



(supported by LH Property, LLC)

PROGRAM AGREEMENT

Rules, Expectations, Policies & Procedures

Full Name: _____

Monthly Program Fee: \$775

Intake Fee: \$350 Security Deposit: \$350

Date: _____

As you read through this list, please understand that this is a general list. Should the owners and/or Director of The Vine House or LH Property, LLC determine that you are not following these expectations or behaving in a manner deemed inappropriate for the program, you will be asked to leave. This program is primarily peer run and overseen by the Program Director. Details regarding this will be laid out in the following pages of this contract. The Vine House Recovery Program is a 90+ day program. Except in extraordinary circumstances, you will be expected to remain as a member in the home for a minimum of 3 months. If you are asked to leave within those 90 days for any reason, or leave on your own volition, all paid program fees will be forfeited and you will be ineligible to receive the \$350 Living Expense Scholarship.. **By signing this document you understand that this is NOT a rental agreement or lease. Program Members are not renting a room; they are voluntarily participating in The Vine House recovery program, which provides a safe and sober living environment to women in addiction recovery. Refusing to leave the premises once expelled will result in additional charges.**

Please read each section in detail, initial as you go and ask any questions you may have before signing at the end.

When mentioning “The House” this refers to current participating program members of The Vine House Recovery Program.

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The Vine House: Rules, Expectations, Policies & Procedures

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Section C: Program Engagement and Time Away from the Home

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Section V: Program Director Role

Section W: Tagging System

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Abbreviation Glossary:

BA - Breathalyzer

UA - Urinalysis

“The House” - all active program members

BOH - Back of the House

FOH - Front of the House

The chat - google house chat specified for the program and appropriate side of the house

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Section A: RECOVERY PARTICIPATION and RELAPSE POLICY

At The Vine House, we are dedicated to practicing the principles of recovery through an all pathways approach; therefore, residents are expected to participate actively in recovery meetings and be of service to the community through employment and /or volunteer opportunities.

Residents must regularly attend recovery meetings/therapy sessions/coaching sessions or peer support groups. **The Vine House requires a minimum of 3 (three) recovery meetings per week.** There are many elements to “working a program of recovery”, and as a resident you will be required to learn this process, you must be able to define this program and follow the principles to the best of your ability.

All residents must attend the weekly house meeting: Sundays from 5-6:30pm

The first Sunday of each month will be a whole house meeting, including the Program Director. The remaining meetings will be held by program members in their designated side of the house. All program members must attend ALL Sunday house meetings in person, unless otherwise approved.

There may be special house meetings called at any time. Absolutely no unexcused absences will be accepted. House meetings are mandatory meetings.

To ensure sobriety, house management or other household members may ask you to be tested for drugs or alcohol.

Failing to take your prescribed medication, taking too much, or taking another person’s medication, is considered a relapse.

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If you are asked by management, another program member, or any representative of The Vine House to take a urinalysis, alcohol breathalyzer, or participate in any other type of test to verify that you have not been using drugs or alcohol, you are required to do so. Two or more house members must be present during the UA/BA. Any and all UA/BA results should be recorded in the log provided.

Choosing not to report a positive UA, abuse of meds, or other known drug/alcohol use, will result in expulsion.

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If you return to your room or leave the house once a UA/BA is called, it is considered a refusal and you may be asked to leave or have an alternative consequence.

We may require blood, hair follicle, or urine tests from an offsite lab, to which you will be responsible for payment. If you refuse to take the test, you will have to leave the house immediately.

Should you be prescribed a new medication, whether for regular or temporary use, it must first be approved by your side of the house by vote, as well as with your Program Director. In order to potentially get approval, you must have all appropriate documentation. Approval must happen before the medication is consumed and/or brought into the house. Failing to do so will be considered a relapse and the program member will be expelled.

If you are found to be under the influence of drugs or alcohol while you are a part of The Vine House program, you must leave the house immediately. If a house member claims a “false positive” due to a medication, a saliva test may be done as it will differentiate between a true and false positive. If a child is found to be using drugs/alcohol, the program member may be expelled or lose in-house visiting rights.

You will not be allowed to drive yourself away from the home if you are currently under the influence. Travel arrangements will be made for you at your expense. You will have to come back to pick up your belongings outside of the home within 2 weeks. You will not be admitted entry back into the home. Should you refuse help and become uncooperative, combative in any way, or attempt to drive while under the influence, the police will be called immediately. Should the police be called, you will not be allowed to retrieve any of your belongings at that time.

If you relapse at any time, you must pack up your belongings and leave immediately. Should you be immediately expelled from The Vine House Recovery Program, you will have 15 minutes to pack as many of your belongings as possible and leave. Should you not vacate the property at this time, you will be charged a post-occupancy fee of \$200 per day, beginning at 20 minutes past expulsion notification. If you are sober and cooperative and have trouble finding a ride or would like to pack/transport your entire room yourself, you may have up to an hour following expulsion, without charge, if (and ONLY IF) two or more program members agree to and volunteer to be present during this time. Once you have exited the property, your door code will be deactivated and you will not be permitted to re-enter the house.

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Once an expelled program member has left the house, two or more program members will pack her belongings and the expelled member may schedule a time to pick up her belongings outside of the home. By initialing below, you agree to allow your items to be packed by household members and that you will conduct yourself in a respectful manner upon pickup.

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Everyone in the house is dedicated to sobriety. No use of alcohol/drugs or any other mood altering substance is allowed. You must report any knowledge or suspicion of use by any resident immediately. Failure to do so could result in your being asked to leave the program.

Program members are held to a high standard and are given the responsibility to not only hold themselves accountable, but also each other. Failure to follow enforce rules, through communication, write ups, behavioral agreements, UA/BAs, or expulsion, will carry heavy consequences and may result in expulsion for the entire house.

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Section B: RESIDENT FINANCIAL POLICY

It is the belief of The Vine House that meeting one's financial responsibilities is an important part of sobriety, and that sound financial planning, clear communication about money issues, and respect for one's commitments contributes to a resident's recovery process. Therefore, it is our expectation that except in extraordinary circumstances, every resident will pay their program fees in full and on time, on the **first** day of each month. In all cases, any circumstances that will affect payment of fees MUST be communicated to LH Property, LLC immediately.

A \$350 non-refundable intake fee as well as a \$350 security deposit is due upon signing this program agreement to hold your place before move-in. After a program member completes a minimum of 90 days in the program, they will be eligible to receive a \$350 scholarship towards a security deposit/rent/living expense, upon discharge, for their next part of the sober journey. Eligibility is based on the length of the program as well as leaving in good standing. If you are expelled from The Vine House program at any time throughout the program (regardless of number of days in the house), or owe a balance that your security deposit amount cannot cover, you will become ineligible to receive the scholarship. If for any reason you choose or are asked to leave before your 90 days, you will be ineligible to receive the scholarship. Your security deposit may be used to pay any damages, cleaning fees, unpaid program or post occupancy fees. Should you need to pay your security deposit in installments, there will be an additional \$50 installment fee and full amount must be paid within 60 days of intake. Failure to pay your

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agreed upon deposit installments will result in expulsion from the program. Your security deposit and/or scholarship, if eligible, will be sent within 60 days or less.

(If you joined *The Vine House Recovery Program* prior to Jan 1, 2023, your original deposit agreement will still be in effect.)

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Your first month of program fees (\$775) must be paid in full on or before the date that you enter the home. If you are reserving your spot for future move in, your financial responsibility begins the day you sign this contract. **Your monthly program fees will be due on the first of each month.** Your first program fee may be prorated, depending on your move-in date. Program fees are non-refundable unless found to be due to extreme circumstances beyond your control. Relapse, expulsion, or you choosing to leave the program against staff advice, are not reasons beyond your control.

If you are participating in an outside scholarship program (such as Abundance or Hornbuckle Foundation), you are still responsible for paying your portion of your monthly fee on the first of the month. If an outside scholarship program is assisting in paying your intake fee or security deposit, that amount will not be refunded to the program member for any reason upon exiting the program.

If you know you will not be able to pay your fees in full, bring that to the attention of your house director as soon as possible. After the 6th day past your due date, a late fee of \$50 will be assessed.

Any and all payment arrangements must be made at least seven (7) days prior to the payment due date. It is unacceptable to have other expenses: gym membership, mobile phone, past debt, etc., take priority over your program fees.

Automatic payments through your Rentec portal are preferred. Through the portal, you may pay by bank account or credit card (credit card carries a 3% fee). If you must pay by check or money order, you must first have it approved through house management. **Please make the check payable to: LH Property, LLC** and must either be given to the Household Director or ensure that they are aware you have placed it in the black lockbox in the front of the house.

Any financial questions or concerns must be communicated directly with the property management company LH Property, LLC. : lhproperty2616@ gmail.com

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Section C: PROGRAM ENGAGEMENT and TIME AWAY FROM THE HOME

You must engage in at least twenty-five (25) hours per week of “productive time” while a part of The Vine House program. Productive time can be made up of work, school, community service, IOP or a combination of these equaling 25 hours per week.

You must obtain a job within 30 days of your in-date. Your fellow program members may reassess your employment situation at 14 days, at which time you may be given a 14 day extension to secure employment. If still unemployed after 30 days you may be asked to leave the program.

If you are unable to work or attend school, you are expected to involve yourself with some volunteer/service work or an additional healthy outlet to be approved by your fellow program members.

Participants in The Vine House are allowed to work 3rd shift or overnight shifts so long as they maintain regular attendance at weekly house meetings and keep up with their recovery programming. Program members with shifts that require time out of the house outside of curfew must share their weekly schedule in the house chat or provide proof as requested by “The House”.

*****For the first 30 days as a resident, no overnight stays out of the house are allowed.**

After the first 30 days, residents are allowed one overnight stay out of the house per week. After the first sixty days, residents are allowed extended overnights with proper notice. A minimum of 3 days notice is required for one night stays and a minimum of 7 days notice must be given for extended overnight stays. These rules are to help ensure that program members are stable enough in their recovery to take any time away from the house and to also decrease the chances of impulsive behavior. “The House” may require that additional contact information is shared for safety reasons (phone number, address, reason, etc). **Program members may take up to 3 consecutive nights away from the house, with house approval.** If a program member does not return by curfew the day that they are scheduled to return, they will be written up and/or put on a behavioral contract. If the program member has not returned within 24 hours of their scheduled return date, they will be expelled from the program. **Overnights may not be extended except in extenuating/unavoidable circumstances, with proper proof (ie. hospital intake/discharge paperwork).** All overnights MUST be approved by “The House” and the rules must be fully adhered to. Program members must still attend the house meeting virtually if they

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are on an overnight. Should a program member need a longer overnight stay, if they have been in the program for a minimum of 12 months, they may submit a request to the house AND Program Director for approval. The likeliness of approval is not high and may require a hair follicle test upon return, expense paid by the requesting program member.

Program members are expected to complete their weekly chores and clean up promptly after themselves. Personal items are not to be left in common areas and may result in a fine (see the TAG system below). Dirty dishes must not be left in the sink or on the counters. Wash your dishes or place them in the dishwasher immediately. If you notice that the dishwasher needs emptying - DO IT. Open food, dishes, or other shared household items (such as towels), are not to be brought into bedrooms. This will result in a write up and, if it becomes a repeated behavior, may prompt a behavioral contract. The Vine House will provide cleaning supplies and appliances including: toilet paper, vacuum, mop and mopping solution, dish soap, dishwasher detergent, hand soap, washing machine detergent pods (for use for common house laundry only!), sponges, cleaning rags, scrub brushes, window cleaner, oven cleaner, and multipurpose/kitchen/bathroom cleaning solutions. If you have an additional request, you may ask your Program Director, however, the house provides an extensive amount of cleaning supplies and may not approve additional items.

Front of the House:

Parents are responsible for their child(ren)'s messes. Please keep in mind that this side of the house is primarily for mothers and their minor children. Children play with toys, do arts and crafts, and may pull plastic dishes out of the cabinet. This is how children learn. Mothers are expected to ensure that such messes are cleaned up before exiting the house and before bedtime. If their child spills or creates a mess that makes it difficult for the house to function, it must be cleaned up immediately. When toys are not being played with, they must be kept in the playroom. It is expected that the playroom is tidied and deep cleaned once per week.

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Section D: PERSONAL RELATIONSHIPS

For the entire time that you are considered a resident of The Vine House program you may not engage in romantic/sexual relationships with any/all house members in your direct home environment.

No overnights are permitted inside of the "front of the house" (FOH) of The Vine House for any reason. An exception to this is children in shared custody with the age restrictions: 12 years or under for a male or 14 or under for a female.

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No overnights are permitted inside of the “back of the house” (BOH) of The Vine House, with the exception of a single platonic female family member. This house guest must be approved in advance and through the program members in the back of the house. This must be documented in the BOH Chat. These overnight stays may not exceed one night and happen no more than once per month.

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Section E: Visitors, Guests, and Children

Children must follow the same guidelines as program members. If the child is old enough to understand, please go through this agreement with them in its entirety. You may ask the Program Director for assistance regarding this. Should the program member's child choose not to follow the program agreement, the program member will be held accountable. This may include write ups, behavioral contracts, or expulsion. If the program member has no or partial custody, their child may no longer be able to have visits in the home. If the house determines that the program member/child are not a good fit for this atmosphere, they may be asked to leave the program. ALL rules apply to children, however, children 10 and older will be held to a higher standard as they are working towards adulthood and have a higher understanding of cause and consequence. Children that are 10+ years old should especially be reminded of the following rules: not entering another program member's room, cleaning up messes/not leaving items in the common area, appropriate internet use, not yelling/threatening/violent behavior, etc.

As a recovery home with children, there should be the general expectation that the house may be a tad bit messier for short periods of time. **Mothers are held accountable for their child(ren)'s mess(es), however, the expectation for mothers of children under 4 years old is the following:** spills must be cleaned immediately, toys (for the most part) must remain in the playroom except when the child(ren) are playing with them. Mothers must ensure that messes (such as toys in the living room, food on/under the table) are cleaned up at naptime, bedtime, and before exiting the house...if not immediately. The playroom must be picked up, organized, and vacuumed at least once per week. Mothers must organize a regular schedule between them to ensure this happens. **No food in the playroom.**

Program members may not discipline another member's child for ANY reason. With the exception of abuse, how a program member chooses to parent their child is their own decision and should not be discussed with the parent or other house members. It is NONE of their business. Gossip around this subject will not be tolerated.

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Visiting hours are from 9am-9pm Mon-Fri and 10am-10pm Sat-Sun (but not during the house meeting) All appropriate visitors to the house must remain in common areas. If a guest is picking a program member up outside of visiting hours, they must remain outside. **No visitors or house members are allowed in another member's room at any time** (with the exception of the above stated overnight guest policy)

ALL guests must be clean and sober while in the home; even if they only come into the house momentarily. All visitors may be subject to a urinalysis and/or breathalyzer test. It is suggested that first time visitors are UAed immediately. If they are frequent visitors, then it is suggested that they are UAed periodically to ensure their sobriety. Their UA panel must be completely clean, including THC, despite the fact that marijuana is legal. If ETG (alcohol) comes up positive, they must also take a breathalyzer. Should the breathalyzer come up as anything above 0.00, the guest must leave immediately. The BOH/FOH may choose to tighten this restriction as a house and allow NO ETG in the UA.

Visitors must uphold the same expectations of any house member and will be asked to leave if a UA/BA is refused or comes back positive or if they conduct themselves in an inappropriate manner.

If at any time a house member feels threatened or uncomfortable by a visitor, the visitor will be asked to leave and may be banned from The Vine House.

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Section F: DISCHARGE POLICY

At The Vine House we ask that you make a commitment to stay in the program and live in the home for a minimum of 3 consecutive months or 90 days. We expect that you will honor this commitment and only in unavoidable and extraordinary circumstances leave the house early.

All members must give a full thirty (30) days or one month's notice before moving out of the house. When you decide to leave the house, you must contact the House Director via e-mail regarding your notice at least thirty (30) days prior to moving out. At this time, any details regarding the move-out will be discussed and an out-date will be determined and communicated via email or text. Your out-date, unless otherwise agreed upon, will be the day you and all your belongings are removed from the house by 7:00pm. The House Director and/or two or more house members must be present during move-out. Residents are responsible for leaving their bedroom clean and free of personal belongings to ensure that a thorough cleaning is done. This

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The Vine House: Rules, Expectations, Policies & Procedures

includes, but is not limited to: vacuuming and shampooing the bedroom carpet, wiping fridge and cabinet shelves clean, and wiping bathroom shelves. Failure to do so will result in a minimum \$150 cleaning/trash removal fee. Bedding must be washed and the bed must be made and completely ready for the next program member. These details will also be emailed to you before your move-out. After this is all complete, **please take detailed photos as proof and email them to LHProperty2616@gmail.com with the subject line “Move-Out Inspection”**.

Program members giving their notice on the first day of the month must be moved-out on the last day of the month. This time is to ensure managers have adequate time to check your room for cleanliness and readiness for the next member.

After fourteen (14) days of your scheduled departure, any belongings remaining in the house will be disposed of and/or donated. Please make arrangements with current program members if circumstances prevent you from obtaining belongings within this time frame.

Should you leave or move out without sufficient notice (including program expulsion), you will no longer be eligible to receive the \$350 Living Expense Scholarship. This will also result in forfeiting any pre-paid fees.

Should you be expelled and need to leave immediately, any items that you are unable to take with you at the time, will be packed and set outside for pickup at a scheduled time. **A minimum of two program members must be present while packing another member’s items. All items must be picked up within two weeks or they will be considered abandoned and disposed of.** Cleaning and/or trash disposal fees may be deducted from the security deposit. Door entry codes will be disabled immediately upon discharge.

Should the expelled program member refuse to leave the property, the eviction process will begin within 24 hours and the expelled program member will be responsible for any and all fees. If, for any reason, The Vine House or LH Property, LLC incurs attorney fees, the program member will be responsible for all costs.

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Section G: PARKING AND VEHICLE POLICY

The House Director and Vine House staff will be responsible for granting permission to have a vehicle on LH Property. Program members will be granted permission to bring a vehicle based

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on many factors, including but not limited to seniority, house participation, valid driver's license, current registration and active insurance.

All vehicles must be parked inside the driveway, ensuring that there is sufficient room for vehicles to drive entirely through the circle driveway. House members may park in front of the garage and along the west side of the driveway. Guests may park on the east side of the driveway - please notify them to do so. Please be mindful and do not block anyone in.

If it is expected that there will be more than 3 or 4 inches of snowfall, please park near and facing the garage. This is to ensure that there is ample space for the plow to come through and also decreases the chances of getting blocked in. You may need to plan additional time before your planned departure to shovel around your car.

The parking of bikes, scooters, and other transportation vehicles are as follows: FOH members may park their bikes/scooters/motorcycles in the shed. BOH members will have access to the garage to store their transportation (no cars, trucks, or SUVs) only. The garage may not be used for any other purpose and is to be used for LH Property only. For your safety and the safety of your belongings, please ensure that the garage door is shut at all times if you are not actively using it.

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Section H: MEDICATION POLICY

All prescription and over-the-counter medications must be kept in a lock box inside of your room. The lockbox must be purchased by the house member using it. The house member must give access to the House Director anytime it is requested, whether through herself directly or if another resident is given permission by the Household Director. Failure to do so may result in expulsion from the program. Should the program member not have a lockbox upon move in, The Vine House may be able to supply one temporarily. The house member must obtain a lockbox for her medication within two weeks or less or be charged \$50 for the box.

You are expected to follow all doctors' orders and take such medications as prescribed. Prospective program members must report all medications/supplements of any kind prior to move-in. Current program members must notify The House if they will be having a change of prescription.

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Certain medications are prohibited, including but not limited to: suboxone, adderall, methadone, or anything else that can be easily abused/addictive and turn up positive on a UA.

At no time should prescription medications be shared with others. Prescriptions should be stored in the original/current prescription bottle locked in a medication lock box. Do not leave prescriptions out in the open. All medications/medicines must be taken within the member's bedroom. **If found sharing medications with another resident you will be asked to leave the home. If any medication is found outside of the bedroom, it will result in an appropriate consequence (write up, behavioral agreement, or expulsion).**

House members are responsible for any prescribed or over the counter medications and should be aware of their effects on UA/BAs. All medications must be approved by The House. **If there is a positive test as a result of an unauthorized medication, the positive UA/BA will be treated as a relapse and the house member will be asked to leave the home.** Diet and energy pills of any type are prohibited. Please be cautious of any items you ingest/touch/put in your mouth such as cough syrups, mouthwash, CBD, benadryl, etc. A positive test is a positive test and the member must leave the house immediately.

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Section I: GAMBLING AND PORNOGRAPHY POLICY

In the spirit of practicing principles of recovery, gambling and pornography, in any form, are not permitted at the house. This includes, but is not limited to, viewing prohibited websites, chat rooms, online escort services or online gambling sites. When outside of the house, residents are expected to abstain from visiting inappropriate venues. This includes, but is not limited to, visiting casinos and/or strip clubs, of any kind.

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Section J: INTERNET POLICY

Unacceptable use of the internet includes but is not limited to-access to sites that contain obscene, hateful, pornographic, unlawful, violent or otherwise illegal material. Sending or posting discriminatory, harassing, or threatening messages, or images on the Internet. Using computers to perpetrate any form of fraud, and /or software, film or music piracy. Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.

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Section K: PRIVACY, VALUABLES AND PERSONAL PROPERTY POLICY

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You are responsible for your own valuables. This includes cash, jewelry, personal items, etc.

Do not use anyone's personal items without permission. Do not eat other residents' food without their permission. Program members may not enter another's bedroom for any reason without them there. If a member would like to open the door to another member's bedroom, they must first knock and then wait for a clear response to open the door. Members should mark personal belongings if necessary as well as label all food items. Doing so will result in a write up, behavioral agreement, or expulsion. LH Property and their employees are not responsible for your personal items while in the house or left in the house.

Be aware that your room may be searched by Vine House /LH Property staff periodically or anytime staff deems necessary. Should there be a serious emergency, such as another program member have a realistic/serious concern of drug/alcohol use or overdose, they may enter another member's bedroom. If possible, a minimum of two members should be present. House or room searches by law enforcement may only be executed with either a court signed warrant or with approval of LH Property.

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Section L: SMOKING/VAPING POLICY

NO SMOKING OR VAPING ANYWHERE IN THE HOUSE. Smoking/Vaping is only allowed in the designated outdoor smoking areas. Smoking and vaping in your room or any part of the house not designated as a smoking area is cause for expulsion from the house.

FOH: ANY tobacco products (cigarettes, vape pens, vape juice, zyn pouches, etc) must be kept up high and out of reach of children. They must be kept out of reach in your bedroom or in your pocket/purse, or in the Vape Basket in the coat closet by the front door. They may not be kept in any of the common areas for any reason. This is a safety issue for children/babies. Failure to comply with this will result in an appropriate consequence and may lead to expulsion from the program.

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Section M: WEAPONS POLICY

Weapons of any type, including but not limited to guns, knives, etc. are banned from The Vine House/LH Property. Violence or threats of violence are prohibited, any resident engaging in such behavior will be asked to leave immediately.

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Section N: EMERGENCY AND FIRE ESCAPE POLICY

Narcan is located in overdose kits and first aid kits are on each side of the home in designated areas (FOH in the top drawer small dresser in the dining room; BOH on the shelf above the laundry area . If you are not aware of how to administer Narcan, notify management so they can educate you. In the event of an overdose, first call 911 and then administer Narcan while the paramedics are on their way. There is a fire extinguisher located on each side of the house as well. Please ask a house member or management if you are unsure of the location.

In case of fire, exit the home as quickly as possible, leave behind all unnecessary belongings, meet at the mailbox on the other side of Vine Street and call 911 and then call the Program Director.

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Section O: Pet Policy

Absolutely no pets are allowed on the property without approval from the Program Director. An approved support or service pet may be allowed to live with a program member only with proper documentation from a doctor. Approved pets must be accompanied by their owner at all times in all common areas including outdoors. If the pet is not in the common area with the program member, they must remain in the member's bedroom. House members are responsible for any messes or damages caused by their pets. This may include financial repercussions, if repairs or professional cleaning is needed. Failure to do so may result in the program member being asked to leave the program.

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Section P: QUIET HOURS AND CURFEW POLICY

“Quiet Hours” are Sunday-Thursday from 9:30pm until 8am, Friday and Saturday from 10:30 pm until 9:00 am. During quiet hours loud music, large outside gatherings, and excessive indoor and outdoor noise is prohibited.

The first two weeks at The Vine House is a transition period. During the transition period the curfew is 10pm (weekends included). While participating in the program at The Vine House, you may be asked to provide your work and/or appointment schedule each week.

Curfew for your time in the house *after* your initial 2 weeks of residency is eleven (11 pm) on weeknights (Sun-Thur) and midnight (12 am) on weekends (Fri & Sat).

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Section Q: HOUSE COMMUNICATION POLICY

Program members must agree to download the appropriate applications to communicate with the house. House members agree to use this app to communicate with the house, including (but not limited to) sharing schedule changes, chore changes, TAGs, overnight approvals, etc. Every house member must keep this application downloaded to their phone with notifications always on. **The app must be downloaded and invite accepted on move in day (Good Chats).** A gmail account may need to be created if the program member does not already have one.

This chat is for basic house communication. This is not the place to argue, gossip, or invoke drama. You all live under the same roof - go talk to that person face to face if you have a problem.

The FOH/BOH secretary must email the FOH/BOH meeting minutes each week as well as the month's house needs to the Program Director by the 20th of each month. Failure to do so may result in not having the needed supplies for the month.

Subject line: FOH/BOH Supply Needs

Each UA/BA logged must be emailed to the Program Director, subject line: UA/BA log (date)

These must be emailed to: management@thevinehouse.net

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Section R: GOOD NEIGHBOR POLICY

Managers and owners of The Vine House and LH Property LLC require that all program members show the utmost respect for all neighbors and the surrounding community. This includes parking, trash collection, smoking only in a designated area, language, noise, attitude and general behavior.

If at any given time you are approached by a neighbor in the community with a complaint then you must immediately bring this to the attention of the House Director. You do not have to disclose the nature of our home to anyone that asks and may direct all questions to the House Director.

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Section S: GRIEVANCE POLICY

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At any time you may bring a concern regarding the house or your house members to your Program Director (management@thevinehouse.net) and/or LH Property, LLC (lhproperty2616@gmail.com).

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Section T: ADDITIONAL GENERAL RULES and COMMON COURTESIES

If at any time you become aware that another resident is using or has broken house rules, it is your responsibility to take action *immediately*. The types of consequences that may be delivered are laid out in Section U and V. Hiding or 'covering' information like this is grounds for expulsion.

If it is found that your behavior is significantly affecting the house as a whole, regardless of relapse on substance, you may be asked to leave the program. We have zero tolerance for someone "poisoning the water" with negative gossip, passive aggressive behavior, bullying, intimidating behavior, or addict/alcoholic behavior. If not immediately expelled, fellow program members may put the offending member on a behavioral contract or may vote regarding expulsion. These are located in the log books on either side of the house.

This home is reserved for those that choose freely to be here and are willing to work towards their recovery. If you are unwilling to follow and enforce the rules, or fulfill your role responsibilities, you are free to appropriately exit the program.

You are expected to participate and 'show up' for the house and the other members. This means being a 'part of' the house and contributing to the positive momentum and supportive atmosphere. More specifically; spending time with fellow residents, sharing experiences with each other, preparing meals together, etc. This is often the most discussed issue in the regular house meetings. Please be aware that your participation on this level is crucial in terms of what is expected of each resident. Also please be respectful of resident's privacy and do not discuss house issues with anyone outside the house at any time.

It is each member's responsibility to keep the house clean and in order. You are expected to keep your bedroom clean, vacuumed, and free of any items that would be considered unsanitary. Dishes, open food/drink, and appliances are not permitted in house member's bedrooms. Please keep any personal items out of common areas.

You will have an assigned/rotating house chore. **Weekly chores must be completed each week before the household meeting. Read the chore list/description carefully.** Many of the chores

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require upkeep throughout the week. If you consistently disregard this responsibility you will be put on a behavioral contract or be asked to leave the program.

Please be mindful of the energy bills. Turn off TVs, lights, fans, etc when not being used. All thermostats are programmed and should not be changed without permission from property management. Please do not keep windows or doors open when the heater/air conditioner is on, otherwise the furnace and/or A/C units will overwork and potentially break. This also brings up the electricity bill and may increase Program Fees. **Space heaters and window air conditioners are strictly prohibited. Using such items will result in an additional monthly fee and potentially a write up.**

This house runs on a septic system. It is extremely important that toilet paper is the only thing flushed down the toilet. Please do not flush tampons, paper towels, floss, flushable wipes, q-tips or anything besides toilet paper. All plates must be scraped into the trash thoroughly before being rinsed in the sink or put in the dishwasher, even if there is a garbage disposal under the sink. Failing to do these tasks properly may result in a septic overflow, meaning that waste will back up into the house and you will be without water in the home for several days or more - until someone is able to come for the repair.

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If you notice anything that needs minor repair or something to help keep the house together, please take the time to do it (ie, changing a light bulb, unclogging the vacuum, etc). Don't wait for someone else to take care of it. If there is a repair that needs to be done outside of your ability, please submit the request through your Rentec Portal. If it is an emergency repair (water leaking, causing damage, etc), please call your Program Director Immediately (970) 430-6119.

Program members may be subject to program "Write Ups" that can result in community service or taking additional steps as a consequence for their actions. If a program member receives 3 write ups in 30 days, they may be asked to leave the program OR a house meeting may be called for other program members to vote on their expulsion. Program members may also be subject to being put on a "Behavioral Contract", where a member is given 30 days to correct their behavior or will otherwise be expelled. Both of these can be found in the Log Book on either side of the house. These systems do not negate the fact that the program member may be asked to leave the program for any reason regardless of write ups.

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The house is only as good as the house members make it. If each house member contributes, holds themselves AND others accountable, it will benefit the house as a whole. This program cannot function smoothly without high accountability!

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Section U: PROGRAM MEMBER ROLES

The Vine House Recovery Program is a primarily peer run recovery program. This means that not only are program members responsible for their own actions and sobriety, but they are also responsible for holding their peers accountable. Program members must enforce rules by calling regular UA/BAs, discussing issues face to face, using tools that are provided, such as write up documents, behavioral contracts, or the TAG system. These tools/processes are put in place to ensure the house runs smoothly, They are NOT to be weaponized and used to “squeeze people out” or play favoritism. The house is only as good as the program members make it. If rules are not followed or appropriately enforced in the program, or if exceptions are made, the house will not run in an effective or fair manner. Should the program member enter into the house to see that these rules are not being adhered, write ups/tags/behavioral agreements/expulsion, may be a result. Below is a list that includes (but is not limited to) program member responsibilities. These are in addition to the above listed rules and regulations. House members must recognize that they are ultimately responsible for their own behavior and sobriety.

- **Enforcing house/individual UAs/BAs:** the house members are responsible to call UAs and or BAs at least twice per week - House meeting UA's must be done randomly by rolling the dice and the 2nd UA of the week must be done at a random time, by the opposite side of the house for the ENTIRE side of the house. UA's may also be done if an individual is suspected of use or simply needs additional accountability. If you recognize that a house member is struggling, additional UA/BAs may be a good idea, to help keep them accountable. All UAs (and positive BAs) must be LOGGED in the Log Binder. Failure to do so may result in a consequence for the **entire** house.
- **Write ups:** write ups may be issued for the following reasons (but not limited to): breach of curfew, UA refusal, unauthorized overnight, medications not properly stored, tobacco products not properly stored, weekly chore not completed, smoking or vaping in the house, unexcused house meeting absence, habitual messes, etc. With each write up, community service must be served within two weeks of the write up being issued. House members are responsible for following up to ensure that their requirement has been fulfilled. Each signed write up must be emailed to the Program Director with the subject "Write Up - (house member name)". Three write ups in thirty days may be subject to expulsion. The house may vote to expel the program member or put them on a behavioral probation.
- **Behavioral contracts:** The house may put a house member on a behavioral contract if the member is presenting behavior that is not conducive to a positive or productive household, disciplining another's child, or is exhibiting “addict behavior”, such as lying, manipulation, yelling, or any serious, concerning, or repeated issues. A behavioral

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contract may be made also if a member is not enforcing pet rules with the emotional support pet. Failure to comply with this contract will result in expulsion from The Vine House program. If there is any disagreement amongst the (non-receiving) house members, a vote may be made regarding the expulsion. The contract and reason for expulsion must be emailed to the Program Director within 24 hours, with the email heading reading "Member Expulsion". Please also specify whether the expulsion is immediate or if they will be allowed to stay for any period of time. Should a program member be allowed to stay for a period of time when notified of expulsion, their time here is contingent upon their behavior and attitude at the house. Should this member choose to be unruly, aggressive, or break the house rules, they will be asked to leave immediately and not given any additional time in the home.

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- **TAGS:** When a mess is left out, a house member may "TAG" it (please see the description/instructions to do so below). Members of the entire house (not just FOH or BOH) must vote on what to use the TAG money for.
- **Guest compliance:** Guests of house members must also obey the house rules. The house member with the guest is responsible for their guests' behavior and sobriety. Bringing a guest in the house that is not sober, is disruptive, presents inappropriate behavior, or breaks any of the guest/house rules, should be asked to leave by the house members. House members may also ask guests to leave and/or ban them from the house. You are responsible for keeping your house safe for yourself and fellow house members. By allowing dangerous/toxic people into the house, you are compromising the safety of everyone and there is the possibility of any of the listed consequences.
- **Immediate expulsion:** Program members may expel another member for dangerous behaviors such as positive UA/BA (non-negotiable: they must go!), violent behavior or serious threats, and allowing a guest to stay the night in the house. Contact information of non-member supports, recovery coaches, sponsors, etc should be kept in the log book and may be called to help assist the expelled member find somewhere to go, or for emotional support. **Upon immediate expulsion, the Program Director may be texted to ensure that the code is deleted immediately. Please call the Director only if you feel that the expelled member is an immediate threat...**The reason for expulsion must be emailed to the Program Director within 24 hours, with the email heading reading "Member Expulsion".
- **Packing expelled member items:** If in the event a house member is expelled immediately and is unable to pack all of their personal belongings, the remaining house members must pack up the expelled house members items to be picked up outside of the house. This does not give license to steal or damage any of the expelled house member's property! Doing so will result in immediate expulsion of the thief. Items packed should be stored safely in the garage until the house schedules a time for pickup.
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- **Discipline:** Parents are responsible for disciplining their own child(ren) and keeping them safe. Abuse of any kind will not be tolerated. Program members may **not** discipline children that are not theirs.

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- **Emergency Calls:** If you feel that you or the house are in imminent and unavoidable danger, or if the house member is acting violently call 911. If property belonging to a house member (other than their own) or to The Vine House, call 911. Please only do this in extreme emergencies. We do not want to seem like the “boy who cried wolf” because then the police will not come or take us seriously in the case of a true emergency.

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Section V: PROGRAM DIRECTOR ROLE

The role of the Program Director is to support the house on a higher level and to ensure that the house, though primarily peer run, stays on track with The Vine House rules and mission.

- *The Director is not involved in day to day tasks or issues such as gossip, house member disagreements, unfinished chores, messes, breached curfew, etc.* You will not receive a response for texts, chats, or calls of this nature. The house chat is not an effective way for house members to communicate with the Program Director.

The Program Director will be present for one house meeting per month, as well as do the occasional drop in for surprise/random drug tests. This does not negate the responsibility of the program members to regularly UA each other. In addition, the Director will ensure that household supplies are delivered to the house monthly. A program member must send a list of needs via email to the Director, each month by the 20th. Items not listed on the email may not be received again for another month. The Program Director will also screen new member applications, conduct a phone interview and then pass the information on to a house member for a final interview. New member orientations will be conducted by the Program Director and possibly an additional house member. In some circumstances, house members may be asked to conduct new member orientations. Below are the only reasons that a program member should contact the Director outside of the roles stated above:

- **Relapse/positive UA/BA:** please email management@thevinehouse.net with the subject: “Positive UA/BA: (program member name) including positive test results to ensure that the program member is immediately expelled from the program. This would warrant a text to ensure that their door code is disabled.
- **Property damage/immediate maintenance needed:** If there is an *emergent* issue with the property that requires immediate attention, please CALL your Director. This means that the property is being or in danger of being severely damaged - *ie. overflowing sewage, burst pipes, fire (call 911 first for burst pipes)*. Please submit any non-emergent maintenance requests through the Rentec portal.
- **Door lock malfunctioning:** if you are locked out of the house for some reason and no one is there to let you in, you may call the Director.
- **Probation/parole/DHS communication:** If your case worker needs to contact the Program Director, please have them contact via phone or email.

For non-emergent questions or needs within the Program Director’s role, please use **e-mail only** (no calls, texts, or chat).

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If you are unsure if you should contact your Program Director, please first refer to sections U and V of this agreement.

Any questions, concerns, or information regarding monthly fees, deposit installments, etc, please contact property management, LH Property, LLC (LHProperty2616@gmail.com) NOT your Program Director.

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Section W : TAGGING SYSTEM

The TAG system is meant to help keep the house accountable for messes, to ensure that everyone is living in a clean and safe environment. Failing to comply will result in a fine and, if recurrent, a write up or behavioral contract may be put in place. Here is how the system works:

1. A house member notices an issue such as dirty dishes, an uncleaned mess, personal items in the common area, safety hazard, etc. Using a sticky note, the house member writes the date, the reason for the TAG, and the fine amount (see below).
2. A photo of the issue and TAG must be taken and posted in the house chat for their side of the house.
3. The offending house member must accept responsibility, claim the TAG, and pay the fine - or the *entire* house must individually pay that fine if it is not claimed within 24 hours.
4. To pay a fine, you must wrap the TAG around the fine amount, wrap it with a rubber band, and drop it into the black lock box in the FOH before the house meeting, the following Sunday.

The entire house will decide what to do with the TAG money, whether it is to use it for a fun outing together, donations, or buy something useful (but not necessary) for the house. LH Property or any agents of The Vine House, will not benefit from these funds. The funds will be provided to the house once an agreement has been made on how to use them and the desired amount is saved.

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Section X: LH PROPERTY NON-DISCRIMINATORY PRACTICES

In accordance with state and federal law and the principles of recovery, LH Property, LLC does not discriminate based on race, color, religion, sex, national origin, age, disability, sexual orientation, HIV or Hepatitis status. LH Property, LLC will not allow any bullying, harassment or hate-speech of any kind. Actions found to fall into this category are grounds for immediate discharge from the home.

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By signing your initials, you agree to these principles and acknowledge that you may be living in the same house as a member of a protected group outlined above.

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I understand and agree to abide by all above rules and expectations.

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I understand that I am expected to uphold my role as a Program Member in The Vine House Recovery Program to ensure that the program runs effectively and smoothly for everyone in the house. Failing to do so may be an indication that I am not a good fit for the home and I may be asked to leave.

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I understand that this is a general list and The Vine House/LH Property and its representatives may at any time make decisions regarding who may remain at the house based on their determination of appropriate behavior.

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THE PROGRAM MEMBER PROMISE

I, %tenant_full_name% , understand that this is a primarily peer run program and that I, as a program member, have a responsibility to uphold these rules for myself and for other program members. I understand that the house is only as good as I, and other members, make it. By not following or enforcing these rules, I am damaging the efficacy and harmony of the house and program. I recognize that my recovery requires me to live life honestly and to prioritize my life responsibilities. Protecting my recovery, my home, and my fellow recovering house members, are among my top priorities. I promise to follow each rule as well as hold my house members accountable to ensure that this home remains safe, sober and effective. By signing this, I also promise not to weaponize the tools given, or to play favoritism based on people I like.

%signer_signature%

%date%

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%counter_signer_signature%

%date%

Please save and/or print a copy of your fully executed contract for your records and for any companies/organizations that may need proof of program participation. You are solely responsible for ensuring that you know and understand everything in this agreement.