

To: Mike Kerr
Steve Schiesser

March 10, 1988

Fm: Scott Rutherford *Scott*

Subj: House Management

I appreciate very much your willingness to take on responsibility for upkeep and maintenance of Peace House. This memo is a draft of the understandings we reached and to make suggestions about some of the tasks. Your comments are invited.

Understanding.

Mike Kerr's Responsibilities. Mike at the end of April would become Peace House Coordinator. His responsibilities would include:

o-- Finanacial.

- Collecting rents.
- Paying all bills, including the mortgage.
- Negotiating payment of individual telephone bills.
- Maintaining accounts.

o--Upkeep and Maintenance.

--Serve as coordinator/facilitator. Identify tasks to be performed, prepare a schedule for their performance, enlist people to do them and follow up.

--Key cleaning and maintenance tasks are:

*House: dishes, kitchen, laundry room, bathrooms etc.

*Yard: Planting and maintaining a garden, mowing and watering yard, maintaining the compost, maintaining fruit trees (pruning, fertilizing, picking and disposing of fruit), caring for bees.

*Chickens: Feeding, collecting eggs, maintaining roosts (providing straw and cleaning as needed), composting droppings, thinning out flock.

Mike would arrange to have small repairs done and would oversee major remodeling projects as worked out with Scott.

o--House Rules. Assure that house rules are honored by everyone using the house.

o--House Meetings. Mike will convene and facilitate house meetings to discuss any and all issues concerning the house.

o--Compensation. For the performance of the above tasks, Mike will live rent free at Peace House.

Scott Rutherford's Responsibility. Scott will be responsible for working out relationships with Nuremberg Actions concerning use of Peace House to support the site, including remodeling and all financial matters. He will open a bank account for the house, He will be available to Mike to discuss all house related matters.

Steve Scheisser's Responsibility. Steve will support Mike's work. He and Mike will work out a specific understanding of his responsibilities.

Interim Arrangements. Scott, Mike and Steve will get together to decide how the house will be looked after over the next six weeks.

Any comment?