

**MEMORANDRUM OF UNDERSTANDING
[GOOD NEIGHBOR AGREEMENT]
BETWEEN
HISTORIC MONTCLAIR COMMUNITY ASSOCIATION Inc. and
COTTONWOOD COMMUNITY ALTERNATIVES, Inc.
LOCATED AT 793 OLIVE STREET, DENVER, COLORADO**

February 2021

This Good Neighbor Agreement is made between Historic Montclair Community Association, Inc., which is a Registered Neighborhood Organization, and Cottonwood Community Alternatives, Inc.

Background:

Cottonwood Community Alternatives, Inc. (CCA) will operate a residence for three individuals with developmental and intellectual disabilities at 793 Olive Street in Denver, which is located within the Historic Montclair Community Association, Inc (HMCAI) neighborhood boundaries. CCA's mission is to provide a variety of community-based supports and services to the individuals whom it serves, empowering them to live as productively as possible, while promoting the individuals' choices, dignity and quality of life.

Purpose:

This Good Neighbor Agreement (GNA) describes the agreements and expectations established and entered into by CCA, and HMCAI, the Registered Neighborhood Association, serving as the representative organization for the larger community.

CCA, HMCAI and neighbors living near CCA have worked together discussing questions and concerns, in order to identify options and solutions to enabled us to reach a cooperative and comprehensive GNA.

This document defines expectations and responsibilities for how CCA and the neighbors of Historic Montclair will work together to ensure the ongoing quality of life they enjoy, incorporate CCA as a positive addition to the neighborhood, promote a welcoming and inclusive neighborhood, and achieve a respectful, safe, and harmonious environment for all Montclair residents.

General Agreement and Guiding Principles; to achieve our mutual goals, the parties agree to the following.

I. Designated Points of Contact

- a. HMCAI will provide two points of contact consisting of phone numbers and email addresses. These points of contact will be HMCAI board officers and will be updated as needed.
- b. CCA management and executive staff are committed to addressing any concerns and will provide to HMCAI telephone numbers and emails to contact CCA management and executive staff, including an after-hours cell phone number. CCA will also provide contact information for the resident manager of 793 Olive Street. This information will be kept updated.
- c. Both CCA and HMCAI will make every effort to respond to urgent communications promptly, at least within 24 hours, and regular non-urgent communications within

three (3) business days. Emergency matters going beyond urgent are to be responded to as soon as possible.

II. Resident Management

- a. The operators of CCA will ensure they meet and maintain Program Approved Service Agency (PASA) approval required by the State of Colorado and zoning/permit use through the City and County of Denver.
- b. The number of residents will not exceed three (3).
- c. CCA will have Direct Support Professional (DSP) who will be present on site as needed per resident's supervision requirements, with exception of reasonable errands and day-to-day activity. A CCA Manager will be on-call 24/7.
- d. CCA DSP's will support their residents with the supervision they need to ensure their safety and the safety of others, including neighbors. CCA will provide support to their residents to ensure community integration and social skills.
- e. All employees will meet state required background and reference checks prior to being permanently hired.
- f. CCA will educate the residents and employees in the home regarding compliance with Denver ordinance and laws as typical for all neighbors.
- g. In this regard, important expectations for being responsible residents include being respectful of each other with regards to noise, smoking, littering, panhandling, and ensuring parent/guardian permission when interacting with children, both in the neighborhood and Kittredge Park.
- h. Should concerns arise for neighbors, CCA or residents of 793 Olive, this memorandum establishes a mechanism for communication to proactively address such concerns.
- i. CCA will provide HMCAI the "New Neighbor Communication" which is Exhibit A to this GNA. This document will be updated as needed.

III. Property Management

- a. CCA will encourage anyone residing, working, or visiting the home to park onsite or along the side of Olive Street immediately adjacent to 793's property, as available.
- b. CCA will ensure the home and property are maintained and in good condition.
- c. Property will be maintained as required by Denver Municipal Code. If the site is not being maintained, a neighbor can follow the procedures as outlined in Chapter 57, Article III of Municipal Code of the City and County of Denver.

IV. Communication

- a. CCA and HMCAI will schedule regular communication meetings during construction and once the residents move in, encouraging positive communications and introductions. These regular check-ins will ensure that any issues or concerns are addressed before they escalate. At the end of the initial regular check-ins, CCA and HMCAI may agree to check-in with less frequency.
- b. CCA is invited to submit update information to HMCAI's newsletter. Currently, Carrie O'Shea is the point of contact.
- c. Prior to registering any official complaints, the adjoining neighbors and HMCAI agree to contact CCA to resolve any issues.
- d. If the issue(s) is not resolved in a reasonable amount of time, either CCA or HMCAI will consider using Denver's mediation services in an attempt to find a solution.
- e. If mediation is unsuccessful, and if the City has jurisdiction, the complaint will be referred to the appropriate City official(s) and/or departments to remedy such issues.

V. HMCAI will support both the residents of 793 Olive Street and the entire neighborhood by being a bridge for communicating information to the wider neighborhood through email and newsletters.

VI. Agreement of the Parties

- a. CCA is program approved through the State of Colorado with zoning/permit use approval through the City and County of Denver. Should any requirements of the City or State conflict with a part of this GNA, the City or State requirements take precedence.
- b. Any party to this agreement may choose to record this Good Neighbor Agreement with the Denver Clerk and Recorder.

Signed and dated by the following interested parties:

Cottonwood Community Alternatives, Inc.

Signature: Cynthia D. Opheim, CEO 3/1/2021

Printed: Cynthia D. Opheim

Title: CEO

Historic Montclair Community Association, Inc.

a Colorado Nonprofit Corporation & Denver Registered Neighborhood Organization

Signature: Judith Baxter 2/26/2021

Printed: Judith Baxter

Title: President, Historic Monclair Community Assoc. Inc.