

Inoperable Vehicle Policy Statement

The intent of the Abandoned/Inoperable Vehicle Policy is to avoid accumulation of inoperable vehicles in tribal communities. Northern Circle recognizes that inoperable vehicles create environmental pollution and can also create health and safety hazards.

Inoperable vehicles are expensive to both repair and remove and therefore are often left to deteriorate to "junk cars".

To avoid excessive accumulation, health and safety concerns, and environment pollution the Northern Circle Indian Housing Authority and each member tribe has adopted the Inoperable and Abandoned Vehicle Policy.

The Inoperable/Abandoned Vehicle Policy has been revised to include procedures for removal of the abandoned vehicles from the NCIHA leased premises and further stipulates that inoperable vehicles may not be removed from the leased premises and abandoned onto other tribal land(s).

Tenant/Homebuyer Lease Violations will not be rescinded unless the inoperable vehicles are removed from the leased premises and all identified tribal land.

The NCIHA Staff will continue to identify inoperable vehicles that are on Northern Circle leased property.

The two main identifying factors for Inoperable Vehicles are:

1. Vehicle will not start nor run and appears to be unused by resident;
2. No one claims the vehicle

Abandoned/Inoperable Vehicle Policy

Abandoned or Inoperable vehicles shall be identified by the following criteria:

- Vehicle will not start nor run and appears to be unused by resident
- No one claims the vehicle
- Appearance of vehicle indicates that the owner has "lost interest" in making the vehicle operable and has no intention of repairing the vehicle.

For example: The vehicle is up on blocks and tire(s) have been removed, tires are flattened from non-use, windshield is broken out, other windows are broken out.

- If it is not clear whether a vehicle is defined as "abandoned" or "Inoperable" the NCIHA Staff shall concur with the Tribe and/or Commissioners for clarification.

Identification of Abandoned/Inoperable vehicles will be in accordance with the procedure for identifying and removing abandoned/inoperable vehicles as summarized below:

1. Upon identification staff will inform the resident that the vehicle appears to be inoperable and will attempt to verify the condition of the vehicle with the resident.
2. Immediately upon initial identification a 15-day Notice for Removal will be issued. The 15-day Notice will be sent by 1st class and certified mail and will include a request to remove the vehicle and notification of an opportunity for a 30-day waiver.
3. Residents may request a 30-day waiver in order to make the vehicle operable. The request for waiver must be made in writing and submitted to the Housing Manager for approval.
4. If the vehicle has not been removed from the leased premises and all tribal land as defined and authorized by each Tribal Government (see attached Tribal Resolution); or been made operable by the expiration of the 15-day

Notice (or expiration of the 30-day waiver, if applicable) the NCIHA staff will recommend termination of lease for violation of said policy.

From the date of initial identification and assuming the 30-day waiver is utilized the resident will potentially have 45 days for removal of the abandoned/inoperable vehicle.

Procedure for Identification and Removal
of Inoperable or Abandoned Vehicles

A. Initial Identification - procedures to take place within the first 30 days of I.D.

1. Initial identification must include a courtesy "knock on the door" to inform resident of the identification and verification. Take a dated picture of the vehicle at initial I.D.
2. If resident is home and the vehicle is deemed inoperable send a follow-up memo documenting the I.D. and summary of conversation.
3. If no one is home or no one answers the door send a memo documenting the identified vehicle and include a date for a home visit with a request for the tenant to call the Northern Circle office.
4. Make arranged home visit - if no one is home leave a message on a door tag and document the home visit describing what transpired for the resident file.
5. Within three working days from the attempted home visit call the resident either at home or at work to speak with them about the vehicle identified and ascertain from the resident whether it is inoperable or otherwise. Document all attempt to reach the resident by phone.
6. If staff is unable to reach the resident and exhausts all possible ways of reaching tenant a memo will be sent informing the resident that an attempted home visit was made and NCIHA is unable to reach them by phone and that a 30 day notice will be sent - request to call the office immediately.

B. Notify Resident that they will be allowed 30-days to remove identified Abandoned/Inoperable vehicle (30-day Notice)

1. 30-day notice will include identified resources to assist resident in removal of inoperable vehicle
2. A second photo of the identified vehicle with the date *should* (if possible) be taken on the date of 30-day notice being mailed or shortly thereafter.
3. At the expiration of the 30-day notice a 10 day courtesy

notice will be mailed informing the resident that their name is being forwarded for Board Action non-compliance with Policy.

4. Courtesy Notice will also include information about the 30-day waiver for vehicles in the process of being repaired.

M E M O

To: Resident
Address

From: Staff

Re: Suspected Inoperable Vehicle

Date:

On _____ the NCIHA Staff identified a vehicle at your
date
residence that appears to be **inoperable**.

I will be at your home on _____ to speak to you about the
vehicle(s) and to verify that it is inoperable. If you will be not be available at this
time please call the NCIHA office to reschedule. I am available for some evening
appointments if this would better fit your schedule.

Please don't ignore this notice. Inoperable vehicles are prohibited in the
residential community and can constitute a breach of your Rental Lease or Mutual
Help and Occupancy Agreement.

If you have any questions please call me at 1-800-521-3191.

M E M O

To: Resident
Address

From: NCIHA Staff

Re: Inoperable Vehicle identified _____
date

Date: _____

I was at your home as scheduled on _____ to discuss your inoperable vehicle. Because you did not contact the housing authority regarding I assumed that you would be available on the scheduled date and time.

However, I was unable to reach you both at home and by phone to discuss your inoperable vehicle. Therefore, we are left with no other choice but to proceed with the process to remove the vehicle.

If you do not agree with Northern Circle's assessment of the identified vehicle please call the NCIHA office immediately.

Inoperable Vehicle
15-Day Notice

Resident: _____

Date: _____

NCIHA Staff has identified the following vehicle(s) as Abandoned/Inoperable at your residence:

Make _____ Model _____ Color _____ License _____

Make _____ Model _____ Color _____ License _____

You have 15 days to remove the vehicle(s) or make it/them operable.

This Notice is being sent in Accordance with the Inoperable Vehicle Procedure adopted by the Board of Commissioners to address Inoperable Vehicles in the Residential Community.

The following is a service provider in your county that removes Inoperable Vehicles and other scrap metal. They may be able to assist you in removing the vehicle.

The NCIHA Staff will be checking in thirty days to see if the vehicle(s) has been removed. If you plan to repair the vehicle you may request a **30-day waiver** for repair purposes. Thank you for your cooperation in this matter.

Courtesy Notice
Abandoned/Inoperable Vehicle

This Memo is being sent you as a courtesy regarding your failure to remove an Inoperable Vehicle in accordance with a 30-day Notice mailed on _____.

The vehicle was initially identified more than 60 days ago and you have not responded to any of our requests for removal. If you are in the process of repairing this vehicle the you may be eligible for a 30-day waiver for repair purposes.

To avoid having your name presented to the Board with a recommendation for termination of your rental lease/MHOA you must contact NCIHA to request a 30-day waiver or inform us that the vehicle has been removed.

The next Board of Commissioners meeting will be held on Saturday, _____. You must contact this office prior to this meeting to avoid having a termination of lease initiated for violation of the Abandoned/Inoperable Vehicle Policy.