



Code of Conduct

The mission of Live Oak Apartments is to provide safe and permanent housing for households experiencing homelessness or who are at-risk of homelessness. This project strives to provide a runway to re-stabilization and independence through strong support services that are tailored to the needs of each resident household.

At all times, households living at Live Oak Apartments must agree to the following expectations of behavior. Any violation of these rules can result in removal from the building and the program. These rules apply to residents, staff, volunteers, and visitors, and are renewed annually.

Responsibility to the community

1. Residents are to treat other residents, neighbors, project staff, and visitors with courtesy and respect at all times. Residents' conduct and the conduct of their visitors are required to be in a manner which will not disturb neighbors' peaceful enjoyment of their accommodations or workplaces.
2. There are designated outdoor areas for smoking and hanging out. It is prohibited for residents or visitors to do these activities on neighboring properties. All behavior expectations laid out in this agreement for activities within the building are extended to neighboring properties. Repeated complaints for nuisance could result in lease violation and/or eviction.
3. Residents agree not to make or allow any excessive noise in the premises, nor permit any action which will interfere with the rights, comforts or conveniences of other persons; this includes noise from radios, stereos, television, video games, computer use, spirited discussions and all other sources. If noise can be heard through adjoining walls or floors, then it is too loud. Quiet hours are from 10:00 PM to 8:00 AM.

Responsibility to the building and to the apartments

4. The premises must be kept clean, safe, sanitary and uncluttered to allow passage through the property. Project staff may require the removal of excessive accumulation of items, newspapers, trash, etc., that are deemed to be a fire or health hazard.
5. Destruction of property belonging to another is prohibited.
6. Living or housekeeping habits that cause damage to the unit or premises is prohibited. Apartments must be kept clean and sanitary.
7. All vehicles will be parked in designated parking areas only. Vehicles must be licensed, insured, and in running condition. Mechanical work is prohibited on the premises. Recreational vehicles, such as RVs, trailers, motor homes, etc., cannot be parked on the premises and must be stored at another location.



Responsibility for guests and visitors

8. You are responsible for the behavior of your guests. Live Oak Apartments reserves the right to deny entrance to visitors who have violated this Code of Conduct. All visitors must pass through the front lobby, and sign in and out with project staff.

Responsibility to safety

9. Conduct endangering the life, safety, health or well-being of others is prohibited, even if the person did not intend to endanger anyone.
10. Abusive verbal and body language to residents, staff, volunteers and anyone else on site is prohibited. This includes discourtesy, rudeness and disruptive behavior.
11. No violence, including physical, non-physical threatening, or intimidating behavior will be allowed. Violations of this expectation may result in immediate and permanent removal from the premises.
12. Any criminal activity that threatens the health or safety of, or the right to peaceful enjoyment of the premises by, other residents or persons residing or working the immediate vicinity of the premises (including property management staff residing on the premises) is prohibited. This includes drug-related criminal activity on or near the premises. Violation of this expectation may result in immediate and permanent removal from the premises.
13. Bringing unauthorized materials such as firearms, weapons, or similar items onto the property is prohibited.
14. The use of candles and incense are prohibited due to the high risk of fire and threat to safety to other residents. Possession of other combustible materials is also strictly prohibited.

Responsibility to a smoke-free environment

15. Due to increased risk of fire and the known health effects of secondhand smoke, this housing is smoke-free for all residents. Smoking and vaping of tobacco products, medical cannabis, or other smoke-born substances is prohibited in all indoor areas of the building, including personal rooms, common areas, restrooms, lobbies, and any other enclosed area. Smoking shall be prohibited in all outdoor areas with the exception of the designated smoking area. Smoking is prohibited in parking lot, in front of building, and on adjacent properties.
16. Use of chewing tobacco or other oral tobacco products are prohibited from all public and common areas including, but not limited to, the property management office, lobby, laundry room, community and meeting rooms, walkways, parking lots, and recreational areas.



project homekey
MENDOCINO COUNTY

Responsibility to a drug-free environment

- 17. Use of recreational cannabis and street drugs is prohibited on premises, including but not limited to, personal rooms, common areas, outdoors, and on adjoining property. This project is federally funded and prohibits the use of recreational cannabis.
- 18. Use of alcohol, recreational cannabis, or street drugs in the immediate vicinity, including neighboring properties, is prohibited.

Live Oak Apartments **does not discriminate on the basis of sex, disability, race, national origin or sexual orientation.**

I have read and understand Project Homekey's Code of Conduct. I agree to abide by the rules described above and understand that I may be removed from the program and the premises if I violate the rules.

Resident Signature: _____

Date: _____

Employee Signature: _____

Date: _____