

**THE HOUSING AUTHORITY OF DRY RIDGE
SERVICES CONTRACT WITH INDEPENDENT CONTRACTOR**

This contract is made and entered into at Dry Ridge, Kentucky this 26th day of October, 2015 by and between the Housing Authority of Dry Ridge, Kentucky (Herein after referred to as "HADR") located at 300 Meadowview Estates, Dry Ridge, Kentucky 41035, and Dione Kinman, 514 Helton Heights, Williamstown, Kentucky 41097 (Herein after referred to as "Temporary Executive Director").

RECITALS

HADR operates the housing complex located at the address set forth herein above and HADR desires to have the following services performed at the HADR 's place of business:

1. Administrative office and computer work including the production and submittal of HUD reports and monthly financial statements.
2. Leasing, collecting rent and assisting/overseeing other daily duties.
3. Re-certifying tenants, to include a review of lease provisions to promote compliance.
4. Processing and overseeing of maintenance requests.
5. Evictions.
6. Cooperation with the HADR Board to maintain, improve and promote the welfare of the housing complex.

Temporary Executive Director agrees to perform these services for HADR up to 10 hours per week under the terms and conditions set forth in this Contract. Temporary Executive Director acknowledges that no minimum amount of hours are guaranteed.

Section One - Description of Work

The work to be performed at HADR Includes all services generally performed by Temporary Executive Director in Temporary Executive Director 's usual line of business, including, but not limited to the duties listed above in Recitals. Other additional duties could result by agreement between HADR and Temporary Executive Director.

Temporary Executive Director affirmatively states that she is familiar with and knowledgeable of HUD and/or other applicable federal regulations and acknowledges that all work performed will be in compliance with same. Temporary Executive Director acknowledges that HADR is relying on her knowledge and experience and that said knowledge and experience forms the basis of HADR's decision to enter into this Contract.

Temporary Executive Director shall comply with the purchasing and acquisition procedures established by HADR.

Section Two - Compensation

HADR will pay Temporary Executive Director the sum of twenty (\$20.00) dollars for each hour worked and performed under this contract according to the following schedule:

Temporary Executive Director will submit an itemized invoice to HADR for all work completed in a 30 day period. HADR will pay said invoice within 45 days of submission.

HADR is not withholding any Federal, State, Social Security, local, or other taxes on behalf of the Temporary Executive Director. Temporary Executive Director is responsible for all federal, state, and local taxes.

Section Three - Relationship of Parties

The parties intend that an independent contractor relationship will be created by this Contract. HADR is interested only in results to be achieved, subject to HUD/regulatory compliance, and the conduct and control of the work will lie solely with Temporary Executive Director.

Temporary Executive Director is not to be considered an agent or employee of HADR for any purpose, and the employees of Temporary Executive Director, if any, are not entitled to any of the benefits that HADR provides for HADR's other employees. HADR provides no benefits of any sort, including, but not limited to, health insurance, life insurance, or disability insurance; vacation, sick, or holiday pay; and/or retirement benefits of any type.

It is further understood that Temporary Executive Director is free to contract for similar services to be performed for other entities.

Section Four - Liability

The work performed under this Contract will be performed entirely at Temporary Executive Director's risk. Temporary Executive Director agrees to indemnify HADR for any and all liability or loss arising in any way out of the performance of this Contract

Section Five

Either party may cancel this Contract on 7 days written notice; otherwise, the parties anticipate that this Contract shall remain in force until the current Executive Director is able to resume her duties or a new permanent Executive Director is hired. HADR makes no promise or representation as to the expected duration of this Contract.

Section Six – Office Space and Equipment

HADR shall supply Temporary Executive Director with an office and the necessary equipment to perform the duties outlined herein. Temporary Executive Director shall have the option to work “off-site” so long as all required duties are completed timely and in a professional manner.

Section Seven - Review of Work

Temporary Executive Director shall report directly to the HADR Board who will review all work on a regular basis and provide feedback to Temporary Executive Director.

Temporary Executive Director shall control the conduct and means of performing the work required under this Contract. Temporary Executive Director will adhere to professional standards and will perform all services required under this Contract in a manner consistent with professional services of the type being contracted for in this agreement.

Section Eight - Equal Opportunity and Affirmative Action

Temporary Executive Director will not discriminate against any tenant, applicant, employee or applicant for employment because of race or color, religion, sex, national origin, age or disability. Also, Temporary Executive Director will take affirmative action steps necessary to provide equal and fair treatment of all tenants, applicants and employees in regard to leasing, housing, hiring, upgrading, demotion, transfer, or termination.

Section Nine - Waiver of Claims

Temporary Executive Director waives all claims against HADR which Temporary Executive Director may now or may subsequently acquire for HADR's liability compensation for personal injury, unemployment compensation or otherwise, under the laws of the United States of America and the State of Kentucky.

Section Ten - General Conditions and other Conditions

Temporary Executive Director will read and adhere to all conditions in HUD 5310 and any other attached governmental forms. Any attachment to this contract supersedes any section of this contract unless noted otherwise.

Temporary Executive Director will take no action that may result in the imposition of lien against HADR property.

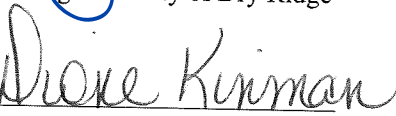
Temporary Executive Director shall not assign this Contract, or provision therein, without the prior written consent of HADR in each instance.

This Contract represents the whole and complete agreement, contract, and understanding between the parties. All other agreements or contracts, oral or written, between the parties are of no effect unless made an addendum hereto.

IN WITNESS THEREOF, the parties have executed this Agreement at Dry Ridge, Kentucky, the day and year first above written.

By: 
Housing Authority of Dry Ridge

October 26, 2015

By: 
Temporary Executive Director

October 26 2015