



Resilient Homes
Monitored Recovery Residences

JORDAN MATTHEW HOUSE
GUEST RESIDENT HANDBOOK

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JORDAN MATTHEW HOUSE

INTRODUCTION TO THE RESIDENT POLICY MANUAL

Welcome to the Jordan Mathew House (JMH) a Resilient Homes, Limited Liability Company. We congratulate you for your continued effort and desire to further your recovery. We believe the Jordan Mathew House is able to meet your needs and support you in your transition back into the community.

The JMH is a monitored recovery residence that promotes recovery through self-efficacy and self-determination. Attending 12 step meetings is NOT a requirement. We encourage our guest residents to explore different pathways of recovery and find what works for them. Guest residents are held accountable to participate in their own recovery and are encouraged to meet with our case manager twice a month to follow-up with recovery goals.

JMH is composed of three units, each unit holds up to 5-7 guest residents. Our two entry-level units offer more structure and support while our transitional unit prepares individuals for a greater sense of independency. There is a ZERO TOLERANCE policy in place concerning the use of drugs and alcohol, as a guest resident of this sober living community ALL guest residents are to remain abstinent from the use of illicit drugs, alcohol and non-prescribed medication, failure to do so will result in residential termination.

With an all-inclusive atmosphere our guest residents are given the opportunity to plan and participate in recreational outings that are held quarterly. Such outings will be discussed at our house meetings. We encourage our guest residents to take advantage of all the opportunities offered here at the Jordan Matthew House.

ELIGIBILITY REQUIREMENTS

JMH makes every effort to ensure that guest residents meet the criteria for this level of care. In order to be accepted into this recovery residence applicants must identify as a male over the age of 18 who meets the DSM-V diagnostic criteria for a Substance Use Disorder and must pass a drug test. Applicants must also be medically stable and not at risk of acute withdrawal. JMH accommodates guest residents on Medication Assisted Treatment and ALL prescription medications.

POLICIES AND PROCEDURES

We believe that providing a safe, structured environment with clear expectations will aid in the recovery process. We do not offer a daily program of activities or groups as all guest residents are required to work or volunteer in the community for a minimum of 30 hours per week. However, participating in house meetings, 12 step commitments and case management is strongly encouraged.

All guest residents are expected to follow the policies and structure as laid out in this handbook and as directed by staff on duty. Questions are to be directed to the house manager and/or JMH director/founder. We expect you make a priority of and manage your life around your recovery throughout your stay with us.

ORIENTATION

Guest resident is placed on a probationary period upon admission to give the guest resident an opportunity to acclimate to the JMH structure, policies and procedures. Guest resident will have a curfew of 9:00 pm with the exception of work, in which case guest resident will be asked to provide a work schedule. Guest residents are encouraged to meet with our case manager twice during the probationary period in effort to establish a relationship with our case manager and to build a weekly routine 9a-3p for those who are not yet working or volunteering in the community. During case management sessions guest residents are encouraged to identify needs, (identification needs, employment needs, mental health needs etc.) develop goals and develop a recovery plan. Guest residents automatically transition off of this orientation status upon completing their initial 14 days of residency.

MEDICATIONS

With the exception of asthma inhalers, nitro glycerin heart tablets and other life sustaining medications, all medications will be monitored and under lock and key or combination code in the office.

Each guest resident will be assigned a lock box and will be permitted to retain a 7 day supply of their medications in a separate pill container along with all medications in their assigned lock box. Guest resident will be responsible for the key to the lock box, there is a \$20 fee for a lost key.

Medications that can be abused are placed on our watch list and those medications must be signed for and their quantity accounted for in front of a staff member every time it is taken.

Medication pass is from 8:00am-9:00am Mon-Sun and again from 6:45p-9:00p. All morning and evening medications are to be monitored by the office staff scheduled. Guest residents may pack their 12pm and 4pm medications the morning of or the night before. Guest residents are not permitted to bring medications into the residence outside of office hours, M-F 8:00a-4:00p Sat & Sun 8:00a-9:00a and Mon-Sun 6:45p-9:00p. Residents are required to turn in to the office any and all medications upon returning to the residence with medications.

DRUG/ALCOHOL URINE TESTS

All guest residents are required to submit to two (or more) mandatory urine tests per week and random quick cup tests at any time when requested by an authorized staff member.

The following violations will result in **IMMEDIATE TERMINATION**:

- Refusing to submit to a mandatory or random urine test will be considered as positive for alcohol and drugs and will be discharged immediately
- Testing positive for K-2
- Refusing to allow an authorized staff member or lab technician to witness your peeing into the test sample cup will be deemed as a refusal. Guest residents must comply with tester instructions at all times.
- Using any substance in order to thwart or otherwise contaminate a urine sample will be considered a positive and discharged immediately. Examples are vaseline, wizards, bleach, etc...
- Using a device such as a hose taped to the bod, or bottle of clean urine
- Using any drug not prescribed to you
- Testing for higher elevations of milligram dosage than instructed by prescribing doctor will be considered as actively using
- Displaying a negative attitude or combative behaviors when asked to line up and submit to a test will be discharged (please see JMH rules for a complete understanding regarding negative attitudes and combative behaviors).

Scheduled urine testing is done in the early morning hours by Optimum Labs, guest residents will be escorted to the waiting area; failure to wake up and be walked into the waiting area with the group will result in losing any overnight privilege for that week.

JMH staff conducts supervised random drug testing outside of the normal scheduled test times conducted by Optimum Labs Inc. Any resident who fails to produce a random urine within 2-4 hours will be terminated unless resident provides JMH with blood work that shows a negative result by a doctor within 3 additional hours.

Guest residents are responsible to pay \$20/week for their urine screenings after 21 days of residency. Some health insurance companies may provide a doctor's order for the urine analysis, in which case the guest resident's health insurance will cover the costs.

Talking is not permitted during testing unless the lab technician asks a question. The use of cell phones is also not permitted while in the waiting area. Those who talk or make noise will be seated at the end of the line and will be the last to be tested.

BREATHALIZER

A breathalyzer test will be administered periodically to all guest residents at JMH. To ensure that this will be a non-intrusive procedure the breathalyzer is digital and does not require anyone to place anything into their mouth. Simply blow toward the device. Anyone refusing (or pretending to blow) to submit will be considered positive and terminated.

GUEST RESIDENT FEE

All weekly guest fees are due on Friday no later than 9:00 pm unless otherwise approved by a manager. If weekly guest fee is not received by 9:00pm on Friday the guest resident will be considered non-compliant and is subject to termination. For a first time offense the guest resident will be given a 48 hour period of time to pay his guest fee and will serve a 48 hour restriction beginning at 9:00pm Friday. If guest resident fails to pay guest fee on time a second time JMH will proceed with the termination for non-compliance.

REFUND POLICY

Entrance fees are non-refundable including guest fee's for the first two weeks of residency and/or any days paid upfront for the first month of residency. If the Guest resident's tenancy is terminated for any reason or the Guest resident decides to go AWOL from JMH, the Guest resident forfeits any monies paid for that week. If Guest resident pays monthly, JMH will reimburse him for any monies paid

outside of that week within 7-10 business days. The payment will be in the form of a check and will need to be picked up by the Guest resident or someone on his behalf upon his request, unless Guest resident provides an address in which he would like the check to be mailed to.

CODED ENTRY

Upon entrance to the JMH, guest residents will be given a unique code specific to that resident. The code allows access into the building through the side door and will be deactivated upon termination of residency at the JMH.

VIOLATIONS

There are two levels of violations moderate and severe, both of which will be tracked on a daily basis. Three moderate violations (Tally's) in one week will result in a severe offense and loss of privileges. If a guest resident has violated a severe offense, tenancy may be terminated.

Moderate violations:

1. Using confrontational, discriminatory or disrespectful language to staff, guests or visitors
2. Leaving dirty dishes in the sink
3. Using the side door to walk to the rear of the building to smoke (guest residents are required to use basement door)
4. Not making your bed by 9:00am daily
5. Not completing your chore twice a week
6. Having any food or beverages other than water in bedroom
7. Having another guest sign in or out on behalf of another guest resident also, signing another guest resident in or out or not signing in/out at all
8. Coming to the office for medication pass after 9:00am or after 9:00pm
9. Being more than 5 minutes late for curfew will result in a 9pm curfew the following day in addition to receiving a tally
10. Being in the residence anytime between 9a-3p unless a work schedule was turned in to the office that reflects the client works or goes to school a minimum of 30 hours per week
11. Being in another guest resident's bedroom or unit unless reporting to the office during office hours

Severe violations:

1. Smoking anywhere but the designated smoking area in the backyard

2. Physical or verbal altercation with staff, guest or visitors
3. Not paying your guest fee by Friday at 9:00 pm
4. Being out of the residence overnight without a work schedule in the office.
If guest resident's work schedule reflects that he departs from work anytime between curfew and 5:00am guest resident will have a 45 minute travel time to return to the residence.
5. Touching the thermostat or surveillance cameras on any unit
6. Bringing someone other than a guest resident into the building outside of visitation hours (Sat & Sun 12:00-4:00) or bringing a visitor into any entry level unit.

RESTRICTION

If a guest resident is placed on a restriction by having a severe violation or three moderate violations (3 Tally's), that resident may not leave the residence outside of their normal work/IOP/volunteer etc. schedule, with a 45 minute travel time. No overnight privileges will be approved. **Curfew is 5:30p**. Resident may request going to a meeting with a sponsor if the restriction lasts longer than 3 days. A release must be signed in order for the director to confirm that resident is going to a meeting with resident's sponsor. No visits in the community room during normal visit hours are allowed however, sponsor requests may still be approved.

HEALTH & SAFETY

The safety and well-being of our guest residents is of utmost importance to us. In the event of a medical or any other emergency requiring outside assistance, please call 911 and then the director/funder. We will not hesitate to press charges for any criminal actions that occur in the recovery residence.

- Inform staff immediately if you feel threatened or unsafe, or if you feel like you might harm yourself or someone else.
- Inform staff immediately if you observe or have knowledge of any unsafe situations or behaviors that could potentially cause harm to another client.
- In the event of medical emergency please call 911.
- In the event of a suspected overdose, Narcan is located in the bathroom and hallway of every unit.
- In the event of a fire, there are two exits on each unit, please follow the "EXIT" signs and exit the building. In the event of a fire in the kitchen there

is a fire extinguisher located in the kitchen on each unit. Instructions can be found on the side of each extinguisher.

SIGN IN/OUT POLICY

Guest residents must sign in/out on the resident log located near the door of each unit upon departure and arrival. Please know, that it is NOT necessary to sign out in the event that the guest resident is staying on the premises. Date, time and location must ALL be filled out prior to leaving and upon returning to the residence. If the staff cannot read residents writing, or resident fails to sign in/out resident will receive a tally. Guest resident must sign in no more than five minutes after returning and no more than 5 minutes of departing.

CHORE POLICY

All guest residents will be assigned a chore which must be done on Sunday anytime and Wednesday from 5:30p-6:45p each week. It is the guest resident's responsibility to inform the peer leader that their chore is ready for inspection after each time the chore is done. Anyone failing chore inspections or refusing to do their chore will receive a tally. Chores will be reassigned on the first Wednesday of every month during the house meeting. Those assigned more time consuming chores will be assigned an easier chore the following month.

CHORE DELEGATION CLAUSE

Guest residents may delegate their chore obligation provided that the other guest resident agrees. A chore delegation pass must be filled out and signed by both parties and given to the house manager prior to the house meeting on Wednesday's.

The house manager may revoke this privilege if he feels in any way that a guest resident is manipulating, intimidating, "strong arming" blackmailing, coercing, bullying or in any way pushing his agenda on another guest resident to accept his chore obligation.

The house manager does not need proof nor does he need to offer reasons or explanations to justify pulling a chore delegation pass. He may simply want to see the delegated individual do his own chore. The house manager may reinstate this privilege any time he deems.

CHORE DESCRIPTIONS

Bathroom: Toilet, sink, tub, floor, clean mirror, empty bathroom trash.

Kitchen (A): Counters, table, pantry, microwave, kitchen trash and recyclables to be taken outside.

Kitchen (B): Refrigerator, stove, window and sill, sweep and mop kitchen floor

Living room/hallway: Sweep and mop living room and hallway, toss any loose items in lost and found bin, windows and sills

Outside chore: Sweep porch, take trash to the street, empty cigarette butts

Entry way/hallway: Vacuum the units entry way and stairway

Community room: Sweep, wipe down table, toss any loose items in the lost and found bin

Laundry room: Clean lint trap and throw away any loose lint or trash and sweep

BEDROOMS

Beds must be made every morning by 9:00 a.m. and whenever it is not being occupied.

Guest residents are not permitted to burn candles or incense nor to use hot plates, coffee makers nor to cook in rooms or use any device in bedroom that could be used to cook food. Portable heaters are also not permitted.

All clothing (washed or dirty) may not be strewn about on the floor nor stored in plastic bags or boxes on the floor. Rooms are to be free of excess trash and kept free of cups, containers, bottles improvised as spittoons and other forms of cluttered trash.

Guest residents are not allowed in another guest resident's bedroom.

Guest residents are not allowed to have food or drinks in their room, with the exception of water. Food found in the bedroom will result in a tally.

Guest residents are required to keep their bedroom clean and free from foul odors.

To maintain safety at JMH, staff members are permitted to search the guest resident's belongings when there is probable cause to believe that there may be contraband in that resident's bedroom. Guest resident will be notified before the search and given the opportunity to be present during the search.

KITCHEN

Kitchens are off limits and locked from 10:30p to 5:30a Sun-Thu and 11:30p to 5:30a on Fri. & Sat. (entry-level units only).

DIRTY DISHES

All dishes must be washed immediately, every time dishes are left unattended for more than 5 minutes the guest resident will receive a tally. Please note: It makes no difference whether you own the dirty dish, etc. or it belongs to the house, the guest resident that dirties it will be the person responsible to wash it. Those assigned to the kitchen chore will not be washing dishes they did not dirty.

Dirty dishes found hidden in room will imply that a guest resident brought food into the bedroom, in which ALL guest residents in that bedroom will receive a tally unless there is a confession made.

Any guest resident observed on security cameras or seen placing dirty dishes in with clean dishes will receive a tally, as this behavior is disrespectful and unsanitary and repeated offenses will be subject to termination for non-compliance.

Dishes are not allowed to be left or stored in refrigerators. Guest residents are required to store leftover food in containers such as Tupperware's etc. Dishes belonging to the house are not allowed to be hoarded or stored or retained in your rooms.

REFRIGERATORS/CABINETS

Guest residents will be assigned a food cabinet and/or space in the food pantry. Guest residents are not permitted to go into any other cabinet space that was not assigned to him. * No energy drinks are allowed at the JMH.

Guest residents are required to initial all of their food products that are kept in the refrigerator. Periodically, refrigerators will have its contents evaluated for spoiled rotten and unlabeled food which will be discarded.

BATHROOMS

Guest residents are not permitted to store any personal hygiene products or property in the bathroom, including but not limited to soap, shampoo, scrubbers etc. Anything left behind will be put in a box and stored in the office for 10 days. After that, unclaimed items will be discarded. If a guest resident believes that

something was left behind and taken to the office, that guest resident will be responsible to ask staff and retrieve during office hours ONLY. (M-F 8a-4p & 6:45p-9p)

No radios or other devices capable of producing noise or delivering music or television programs etc. into the bathroom.

VISITATION

All guest residents including residents on orientation status are allowed visitation with whomever they'd like on Saturday and Sunday from 12:00p-4:00p. Approval by staff is not necessary. All visits are held in the community/recreational room. NO EXCEPTIONS. Guest residents may have up to two visitors at one time not including children. All visitors must sign in and state who they are here to visit when applicable and sign out upon departure. Guest residents may also request in-unit sponsor visits 72 hours in advance.

OVERNIGHT PRIVILEGES

Guest residents will be eligible for a 24 hour overnight privilege after residing at JMH for a minimum of 30 days. After 60 days of residing at JMH guest residents will be eligible for a 48 hour overnight privilege every week, same rules apply. An overnight privilege will not be approved if a guest resident receives more than two tally's in one week, if guest resident has not been working toward his recovery goals, if guest resident owes an outstanding financial balance with JMH or if guest resident is on a restriction. Privilege approval is at the discretion of the director and not confined to the rules stated above.

COMMUNITY/RECREATIONAL ROOM

The JMH community room is located in the basement of the building and is open from 9:00am-10:00pm from May 1st – November 1st and 4:00pm-10:00pm from Nov 2nd - April 30th. The community room is used to hold house meetings, 12 step commitments, event planning, games (Foosball, darts, cards etc.). The JMH laundry facility and house linen/supply closet is also located in the community room. Guest residents are not allowed to go into the house linen/supply closet at any time.

STORAGE POLICY

Guest residents with excessive belongings may store their additional items in a tote that is locked with lock and key and stored in a locked room in the community

room for a fee of \$20/month to be paid the first Friday of every month. If the guest resident leaves JMh before the end of the paid month that money gets forfeited. Please note there are only 5 storage bins, and are used on a first come first serve basis.

Guest residents who have terminated from the JMh or residents that go AWOL and leaves their belongings behind will have 10 days to collect their property or have someone collect it on their behalf including the belongings in storage bins. All property will be disposed of after 10 days.

CASE MANAGEMENT

All guest residents at the Jordan Matthew House are highly encouraged to meet with the case manager a minimum of twice a week during orientation status and two to four times per month thereafter. We encourage our guest residents to utilize this service.

HOUSE MEETING

Guest residents are required to attend the weekly house meeting held in the community room on Wednesday night from 7:00pm-8:00pm. Those that do not show up to the house meeting will serve a 3 day restriction. This policy does not apply to guest residents who are at work and have submitted a work schedule that reflects that.

12 STEP COMMITMENTS/ GROUPS

All guest residents are required to be in the residence on Friday from 6:45p-8:15p to welcome the commitment and give them the respect they deserve. Guest residents are only allowed to take an overnight privilege after 8:15pm on Friday's. Guest residents may miss the commitment if a staff member gives them a written consent. Guest residents with a written consent will be required to hand it into the office at 6:45p on the day of and will be asked to stay in the residence until 8:15p.

SECURITY CAMERAS

Security cameras are mounted throughout all common areas except for bedrooms and bathrooms. They are also positioned around the exterior of this building. These measures were taken to maintain the goals and objectives of Resilient Homes and the Jordan Matthew House which is to provide a safe, structured, transitional living environment.

NIGHT STAFF

Guest residents must follow the directions of the night staff/peer leader at all times and may not refuse to comply with his instructions regarding the JMHS policies and procedures. Some examples include but are not limited to noise level, making bed, curfews, medications, urine tests, breathalyzer etc.

PROBATION/PAROLE

Guest residents who are on probation or parole must provide all information to the director of the program. This should include the probation/parole officer's name, district, phone number, e-mail, office hours, address and court stipulations and reporting requirements.

Guest residents must sign an authorization to release information including urine screenings to the officer and consent for verbal communication between the program director and the officer.

Progress reports and letters of continued residency must be requested 72 hours prior to the date needed. Please fill out a "House/Case Manager Request" in the office and place in the director's mailbox.

SMOKING POLICY

Residents are allowed to smoke from 5:30a until curfew in the designated smoking area only. Residents who smoke outside of smoking area or outside of smoking times will be given a tally. No chewing tobacco, vaping or smoking in the residence will be tolerated.

HOUSE SCHEDULE

All guest residents are required to leave residence from 9am-3pm with the exception of guest residents work or go to school a minimum of 30 hours a week. All guest residents that are employed or go to school are expected to submit a copy of their work schedule prior to the beginning of their work week.

OFFICE HOURS

M-F 8:00am-4:00pm & 6:45p-9:00p
Sat & Sun 8:00am-9:00am & 6:45p-9:00p

Monday

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day.

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

Tuesday 5:30 am alcohol/drug urine testing

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP, work on recovery goals/meet with case manger

6:45p-9p Medication monitoring

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

Wednesday

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

Curfew 5:30pm

5:30p-6:45p Chores

7:00p House Meeting

6:45p-9p Medication monitoring

8:00p Pack meds for the week/laundry/finish chore etc.

All residents are required to remain in the residence after the house meeting unless the guest resident is on an overnight

privilege. (Residents are required to be in the residence from 6:45-8:15 on Wednesday's even if the resident is on an overnight privilege) Only exception for missing the house meeting is employment and needs to be documented on previously turned in work schedule.

8:15p-9:00p Guest residents must pack meds for the following week (thu a.m.-wed p.m.)

New work schedules are to be turned in for the week.

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

All 24-48 hour overnight privilege requests are due by 9:00p on Wednesday and are to be placed in the directors mailbox on the office door. (Please note, if you have three or more tally's in any given week beginning Thursday at 12:00 am through Wed at 9:00pm, a privilege request will not be approved.) Privilege requests that have been submitted will be reviewed and marked as accepted or denied; such requests can be picked up by the resident on Thursday morning in the office. Before using the overnight privilege, guest resident must hand his accepted privilege request into the office or give it to the Peer Leader or House Manager before leaving the residence. (Please note that it is the responsibility of the resident to pack medications during office hours prior to using an overnight privilege).

Thursday

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Work on recovery goals/meet with case manger

Curfew 10:30pm

Lights out/In your bedrooms at 11:00p

All electronic devices in bedroom off at 11:30a

Friday 5:30 am alcohol/drug urine testing

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

9a-3:00p School, work, volunteer, IOP etc.

6:45p-9p Medication monitoring

Work on recovery goals/meet with case manger

7:00 MANDATORY 12 STEP COMMITMENT or PSYCHO-EDUCTIONAL GROUP (unless the guest is at work or on a 48 hour overnight privilege from the day before).

Curfew 11:30pm

Lights out/In your bedrooms at 12:00a

All electronic devices in bedroom off at 12:00a

Saturday

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

12p-4p Guests may have up to two visitors at one time, all visits must be held in our recreational/community room and do not need prior approval. However, all guests must sign in and out upon arrival and departure.

6:45p-9p Medication monitoring

Curfew is 11:30pm

Lights out/In your bedrooms at 12:00a

All electronic devices in bedroom off at 12:00a

Sunday

8a – 9a Medication monitoring for a.m. meds and pick up packed meds for the day

12p-4p may have up to two visitors at one time, all visits must be held in our recreational room and do not need prior approval. However, all guests must sign in and out upon arrival and departure.

6:45p-9p Medication monitoring

Curfew is 10:30pm

I _____ HAVE READ AND AGREE TO THE TERMS OF THIS POLICY HANDBOOK AND UNDERSTAND THAT FAILURE TO ABIDE BY SUCH POLICES AND PROCEDURES MAY RESULT IN IMMEDIATE EVICTION FROM THE JORDAN MATTHEW HOUSE.

I ALSO UNDERSTAND THAT THE POLICIES IN THIS HANDBOOK MAY BE SUBJECT TO CHANGE UPON THE DISCRETION OF THE FOUNER OF RESILIENT HOMES, LLC.

Print

Signature

Date

