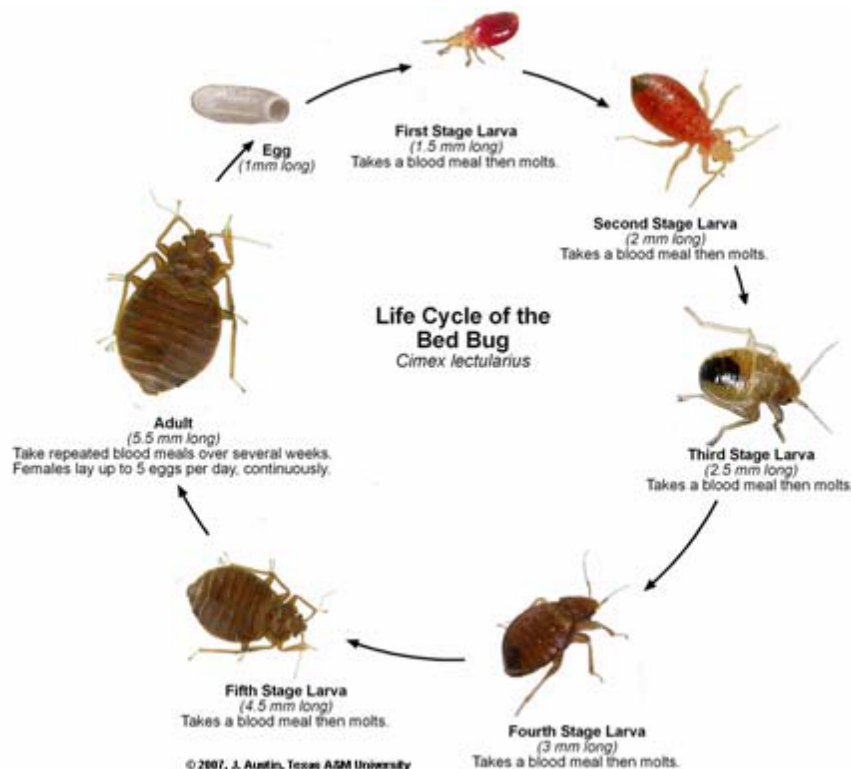
**BED BUG INFESTATION
PREVENTION & TREATMENT
BEST PRACTICES & POLICY**

Introduction

Bed bugs are increasingly becoming a problem within residences of all kinds throughout the country; including homes, apartments, hotels, cruise ships, dormitories, and shelters. The common bed bug, long absent from the US for nearly 30 years, is back with a vengeance. Bed bugs spread easily, hide well, reproduce quickly, and are difficult to treat. With all prevention and treatment of bed bugs, it is important to be proactive and thorough.

What are Bed Bugs?

Bed bugs are in a group of parasites that live in the “nests” of their hosts. They are small, wingless insects that feed solely upon the blood of humans. By living in “nests” (or your bed), bed bugs can feed when the host is not likely to notice them, and then can hide to avoid detection. These pests bite people typically when they are sleeping, resting, or sitting for long periods of time. Hungry bed bugs will move out from their hiding places in search of exposed skin. In heavy infestations, these bugs may also move into folds of clothing or under sheets to find a feeding site.



Biology & Behavior of Bed Bugs

Bed bugs go through various stages during the course of their life cycle. They begin as eggs, hatching sometime between 6 and 17 days after they are laid. They

emerge from the eggs as nymphs and begin feeding immediately. After its first meal, a bed bug will molt and grow to its next stage of development and begin feeding again. After five molts, the bed bug reaches maturity and begins to reproduce. A female bed bug lays between one and 12 eggs per day (average is approximately 5 eggs per day), and may lay up to 500 eggs in her lifetime.

Bed bugs are extremely hardy and can live up to 18 months without eating once. This means that bed bugs can be found in long-vacant rooms or abandoned furniture. ALL areas must be treated aggressively—even uninhabited rooms.

Bed bugs are nocturnal and spend the daytime hiding in cracks and crevices in walls, floors, and ceilings; in furniture and clothing; in seats in theaters, taxis, and on public transportation; and in any number of other areas. Although bed bugs cannot fly, they can run quickly and are small enough to easily go unnoticed. Bed bugs are generally introduced into a new space in one of three ways:

1. By falling, climbing, or jumping (they can jump no more than three inches) onto a person's clothing or belongings when he/she comes into contact with an existing infestation, allowing the bed bug to "hitch a ride" to a new home.
2. When someone brings used furniture, clothing, or another item that is harboring bed bugs into the space.
3. By spreading through walls and floors from an adjacent infested unit.

As previously stated, bed bugs are nocturnal. They hide during the day but come out at night to feed, usually reaching the peak of their activity about an hour before dawn. Bed bugs are attracted to their hosts by carbon dioxide and warmth. Depending on its age, it takes a bed bug between 3 and 15 minutes to feed. When a bed bug bites, it injects saliva to prevent blood clotting and to numb the area. The bites inflicted by bed bugs can go unnoticed or be mistaken for the bites of other pests. All people are not equally sensitive to bed bug bites, so while some victims may break out in rashes from the bites, other people may not display symptoms. Even among people sleeping side-by-side, one person may show severe reactions while the other has no evidence of having been bitten at all. When a reaction does occur, the resulting feeling can be mild (a simple red spot) to severe (rash or even hives). One telltale sign of bed bug bites is a series of three bites in a row—sometimes referred to as "breakfast," "lunch," and "dinner"—but bed bugs do not always bite in this pattern. The bites are usually concentrated on the upper body, especially on the face, neck and arms. Bed bugs are not known to transfer any diseases and the bites are generally not all dangerous.

Procedures/Policy for New Move-In's

The GBHA PROPERTIES I has the following policy in place for new residents to the Public Housing program to help prevent the spread of bed bugs:

- (1) Your belongings must be free of bed bugs, or you must be willing to work with the Management to rid your belongings of bed bugs. *This will prevent the introduction of bed bugs into our facility, and will help the residents to avoid future bed bug issues.*
- (2) You may not bring into this facility items collected from the street, discarded items, or donated furniture. With the increased number of bed bug cases, items on the streets are much more likely to contain bed bugs (the reason for being discarded). Therefore, it is not safe to bring discarded or abandoned items into our facility.
- (3) Within a period of one month after your move-in date, your unit will be subject to a thorough bed bug inspection by the GBHA's contracted exterminator. This inspection may or may not also include a canine inspection. This inspection will ensure that your unit and the belongings you moved into the building are bed bug free.
- (4) If you have possibly been exposed to bed bugs, or suspect that you may have bed bug bites, you must tell Management IMMEDIATELY. Bed bugs require a cooperative effort between residents and Management and early detection and management is very important for the control of bed bugs. Failure to respond quickly to concerns could result in the number of bed bugs increasing rapidly.
- (5) You must not spray, fog, or dust pesticides on your own to treat for bed bugs or any other pests. Foggers can cause bed bugs to spread, over-the-counter sprays may be ineffective, and bed bug control requires experience to know where to place insecticides to be effective against bed bugs. Do-it-yourself pesticides are illegal in City of Green Bay facilities.

Procedures/Policy for Existing Residents

The GBHA PROPERTIES I has the following policy in place for current residents to the Public Housing program to help prevent the spread of bed bugs:

- (1) The GBHA PROPERTIES I will have their contracted exterminator conduct quarterly canine inspections of the entire Mason Manor building. This will include all rooms in all units, and all common areas on each floor. Additional inspections may also be conducted on as-needed, preventative basis. Appropriate notice will be provided accordingly.
- (2) Residents should follow all precautionary and preventative measures provided to them from Management. This includes on a day-to-day basis, as well as prior to inspection and treatment.
- (3) Residents may not bring into this facility items collected from the street, discarded items, or donated furniture. With the increased number of bed bug cases, items on the streets are much more likely to contain bed bugs (the reason for being discarded). Therefore, it is not safe to bring discarded or abandoned items into our facility.
- (4) Residents should not leave or take donated or ‘free’ items from common areas. It is unknown where those items came from and whether or not their previous location had a bed bug infestation.
- (5) If there is a concern of an infestation in a unit, tell Management. Management will follow up on all complaints and monitor infestation cases proactively. Treatment will be issued as necessary with the advisement of the contracted exterminator.

Inspection for Bed Bugs- *Proactive Inspections by Residents*

Bed bugs are small and can be very hard to spot. Though they vary in size and color through the course of their life cycles, they are visible to a carefully trained eye.

Besides actually seeing live or crushed bed bugs, a common sign is the presence of reddish blood and dark fecal spots on bedding and furniture. Shed skins of the young bed bugs can usually be found where bed bugs hide during the day.

Bed bugs can hide in any number of locations—including some relatively surprising locations. They are usually found in highest concentration in, on and around the bed. Generally, bed bugs tend to seek out dark and hidden places like

cracks, crevices and holes, and they tend to prefer textured surfaces like wood, fabric, and paper over smooth surfaces like metal, glass, and plastic. However, bed bugs can be found anywhere and everywhere!

Typical hiding places include:

- Mattress, box spring and bed frame: particularly buttons, seams, and other nooks and crannies. Mattress covers should be removed from the bottom of the box spring for inspection. Remove the box spring and check the frame, particularly slats, joints, and behind the headboard up against the wall.
- Walls: particularly in cracks, behind baseboards, picture frames, wall hangings, electrical outlets, wallpaper, and cracked or peeling paint; and in joints between walls and between the wall and the floor or ceilings. Check door and window frames.
- Chairs, couches, nightstands, drawers, and other furniture: remove cushions from chairs and couches, and vacuum thoroughly, paying special attention to seams. Check cracks and crevices in all furniture. Remove clothes from drawers and wash; remove drawers from dressers and vacuum in, under, and around dresser.
- Check and vacuum lamps, alarm clocks, smoke detectors, and all other electronic equipment and items near bed.
- Clothes, bedding, backpacks, purses, and other belongings.

The following checklist should be utilized on a monthly basis to help prevent an infestation of bed bugs:

- Inspect cracks and crevices in head and footboards, attached side railings and supports of your bed.
- Inspect mattress top, sides and bottom. Check all buttons, seams and any rips or tears.
- Inspect electrical switch and outlet plates and behind any pictures/décor on the walls.
- Inspect cracks in plaster or seams in wallpaper.
- Inspect electrical appliances; radios, phones, televisions, etc
- Inspect any items purchased and brought home.

Handling of Complaints

Bed bugs and other pests sometimes elicit fear and panic in people. Most are unwilling to live with pests, especially those that bite. However, some individuals are resigned to living with bed bugs and may be the source of an infestation in an adjacent unit or room.

Complaints about pests or bites must therefore be handled IMMEDIATELY and with concern, but also with a logical approach that relies on science and pest control expertise. The typical course of events would be:

1. Complaint
2. Inspection (of one or many units)
3. Confirmation
4. Cleaning
5. Treatment
6. Future prevention
7. Follow up

The GBHA PROPERTIES I's Resident Coordinator position has been designated as the individual in charge of overseeing inspection and treatment processes. Main complaints and communication should be run through this position.

Inspection for Bed Bugs- Canine Inspection Program & Exterminator Confirmation

The GBHA PROPERTIES I realizes that to effectively solve a bed bug problem, it is critical to identify and confirm the presence of bed bugs. Due to their small size ability to hide in areas not immediately visible to the human eye, staff will largely depend on a bed bug canine inspection offered through a contracted exterminator.

Most visual bed bug inspections conducted by a human involve removing all infested items such as bedding, furniture and carpets to check if there is activity not easily visible such as within mattresses or upholstered furniture, behind walls, baseboards or under carpets. For best results, the room must be stripped down and the baseboards pulled away from the walls. This process can be time consuming and disruptive. Instead of tearing a room apart to inspect for bed bugs, a bed bug canine detection team can find the bed bug within minutes, making inspection more accurate and cost-effective compared to traditional detection methods.

Prior to the arrival of the canine inspection team, steps must be taken to ensure that the unit is prepared for a accurate and timely inspection. The following checklist should be utilized:

- Vacuum all floors and furniture thoroughly (very important)
- Remove all pets from the area involved in the inspection
- Remove all pet toys, pet food, and pet water source and place in a non-accessible area
- Remove any potpourri, deodorizers, air fresheners at least 2 hours prior to the inspection

- Close all windows and outside doors to minimize drafts at least 2 hours prior to the inspection
- Minimize clutter in each room as much as possible to ensure the highest detailed inspection possible. **The canine team must be access to all furniture.**
- There must not be any noise or human distractions.
- Turn off all oscillating/box fans, exhaust fans, and ceiling fans at least 30 minutes prior to inspection.
- Extinguish all smoking materials 2 hours prior to the inspection. This is very important!
- No pesticides applications can be used at least 30 days prior to the inspection. If an application has been done, Management and the inspection team must be made aware of it.
- If there are any spilled syringes, pills, or any other medication in the search area, the canine team may refuse the inspection until the items have been removed.

Detection/Monitoring

Additional detectors and monitors are available for continued monitoring and early detection. These devices range in price and will be administered based on the extermination teams advisement.

The Verifi Bed Bug Detector emits CO₂ for 24 hours. Two other attractants are emitted from this detector—kairomone and perhomone, which mimic a living, breathing human hosts and draw the bed bugs to the device.

The Intereceptor Bed Bug Monitor is available in two designs and is strategically placed in units to aid in early detection or continued monitoring. Ideally, this monitor is placed with furniture legs or underneath furniture.

Climb-up Design: contains a talc powder in the center which prevents bed bugs from climbing out/escaping once drawn in.

Blackout Design: the black color the design draws the bed bugs in and the surface prevents them from climbing out/escaping.

Treatment of Bed Bugs

If an area or unit has been positively identified for bed bugs during the inspection, two types of treatments can and may be issued. These treatments will be issued by the GBHA PROPERTIES I's contracted exterminator only and neither the residents nor the staff should issue treatments in addition to those listed below.

Pesticide Barrier Treatment

A barrier treatment is a minimal pesticide application performed in neighboring units to an identified infested unit. This treatment is done strictly as a precaution, however, to ensure your unit does not become infested, the extermination technicians require full cooperation.

To prepare your unit for a barrier treatment, adhere to the following guidelines:

- Pull away all furniture items a minimum of 2 feet away from outer walls. The treatment will be concentrated to walls, baseboards, pipe chases, and electrical outlets. The technicians will not move any type of large furniture. If assistance is needed, please contact the Resident Coordinator prior to the scheduled barrier treatment.
- Remove any items from the floor that are near the walls or baseboards. This includes, but is not limited to: toys, food, drink, books, animal food dishes, loose papers, etc.
- Have all uncaged animals removed from the unit or safely secured inside the bathroom or a pet crate.
- The extermination technician will provide you with a pesticide usage form after the barrier treatment is completed. Refer to the form for any questions or concerns regarding the pesticides used. For any concerns not addressed by the form, the Resident Coordinator should be contacted.

Thermal Remediation Treatment

Heat treatment is an innovative approach to the control of bed bugs. The extermination team brings large convection-style electric heaters into the unit and raise the temperature not to exceed 135°F for a period of 6-8 hours.

The temperatures are monitored in real time from a remote location using wireless sensors to ensure lethal temperatures are reached without damaging the space and its contents. High temperature fans are also introduced into the unit to move heated air throughout the space to reach cracks and crevices or high infestation zones.

When the treatment is completed, the space that was treated is warm but otherwise safe to enter.

In order to effectively and timely administer this treatment, the extermination team requires that residents adhere to the following checklist:

- Clean up entire unit as if you were expecting company, The treatment team will not work around trash, old food, and other unsanitary items.
- Be ready to leave your unit at the designated time. If you are not ready to leave, a cancellation fee will be issued and the job will be rescheduled for the next open treatment date. The GBHA PROPERTIES I expects that all cancellation fees will be assessed against the resident's account.
- Do NOT remove infested materials from the infested unit. Except for the items listed below, leave everything in the unit. It is important that you DO leave everything in place.
- Everyone that resides in the unit will have to remove themselves from the unit for the entire day. Pets must also be removed.
- Ensure that any items you plan on wearing or taking with you are bed bug free, including purses, handbags, backpacks, shoes, etc.
- Unplug electronics from outlets in bedroom only
- Clothing drawers may be left, but if articles are densely packed, remove them and place in loosely open-weave laundry baskets.
- Take down articles on walls and shelves that might be damaged if someone brushes against them or could be knocked down by the air movement.
- Deflate air mattresses.
- Make sure a path is clear for the movement of large equipment throughout the entire unit.
- Vacuum the entire unit and vehicle. Discard vacuum bag immediately.
- You MUST place the following items in containers/boxes and leave them by the door:
 - Compressed gases, flammable or combustible chemicals including gasoline, propane, butane, cigarette lighters, light fuel.
 - All aerosols and pressurized cans including hairspray, spray-on deodorants, bug sprays, spray paints, asthma inhalers, and aerosol cleaning products.
 - Chocolate and other meltable food items and candy (may be placed in refrigerator).
 - All medicines (may be placed in refrigerator)
 - Candles, wax figurines, and oil paintings or any items you are unsure of that may be affected.
 - Musical instruments that could be damaged by heat, such as guitars.

- All flammable materials, including butane lighters, lamp fuel, fuel for food warmers, solvents, ammunition/black powder, etc.
- Indoor plants including seeds and bulbs. Fruits and vegetables may be placed in refrigerator.
- Carbonated beverages or drinks under pressure such as 2-liter colas, wine bottles, canned soda and/or beer, etc must be placed in refrigerator.
- Any items of value that might be damaged by temperatures ranging between 120°F-135°F.

Thermal Remediation Post Treatment

After treatment you will notice that clothing, blankets, sofa cushions, etc are not the way you left them. The extermination team must move these items to get an even distribution of heat throughout the unit. Please follow the following guidelines for post treatment:

- Because the temperatures will probably be elevated when you return to your unit due to the high temperatures during the treatment, open windows or turn on the air conditioning to aid in cooling down the area.
- Some items may have been moved or shifted to adequately distribute the heat throughout the unit and may not have been returned to the exact position they were in.
- Contact the Resident Coordinator to schedule the replacement of your baseboards, door and window trim, or furniture.
- Vacuum the entire unit. You may see dead bed bugs. Live bed bugs were vacuumed by the extermination team prior to the treatment. Dead bugs means the treatment worked.
- After returning to your unit, the only items not treated were the items taken with you during the treatment. Items such as clothes, coats, backpacks, etc must be placed in the dryer on high heat for at least 20 minutes.
- Wash and dry on high heat all bed sheets, blankets, liners, and pillow covers that were on the bed when treated.
- Any vehicle you have been inside is at risk of having bed bugs. Since the extermination team cannot treat the inside of your vehicle, do a thorough vacuuming of the inside seats and trunk.
- The purchase of mattress and box spring encasements is strongly recommended and in some cases can be an alternative to throwing away your mattress and box spring. Please contact the Resident Coordinator if you are interested in this alternative.

Cost of Treatments

The costs of treatment are highly variable depending on the specifics of a given infestation, but are very expensive under any circumstances. It is far better to invest in preventative measures, inspections, and early treatments than it is to react.

In all cases of necessary treatments, unless a result of intentionally infesting a unit or area of the building, the GBHA PROPERTIES I will compensate the contracted exterminator.

CITY OF GREEN BAY HOUSING AUTHORITY

PET/SERVICE/ASSISTANCE ANIMAL OWNERSHIP

POLICY, RULES & GUIDELINES

The purpose of the Pet Policy is to establish rules and guidelines regulating the keeping of “common household pets, service animals and/or assistance (emotional support) animals” in the City of Green Bay Housing Authority’s properties. Management must approve of all/any pet(s), service/assistance animal(s) before the animal(s) is brought to live on the property. A **service animal**, which is specially trained to assist an individual with a disability in specific activities of daily living, is not considered a pet when it is kept in a safe and sanitary manner by an individual with a disability to whom the animal gives necessary assistance in activities of daily living. An **assistance animal**, which may be a certified service animal, an emotional support animal or any other animal that works, provides assistance or performs tasks for the benefit of a person with a disability, or provides emotional support that alleviates one or more identified symptoms or effects of a person’s disability. A service or assistance animal shall be considered a pet in computing the number of pets kept in any household.

This policy is deemed to be an addendum to the resident’s lease.

A. Pet Rules for Service and Assistance Animals

The City of Green Bay Housing Authority will require documentation from a qualified medical professional limited to:

1. Verification that the person making the request is a person with a disability;
2. Verification that the animal is needed by a person with a disability, either to provide a service or to act as a companion to provide emotional support;
3. Verification that the animal owned by the individual with a disability will meet the need identified;
4. Verification that someone in the household is able to care for the animal or that alternative arrangements that will not impair the animal’s health or safety have been made;
5. Service animal owners will be required to present a certificate of health from their veterinarian verifying all required annual vaccines, initially and at re-examination;
6. Any applicable City of Green Bay ordinances concerning pets will be complied with (Appendix 1);
7. Service animals and Assistance/Companion animals must be controlled by a responsible individual at all times when taken outside of the unit.

B. Pet Rules

The following rules shall apply for the keeping of “common household” pets by residents living in the units operated by the City of Green Bay Housing Authority.

1. Common household pets as authorized by this policy means domesticated animals, such as cats, dogs, fish, birds, rabbits, rodents (case by case depending on type, must be approved by Management), reptiles (case by case depending on type, must be approved by Management) and chickens (hens – based on City of Green Bay Ordinance) all of which are traditionally kept in the home for pleasure rather than for commercial purposes.
2. The City of Green Bay Housing Authority does not allow the following animals as pets nor are they considered common household pets: ***insects, arachnids, wild animals or feral animals, pot-bellied pigs or any other animals used for commercial breeding.***

3. Each resident family will be allowed to house only two (2) four-legged household pets (**2 cats or 2 dogs or 1 cat & 1 dog**). Each resident family with two (2) four-legged household pets may also have 1 additional 10-gallon or less aquarium tank for fish, one cage with 4 birds or one coop with 2 hens.
4. The head of household must pay the necessary one-time pet deposit fee in full **\$250.00** for each dog or cat, **\$150.00** for each rabbit, reptile (lizard), bird cage, chicken, one 10-gallon aquarium tank of fish **BEFORE** it is brought into the unit.
5. Any household pet(s) that is considered a service animal or an assistance animal will not be required to pay the pet deposit fee but will be required to provide documentation as verification. Failure to provide the necessary documentation will result in the head of household being charged the appropriate pet deposit fee.
6. Residents must ensure that the pet/service animal/assistance animal does not pose a direct threat to health or safety of others (neighbors & GBHA staff), or cause substantial physical damage to the development, dwelling unit or property of other residents.
7. Each pet owner shall be responsible for appropriately training and caring for his/her pet to ensure that the pet is not a nuisance or danger to other residents and does not damage any GBHA property (dwelling unit).
8. Visiting guests with pets (other than service animals to assist visitors with disabilities) will not be allowed, unless approved by management prior to visit. Pets shall be allowed to run only on the owner's lawn and owners shall clean up after their pet each time the animal produces waste.
9. Temporarily taking care of pets that are not owned by the household will NOT be allowed, unless the household pays the required pet deposit (**\$250.00** for each dog or cat, **\$150.00** for each rabbit, reptile (lizard), bird/chicken, one 10-gallon aquarium tank of fish) and is approved by Management. If the household temporarily cares for a pet for someone else, the pet can only stay with the household for 30 days within a calendar year or 14 consecutive days.
10. No ferrets or other animals whose natural protective mechanisms pose a risk of serious bites or lacerations.
11. Pet owners must agree to control the noise of pets so that such noise does not constitute a nuisance to other residents or interrupt their peaceful enjoyment of their housing unit or premises. This includes, but is not limited to loud or continuous barking, howling, whining, biting, scratching, chirping, or other such activities.
12. Dogs and cats must be kept on a leash or in a kennel at all times and controlled by a responsible individual when taken outside of the unit.
13. No dog houses will be allowed on the premises, unless prior approval is sought. Dog houses must not be visible from the street.
14. The pet owner is responsible for the pet's health and condition.
15. The pet owner shall be responsible for the removal/pick up and proper disposal of pet waste. Owners must also make sure to keep the dwelling unit clean and free of any unsanitary pet odors.
 - a. All tenants are required to keep up with pick up/removal of pet waste on the property.
 - b. Litter box requirements:
 - i. Pet owners must promptly dispose of waste from litter boxes and must maintain litter boxes in a sanitary matter.
 - ii. Litter box waste contents shall not be disposed by being flushed through a toilet.
 - iii. Litter boxes shall be kept inside the tenant's dwelling unit.

16. Pets shall be removed from the premises when their conduct or condition is duly determined to constitute a nuisance or a threat to the health and safety of the pet owner, other occupants of the GBHA, staff of the GBHA or the pet, in accordance with paragraph C3 below.
17. Birds must be kept in regular bird cages and not allowed to fly throughout the unit.
18. Dishes or containers for food and water will be located within the owner's unit. Food and/or table scraps will not be deposited on the owner's porches or yards.
19. Pets will not be allowed on specified common areas.
20. Each resident family with household pets or service/assistance animals will be responsible for making sure that the unit is kept clean and sanitary. Unsanitary odors from the household pets or service or assistance animals can cause health problems and will not be tolerated.

C. Application of Rules

1. Pet owners will be responsible and liable for any and all bodily harm to other residents or individuals. Destruction of personal property belonging to others caused by owner's pet will be the financial obligation of the pet owner.
2. All pet rules apply to residents and/or resident's guests.

APPENDIX 1: CITY OF GREEN BAY MUNICIPAL ORDINANCES PERTAINING TO PET OWNERSHIP

Household Registration:

6.33(1) DOG AND CAT LICENSES AND VACCINATIONS

LICENSE REQUIRED. The owner of a dog or cat more than five (5) months of age on January 1 of any year, or five (5) months of age within the license year, shall annually, or on or before the date the dog or cat becomes five (5) months of age, pay the dog or cat license tax and obtain a license as used herein. The word "owner" shall include every person who owns, harbors, or keeps a dog or cat.

8.04(3) PERMIT REQUIRED FOR POSSESSION OF OTHER ANIMALS. No person shall possess an animal, other than an exotic animal or animal otherwise licensed pursuant to the Green Bay Municipal Code, without first obtaining a permit from the Humane Officer.

Removal of Pet Waste:

8.04(5) REMOVAL OF ANIMAL WASTE. No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal excreta from such property.

8.04(6) ACCUMULATION OF ANIMAL WASTE. No person possessing an animal shall permit more than 24 hours accumulation of such animal's manure to remain on property under the possessor's control.

Tethering or Chaining Pets:

8.06 ANIMALS TO BE CONFINED.

(1) No person, owner, or custodian shall permit any animal (including fowl) to be at large within the City. Any animal shall be deemed to be at large when it is off the premises owned or leased by its owner or custodian unless crated, penned, or under the control of a person able to control the animal by means of a leash of sufficient strength to control the action of the animal, or such other personal attention as will reasonably control the conduct and actions of the animal.

(2) No person, owner, or custodian shall permit any animal (including fowl) to be left unattended within 5' of a public right-of-way.

(a) Such public rights-of-way include, but are not limited to, sidewalks, streets, alleys, and parking lots.

(b) Unattended animals shall include those animals which are crated, penned, or leashed but which are without personal supervision or control sufficient to properly restrain the animal.

LICENSE TO KEEP HENS:

6.33(3) LICENSE TO KEEP HENS

(a) **LICENSE REQUIRED.** The owner of any hen (female Gallus gallus domesticus) more than 8 weeks of age shall annually, or on or before the date the hen becomes 8 weeks of age, pay the hen license fee and obtain a license. The term "owner" shall include every person who owns, harbors, or keeps a hen.

(b) **FEE.** The license fee shall be as provided in the City Fee Schedule for a single license to keep up to 4 hens. The license year commences on January 1st and ends on December 31st.

(c) **LATE FEES.** The City Clerk shall assess and collect a late fee as provided in the City Fee Schedule from every owner of a hen 8 weeks of age or older if the owner fails to obtain a license prior to April 1st of each year or within 30 days of acquiring ownership of a licensable hen, or if the owner fails to obtain a license on or before a hen reaches the licensable age.

(d) **ISSUANCE OF LICENSES.** Only one license may be issued to each parcel number. Upon payment of the required hen license fee, the City Clerk shall complete and issue to the owner a license stating that the owner's name and address, parcel number, date of issuance, and date of license expiration. The City Clerk shall keep a duplicate copy of the license on file.

(e) **PENALTIES.** Any person who shall violate any of the provisions of this section shall be subject to a forfeiture of not less than \$25.00 nor more than \$100.00 for the first offense and not less than \$50.00 nor more than \$200.00 for subsequent offenses.

8.04(5) REMOVAL OF ANIMAL WASTE. No person who possesses an animal shall permit such animal to defecate upon any property other than that of its owner or custodian unless the custodian immediately thereafter cleans up and removes such animal excreta from such property.

8.04(6) ACCUMULATION OF ANIMAL WASTE. No person possessing an animal shall permit more than 24 hours accumulation of such animal's manure to remain on property under the possessor's control.

Other Animal Rules:

8.08(3) NUMBER OF DOGS LIMITED. (a) No family shall own, harbor, or keep in its possession more than two (2) dogs on any residentially-zoned lot without the prior approval of the Council. For the purpose of this section, the term "family" shall be defined as one or more persons.

8.08(6) LOUD AND PERSISTENT BARKING PROHIBITED. No owner or person in control of any dog shall suffer, permit, or allow such animal to bark or bay in such a manner as to detrimentally affect the peaceful repose of one or more property owners or residents of the immediate area, and within earshot of the barking or baying. In determining whether the noise detrimentally affects peaceful repose, the volume of the noise, time of day, length of time the noise persists, and location of the animal shall be relevant. Where a dog is left unattended out-of-doors, it shall be presumed the owner or person in control is permitting the noise.

8.09(3) NUMBER OF CATS LIMITED. (Rep. & Rec. GO 9-05) No person shall own, harbor, or possess more than three (3) cats on any lot zoned as residential without the prior approval of the Council. If more than one family resides on a residential lot, then only three (3) cats shall be allowed on the residential lot unless prior approval is obtained from the Council. For the purpose of this section, the term "family" shall be defined as one or more persons.

8.095(3) NUMBER OF BIRDS LIMITED. Sections 8.04 and 8.05, Green Bay Municipal Code, notwithstanding, no person shall own, harbor, or possess more than four (4) birds greater than 8 inches in height or eight (8) birds less than 8 inches in height on any lot zoned as residential without the prior approval of the City Humane Officer, with right to appeal to the Protection & Welfare Committee. If more than one family resides on a residential lot, then only four (4) birds shall

be allowed on the residential lot unless prior approval is obtained from the Council. For the purpose of this section, the term “family” shall be defined as one or more persons.

I have read, fully understand, and will abide by the regulations contained within this GBHA PROPERTIES I pet/service/assistance animal ownership policy, rules and guidelines.

Head of Household Signature

Date

Co-Head of Household Signature

Date

Other Adult Signature

Date

GBHA PROPERTIES I Agent’s Signature

Date