ADDENDUM B

GENERAL INFORMATION

Mission Statement

“To provide the best possible quality of life to the persons we serve”

Business Office:
Office hours are from 9:00 a.m. to 5:00 p.m. Monday through Friday.

Cost of Community:
The monthly charge for each room varies according to the size of the room and the additional services that are requested. Please see Addendum A for these prices.

The monthly rate is not limited to but will include the following:

- 24-hour staff
- Three meals a day served in the dining room
- Weekly limited housekeeping service
- Scheduled Activities
- Scheduled Transportation or transportation arrangements

Accounts and Statements:
Statements are prepared the last week of the month and payment is due on or before the 5th. If rent is not received on or before the 5th, a $300 late payment charge plus $10.00 each additional day thereafter that rent has not been paid in full, which shall be considered to be additional rent and must be paid at the time of the delinquent rent is paid.

Leaving the Community:
If a resident plans to be gone from the community, please note the date and time of departure and the time of return in the sign out book at the front desk.

Beauty Salon:
The community’s beauty salon offers a wide range of services. The beautician operates independently from the community and payment of service is paid to the beautician at the time of service.

Telephone, Internet, and Cable TV Service:
Please contact the Business Office for information on arranging these services.

Newspaper:
Delivery arrangements can be made by calling the newspaper of your choice.

Transportation:
The community offers scheduled bus transportation or will assist residents in arranging transportation. Review your activity calendar for specifics.

**Smoking:**
We maintain a non-smoking policy. No one will be permitted to smoke within the building, on patios or balcony’s or on the grounds; (a designated outdoor area may be provided in some communities, please inquire as to the availability of such).

**Firearms, Ammunition and Weapons:**
The Community strictly prohibits resident’s possession of firearms, ammunitions and or weapons within the community. If firearms, ammunitions and/or weapons are discovered in a resident’s environment they will be asked to immediately surrender them to The Community staff who will keep them in a secure place until they can be taken off of the community property by the resident’s family, friends or responsible party.

**Extension Cords:** Extension cords are a leading cause of fire deaths. Use of extension cords in Resident apartments is strictly prohibited. When wall outlet availability is insufficient, power strips with surge protection may be used within the following restrictions:
- Power strip cords must be in good condition and bear the UL label.
- Power strip cords may not run under carpeting or rugs or through any doorway or window opening.

**Decorations:**
Each apartment (inside) may be decorated according to each residents’ preference excluding the outside of the door. Doors may have one non-flammable simple decoration. All items made during an activity must be showcased inside apartments only.

**Activities:**
The purpose of the Activities Program is to provide activities for recreation and leisure. The goal of the community’s activity program is to maximize the quality of life of each resident. This program is designed to meet the interests and physical, mental, and social well being of each resident. A calendar of scheduled activities for the month is posted near the dining room.

Regular activities are scheduled. These activities include: Movies, Bingo, social hour, special outings, games, exercise, musical entertainment, and arts and crafts.

Residents are encouraged to voice concerns or make suggestions concerning life at the community through the Residents’ Council that meets monthly. Administration will assist in resolution of any problems voiced at the Resident Council.

Please check your monthly activity calendar for specific dates and times of scheduled activities. Families and friends are welcome to participate. For further information, please feel free to contact the Activity Director.

**Housekeeping:**
The community’s Housekeeping staff maintains a pleasant, healthful environment for residents, visitors, and staff. Limited housekeeping services are provided in Resident rooms weekly. Additional housekeeping services may be added for an additional fee. Bed linens, shower curtain, bath mats, toilet paper, trash liners, and towels are not provided and are the responsibility of the resident.

**Maintenance:**
The grounds, building, and equipment are kept in good condition by the community’s maintenance director. Changing of light bulbs and plumbing repair is provided at no additional cost to the resident. Additional maintenance fees will be assessed for any maintenance performed that is not deemed necessary for the standard upkeep of the room (for example; hanging shelves, moving furniture, putting together furniture, etc.)

**FOOD SERVICE DEPARTMENT**

**Meals:**
Freshly prepared meals are served three times daily in our restaurant-style dining room. When you arrive for each meal, our staff will deliver your choice of beverage, and note your selections from the daily specials or alternative choice menu.

**Diets:** The community offers a regular diet. Refer to the disclosure statement for information regarding the availability of physician prescribed diets.

**Menus:** Menus are planned by the Dietary Manager. Your suggestions are welcome. Extra helpings of food and substitutions will be served upon request. Coffee and juice are also available.

**Dining Room:** Three meals each day are provided in the dining room. Staff will assist residents in placing their walkers so that walkways, doors, etc. are not obstructed.

**Guest Meals:** Guest meals are available. A 24-hour advance notice is appreciated. The cost for guest meals is $7.50. The cost can either be paid at the mealtime or charged on the monthly bill.

**Tray service:** If a resident chooses to dine in their apartment rather than the dining room tray service is available for an additional charge. Please refer to Addendum A Rates for current rates (not applicable to Medicaid Residents).

**Dining Out:** Please notify the Business Office or staff if you will be out of the community for a meal.