

# Chobo-Ji Policies

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This section addresses policies related to overall governance of the Chobo-Ji Temple.

## **1. Policies, Rules, and Procedures**

Creation, modification, approval, and deletion of policies, rules, and procedures of the Horton Zen House are at the direction of the Chobo-Ji Board.

## **2. Ethical Guidelines**

Chobo-Ji is a community with ethical guidelines that flow from the Buddhist Precepts. Sangha members are expected to interact with one another in a manner of caring, trust and respect, reflecting the Buddha Dharma. Our ethical guidelines are provided in full in Section IV. A.

## **3. Fiscal Responsibility**

The Chobo-Ji Board is fiscally responsible for the operation of the Chobo-Ji Temple and any assets owned, leased, or rented. The Board shall set all fees, rents, and other tenant obligations.

## **4. Apartment Manager**

The Chobo-Ji Board shall designate a manager for the Horton Zen House. The manager shall be responsible for the safe operation and maintenance of the Zendo and apartment building. The apartment manager, if living on site, shall be eligible for a reduction in tenant rent or residential training fee per fee schedule. The apartment manager, if not living on site, shall be eligible for a reduction in monthly dues per fee schedule.

## **5. Tenant Rental Agreement**

All tenants shall have completed a rental application and have signed a tenant rental agreement prior to occupancy. Appendix B shows the approved tenant agreement form with the standard conditions approved by the Chobo-Ji Board. Deviations from this agreement shall be approved by the Chobo-Ji Board prior to tenant occupancy.

## **6. Rental of Zendo Space**

Rental of the Zendo space and kitchen will be at the discretion of the Chobo-Ji Board. The rental fee for the Zendo space and kitchen are detailed in schedule of fees, appendix A.

## **7. Zendo Rental Agreement**

Completion of a rental agreement for use of the Zendo and kitchen will be required prior to the date(s) of usage.

## **8. Apartment Rental Process**

### **8.1 Advertisement of Apartment**

Apartment to offer to potential applicants per **Error! Reference source not found.** In the event that no applications are received after solicitation by word-of-mouth, email, or phone calls, advertisement in other media, such as local papers, local journals and electronic bulletin boards should be considered.

### **8.2 Receive applications**

Recorded on each application is the date and time received.

### **8.3 Evaluate applications**

All applications shall be reviewed and evaluated.

### **8.4 Contact Applicant**

Applicants shall be contacted in order to verify interest, to perform pre-screening, and to have the mission and vision of the Horton Zen House and the residential program explained.

### **8.5 Show apartment to applicant**

If applicant wishes to proceed, apartment shall be shown to applicant. The mission and vision of the Horton Zen House shall be further outlined at this time. House rules and policies shall be reviewed. Remaining agreements shall be completed, and a move-in date shall be agreed upon.

### **8.6 Screen Applicant**

A credit check and reference check shall be performed prior to lease signature.

### **8.7 Sign lease/rental agreement**

If lease/rental agreement requires no deviation from Board pre-approved agreement, lease/rental agreement shall be signed by apartment manager and applicant.

If deviation from pre-approved agreement is sought, lease/agreement and supporting documents shall be submitted to Board for consideration.

### **8.8 Keys and Locks.**

Prior to the occupancy of any new tenant, the apartment door lock core(s) shall be replaced. Two keys shall be provided to new tenant