

DrinkWater Family Services (DWFS)

House Supervisor Agreement

This agreement outlines the process of transitioning a resident into a House Supervisor role within a DWFS co-op housing environment. It summarized the key terms, responsibilities, and requirements.

1. Initial Agreement and Move-In Process

- The resident signs the License Lease Agreement to secure the room.
- The lease outlines standard terms, including the monthly lease rate and house rules.
- The resident is assigned to either a shared or private room based on availability and pricing.

2. House Supervisor Role Introduction

- A resident may be offered a House Supervisor position, which reduces their monthly lease in exchange for additional responsibilities. There is a 30- to 45-day probationary period.
- The House Supervisor lease amendment is introduced, amending the existing license agreement.
- The House Supervisor candidate reviews and agrees to additional duties before signing.

3. House Supervisor Duties and Responsibilities

- Chore Assignment & Organization - Ensure household chores are completed.
- New Resident Onboarding - Prepare rooms, introduce new residents, and distribute mail.
- Property Oversight - Report Maintenance issues and enforce house rules.
- Event Coordination - Plan house meetings, gatherings, and celebrations.
- Keep utility usage at a minimum.
- Communicate with local authority (police department, paramedics, etc) about physical altercations or incidents.
- Report any use of prohibited drugs or alcohol on the premises
- Lease payment and Compliance Tracking - Post notices, remind residents about licensee payment, and report non-compliance with house rules.

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4. Rent Reduction & Performance Review

- The House Supervisor receives a monthly licensee room payment discount, which is applied only if the duties are successfully performed.
- If duties are not fulfilled, the room licensee payment returns to the full amount as listed on licensee agreement.
- Lease discounts are offered on a month-to-month basis and are not guaranteed to be permanent.

5. House Supervisor Limitations

- No decision-making authority - The House Supervisor cannot represent the property owner, property management, or DrinkWater Family Services.
- No extra pay or benefits - The role only offers a reduction in monthly lease payment, not salary or benefits.
- Limited reimbursement - The House Supervisor can only be reimbursed for approved household expenses up to \$100 (with receipts)

6. Terms of Agreement

- The original licensee agreement remains in effect, with this agreement serving as an addendum to it.
- The resident acknowledges that failure to meet expectations results in:
 - Lease reverting to the full amount.
 - Loss of private room privileges if applicable.
- House Supervisors must sign and date the agreement before receiving any benefits.

_____ Reduced monthly licensee room payment: \$_____

We, the undersigned, have read this House Supervisor Agreement and agree to be bound by its terms and conditions.

Dated _____

(Signature of Licensee)

Dated _____

(Signature of Licensee's Representative)

Dated _____

(Signature of DrinkWater Family Services Representative)