



GOOD NEIGHBOR POLICY

DOCUMENT 05: VERSION 1.1

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OVERVIEW OF NEIGHBOR POLICY

Sunstone staff, residents and guests are committed to being good neighbors.

All residents are informed of the expectations regarding living in the neighborhood. This includes parking etiquette, sidewalk maintenance and smoking policy in public spaces. Residents are expected to keep noise to a minimum and at a reasonable level for a residential neighborhood. Residents should refrain from using inappropriate language in public and outdoor spaces. Residents are required to keep the yard and exterior property free from trash and debris.

Sunstone staff will work with residents during the move-in process to ensure that residents understand these concerns and address any issues as they arise. All issues concerning noise, smoking and inappropriate behavior will be addressed with the resident to determine if any corrective actions are required.

All concerns of neighbors will be directed to the management team. Any resident who is approached by a neighbor with a concern will immediately notify the management team. If Sunstone staff is unavailable, the neighbor will be directed to contact the Executive Director.

The staff member will take note of the neighbor concern. Immediately after the discussion with the neighbor, the staff member will contact the Executive Director. The Executive Director will follow-up with the neighbor(s) as quickly as possible. If the property is not owned by Sunstone, within 72 hours the Executive Director will share concerns of the neighbors with the property owners. Sunstone staff, the resident(s) and the property owners will work to come to an amicable resolution. A staff member may provide copies of appropriate documentation from local, state or federal government agencies regarding fair housing law or other legal topics as necessary.

Neighbor inquiries should be directed to:

Vivian Sickinger

Executive Director

Sunstone Life, Inc.

8420 Cottonwood Drive

Cincinnati, OH 45231

ACKNOWLEDGEMENT

I, _____ have received, understand and agree to the Good Neighbor Policy.

Signature of Resident

____/____/_____
Date

Signature of Sunstone Representative

____/____/_____
Date