

WPN House Meeting Agenda

- I. Welcome
- II. Resident Check-in Recap
 - a. Ensure everyone has completed required paperwork (Resident Check-in/Check-Out Forms- due 8/31)
 - b. Ask if there are any maintenance issues to be address
 - c. Verify any dietary/health needs for food service company
- III. Buildium/Housing Expenses
 - a. Each person has an account- access via SigTau website
 - b. Password Reset- call WPN 317-644-1920
 - c. Rent is due on the 1st of the month, Late fee of \$50 on the 2nd
 - i. Encourage setting up AutoPay
 - ii. More than 2 months behind then potential eviction & collections
- IV. Review Chapter House Rules
 - a. Remind them everyone agreed to these upon signing contracts
 - b. Cannot get on the roof
 - c. No pets (excepts ones granted permission by WPN)
 - d. No smoking including vaping
 - e. No hard alcohol (above 15% proof)
 - f. Room damages- Share there is pricing charges for damages (show Fee Schedule)
 - g. Remind them safety is #1 priority- if lose key, let HM know. Share which doors should always be locked and not propped open.
- V. House Cleanliness
 - a. Residents are responsible for own living space
 - b. Duties & assignments rotation for bathroom, kitchens, community space cleaning
 - c. Let HM know when more supplies are needed
- VI. Property Tour
 - a. Location of fire extinguishers
 - b. Location of fire exits
 - c. Agreement of meeting place in case of fire