

## SECTION 51

### VEHICLES

The following applies to **ALL Programs**

#### 51.1. Valid License Plate / Registration.

- A. Only those vehicles with a **valid license plate / registration** and are in running (operable) order shall be allowed on **Housing Department** property. In other words, both the license and registration must be current.
- B. Vehicles without a valid license / registration or those that are inoperable are considered to be "*Junk Cars*" and subject to removal from the property.

#### 51.2. Inoperable Vehicles. Clients shall **NOT** (nor shall they allow family, friends, relatives) to park / store wrecked, inoperable, or non-licensed vehicles within the community housing areas.

- A. Vehicles that are observed to be in community housing areas for more than thirty (30) calendar days, which appear to be "*unlicensed*", "*inoperable*" or "*abandoned*", shall be removed from the premises and properly disposed of.
- B. If the client fails to remove said vehicles of his / her own volition, then the **Housing Department** Security Officer shall serve the client with an "*official*" notice to remove the vehicle(s).
- C. If the client still fails to remove said vehicle, ten (10) calendar days after being notified in WRITING by the **Housing Department**, then the **Housing Department's** Security Officer shall make arrangements to have the vehicle removed.
- D. Any costs incurred with the removal of such vehicles, shall be the sole responsibility of the client and they will be billed accordingly.

#### 51.3. Repairing / Overhauling of Vehicles. The repairing or overhauling of vehicles is **NOT** permitted within the community housing areas. This includes the yard and driveway of **ALL** homes under the management of the **Housing Department**.

- 51.4. **Parking.** Vehicles shall be parked in designated parking areas **ONLY** - **NOT** on the sidewalk or lawn. See Section **27** (entitled: *Parking Restrictions*) of this document for additional details on parking.
- 51.5. **Speed Limit.** The speed limit in the community housing areas is posted at fifteen (**15**) miles per hour (**MPH**). This limit has been established for the safety of **ALL** residents, especially the children, and applies to **ALL** motorized vehicles (mopeds, ATV's, snow mobiles and go-karts included).
- 51.6. **Off Road Vehicles.** Normal operation of off road vehicles (i.e., motorcycles, mini-bikes, ATV's, snow mobiles, etc.) within the community housing areas is prohibited. These vehicles may, however, be driven "*directly*" to / from the park areas set up for their use.
- 51.7. **Recreational Vehicles.**
- A. All privacy issues are to be respected including lawns and back yards. There is no travel of recreational vehicles across property. This includes dragsters, or creating circle tracks, or tracks.
  - B. The storage / parking of boats, boat trailers, camping trailers, snowmobiles and other recreational vehicles on any street or home site within the community housing areas is strictly prohibited.
  - C. **Exceptions.**
    - (1) These vehicles may, however, be parked / stored within the community housing areas if they are in a **CLOSED GARAGE** or **STORAGE SHED**.
    - (2) These vehicles may also be parked on a street or home site, within the community housing areas, so long as it is for the purpose of "*loading*" / "*unloading*" and it is done so on a "*temporarily*" (less than **24** hours) basis.
- 51.8. **Additional Information.** Additional information on "*vehicles*" can be found in Grand Traverse Band **Tribal Ordinance 87-19**, entitled "**Junk Yard Ordinance**".

## SECTION 52

### VISITOR ACCOMMODATIONS

The following applies to ALL Programs

- 52.1. **General.** Except as allowed for in the Rental Lease/Homebuyer (MHOA) Agreement, clients shall **NOT** give accommodations to visitors without the **PRIOR** written consent of the **Housing Department**.
- 52.2. **Visit.** For the purposes of this Policy, the term “**Visit**” means, temporarily residing in a dwelling unit with a Family for a period of time **NOT** exceeding fourteen (**14**) calendar days during any given twelve month (12) calendar period.
- 52.3. **Thirty-Day Rule.** Clients who wish to have family, friends, guest, etc. stay in their unit beyond fourteen (**14**) calendar days, but **NOT** more than thirty (**30**) consecutive calendar days, may do so if they notify the **Housing Department** of their intentions.
- A. Tenants must submit a WRITTEN request to the **Housing Department Manager**.
- B. That WRITTEN Request should include the following:
- Tenants Name.
  - Tenants Address.
  - Tenants Unit Number (Apartment Number if applicable).
  - Name(s) of individual(s) who will be staying in the unit.
  - Relationship of the individual(s) to the client.
  - Reason individual(s) need to stay (i.e., visit, vacationing in the area, homeless and helping them out temporarily, etc.).
  - Desired Length of stay (**NOT** to exceed **30** days).
  - Guests Vehicle Make / Model / License number (if applicable).
- 52.5. **Housing Department Review of Request.** The **Housing Department Manager** (or his/her designate) shall review **ALL** such requests.
- A. Formal “*Criminal Background*” checks and other standard **Housing Department** screening practices are **NOT** required on individuals who are involved with **Temporary** stays of thirty (**30**) calendar days or less.
- B. If, however, it is KNOWN that an individual under consideration for a thirty (**30**) day “*temporary stay*” has Outstanding Debts owed to Housing, is a known Drug Dealer, a known Child Molester, etc., then the Manager shall have the authority to deny that individual permission to temporarily reside in the unit.

- C. The Manager (or his/her designate) shall provide a WRITTEN response (approving the request or denying the request) to the client within five (5) business days of receipt of the tenants request.
  - D. Should the Manager (or his/her designate) make the determination that the individual is **NOT** going to be granted permission for a “*temporary stay*”, then he/she shall provide the client (requesting said permission) with the reason(s) for such denial. The criteria for denial shall be in accordance with Section 5 of the **Housing Department’s** ADMISSIONS Policy.
- 52.6. **Impact on Lease.** Clients found to be repeatedly giving accommodations to additional persons in excess of thirty (30) calendar days, without **Housing Department** approval, are subject to Termination of their Rental Lease/Homebuyer (MHOA) Agreement (as applicable) and Eviction.
- 52.7. **Additional Information.** For additional information on housing individuals, for periods beyond thirty (30) calendar days, refer to Section 18 (entitled: *Illegal Occupants*) of this document.



## SECTION 53

### WORK ORDERS

53.1. **General.** The **Housing Department** shall perform **ALL** required maintenance through its **Work Order** system.

53.2. **Work Order System.**

A. The maintenance **Work Order** system is designed to track the request, authorization, and execution of **ALL Work Orders** and provides the who, what, when, and where of **ALL** maintenance work performed by the **Gray Wolf Tribal Housing Department**. It also accounts for the costs of **ALL** maintenance work.

B. The **Housing Department** shall **NOT** commence work without a **Work Order**.

C. **Exception.**

(1) The **ONLY** instance, whereby the **Housing Department** shall commence work without a **Work Order**, is when an "emergency" occurs during "*non-regular*" working hours.

(2) Under such circumstances, the **Housing Department** Maintenance Division employee who responds to the "emergency" shall initiate a **Work Order** (on behalf of the client) the next business day so that the work performed can be documented.

53.3. **Rentals - Client Requested Work Orders.**

A. **Obtaining a Work Order.** Clients may obtain **Work Order** (requests) by one of two methods.

(1) Call the **Housing Department's** Office Manager at 271-4473 and request a **Work Order**.

(2) Clients may also obtain a **Work Order** by going directly to the **Housing Department** office (i.e., on a walk-in basis) and requesting one from the **Housing Department's** Office Manger.

(3) Under **NO** CIRCUMSTANCES shall **Work Orders** be accepted from tenants on a casual or verbal basis. For example:

- (a) A client sees a **Housing Department** Maintenance Division staff member, outside the office. He / she notifies the staff member that something at his / her home is broken, it needs to be fixed, and requests that they come over to fix it ASAP.
- (b) **Housing Department** staff members receiving such requests shall advise the client to either call the **Work Order** request in or go directly to the **Housing Department** office to report it.
- (c) **Rational.** For whatever reason, these casual or informal **Work Order** requests may or may **NOT** get written down by the **Housing Department** staff member. Staff are often busy, or doing something else at the time of the request, and they may forget to write it down or submit it. If there is no record of it, it **CANNOT** get put into the system for scheduling. To ensure **Work Orders** are acted on, go through proper channels at the **Housing Department** Office. By going through proper channels, **Housing Department** management can better assure its clients that **Work Orders** are being logged in, scheduled, and taken care.

B. **What's Needed.** Clients are required to supply the following information, when requesting a **Work Order** :

- (1) Unit Number and / or Apartment Number (as applicable).
- (2) Leaseholders Name (Head of Household).
- (3) Brief description of the work needed.
- (4) Telephone number where they can be reached should there be any questions.
- (5) See Appendix **59** for a Sample of the **Housing Department's "Work Order"** form used to help facilitate this process.

C. **Consent to Enter.** The "*request*" for a **Work Order**, by a client, shall constitute his / her "*permission*" for the **Housing Department** staff to enter the dwelling unit for the purpose of performing the requested work. This is important because it allows the **Housing Department** staff to enter whether there is anyone home or not.

53.4. **Housing Department Handling of Work Orders.**

- A. **Assigning Work Order Numbers.** The **Housing Department** Maintenance Division staff shall determine the status of **ALL Work Order** requests and assign them a number (for accounting / tracking purposes) and a priority (Emergency, Urgent, or Routine). See Section **10**, Para **10.30**, of this document, for a break down of these priorities.
- B. **Approving Work Orders.** The Maintenance Division Foreman shall approve **ALL Work Orders** and assign appropriate maintenance staff to perform the needed repair(s).
- C. **Prioritizing Work Orders . Work Orders** classified as "**EMERGENCY**", shall be acted upon immediately by the **Housing Departments** Maintenance Division. This is necessary to prevent injury to the client and mitigate further damage to the dwelling unit.
- D. **Client Involvement.** The Client or the Client's designee should be present in order for **Housing Department** Maintenance Division staff to enter the home and complete "**routine**" **Work Order** requests.
  - (1) The **Housing Department** maintenance staff shall provide "**reasonable**" notice **prior** to scheduling "**routine**" maintenance.
  - (2) If a client so desires, they can sign a "**Permission to Enter**" form at the **Housing Department**, and keep it on file at the **Housing Department**. Then, when the client calls in a **Work Order** they **DON'T** need to be present for the repairs.
- E. **Completed Work Orders.** Following completion of a **Work Order**.
  - (1) The Maintenance staff shall sign off on the **Work Order**, upon completion of the work, while at the dwelling unit.
  - (2) If the client (or his / her designate) is home when the work is completed, they are encouraged to sign off on the **Work Order** as well.
  - (3) The Maintenance staff assigned to the job shall report the number of hour's labor involved as well as the type and cost of **ALL** materials used.

53.5. **Billing.** When maintenance work is performed, and it is determined that the damage or repair requested was due to "**client**" neglect or "**client**" inflicted causes, the client shall be held accountable and billed for the labor / materials



necessary to return the fixture / appliance / unit to its proper working order / condition.

- 53.6. **Homeownership - Mutual Help.** Mutual Help clients are responsible for the maintenance and upkeep of their homes. As such, they will generally **NOT** be affected by the **Housing Department's Work Order** system. If, however, for some reason a waiver is granted (as discussed in Section **9** , Para **9.2.D.** of this document) and the **Housing Department** maintenance staff are going to do the work, then the provisions of that section shall apply.

**DISTRIBUTION:**     **Housing Department Staff**  
                          **Tribal Administrator**  
                          **Legislative Committee on Housing**  
                          **HUD / ONAP**