

Welcome

Welcome to Timberhill Place. While establishing your residence with us, we want to provide you with information and guidelines to make your home as pleasant and comfortable as possible. We sincerely desire to assist you in every way. After reviewing this information, please feel free to stop by our office or call us should you have further questions.

Members of our facility staff are available on-site 24 hours a day, providing assistance when you need it. Also, a member of our management team is always on-call for emergencies 24 hours a day.

Warmly,
The Management and Staff

TABLE OF CONTENTS

ACTIVITIES	7
ALCOHOL	9
APARTMENT PULL CORDS	6
ALTERNATE FOOD OPTIONS	2
BEAUTY SALON	5
CAREGIVER STAFFING	14
DECORATING YOUR APARTMENT	5
DRESS CODE	3
ENERGY	11
FINANCIAL INFORMATION	15 & 16
FIRE EVACUATION	13
FOOD SERVICE	1
GRATUITIES AND GIFTS	12
GRIEVANCES	10
GUESTS AND GUEST MEALS	1
GUNS OR WEAPONS	12
HOUSEKEEPING	3
LIBRARY	5
MAIL	4
MAINTENANCE	4
MEDICAL APPOINTMENTS	7
MEDICATIONS WHEN AWAY FROM FACILITY	7
MOVE – OUT REASONS	16 & 17
MARIJUANA	6
NEWSLETTER	8
NEWSPAPER	4
NOISE	9
OFFICE HOURS	1
OUTSIDE SERVICES	15
OVER NIGHT GUESTS	11
PARKING	5
PERSON- CENTERED SERVICES	14
PERSONAL LAUNDRY AND DRY CLEANING	3 & 4
PERSONAL RIGHTS	19 & 20 & 21
PET AGREEMENT (COPY)	26
PET POLICY	9
PHARMACEUTICAL SERVICE AGREEMENT (COPY)	27
RENTAL AGREEMENT (COPY)	22
RESIDENT MEETING	8
RIGHTS	10
SECURITY	2
SIGN IN/OUT	8
SKYPE	10
SMOKING	6
SNACKS	1
	6

SOLICITATION	12
TABLEWARE	2
TELEPHONE	6
TRANSPORTATION	8 & 9
VALUABLES	2
WEBSITE	11
WIRELESS SERVICE	10

Office Hours

Our business office is open from 8am to 5pm Monday through Friday and 9am to 2pm on Saturday, Sunday and holidays to transact business. The Executive Director or designated person in charge is available via phone for emergencies 24 hours a day, seven days a week.

Guest and Guest Meals

Guests are always welcome. Please arrange for guest meals at the Reception Desk, informing us at least 2 hours before each meal, that a guest will be joining you for that meal. There is a guest meal charge. Arrangements for payment can be made at the front desk.

Food Service

Delicious meals are served to your table, three times a day, in our lovely dining room. Breakfast is served at 7:30am and lunch at 12 noon. Supper is a lighter meal and served at 5:00pm. The daily menu is posted on our menu board and a copy of the weekly menu is always available under the menu board and on the dining room tables. Residents may choose to eat in an alternate location in the community if they prefer. They may also pick up a tray from the kitchen if they wish. If you plan to be away for a meal, please notify the front desk prior to the meal.

Should you become ill, please contact a member of our caregiver team to request a tray at mealtime. Please call ahead if possible. Courtesy trays will be served for 7 -10 days at no additional charge on a temporary basis, in case of minor illness. There is no tray service delivery charge to our Medicaid residents. All other residents will be charged for tray service delivery. All trays will be delivered after the dining room service has been completed. Exceptions for early tray service will be considered by the management upon request.

A deduction for services and meals is granted to absent residents upon their request. However, you must be absent for 14 consecutive days before the deduction applies, regardless of the reason for absence. The deduction may not exceed 60 days.

Snacks

Snacks are available for your enjoyment 24 hours a day and are on the round table at the front of the dining room. Snacks consist of fresh fruit and a pastry or baked good. You are welcome to serve yourself at any time or you may ask a staff member to assist you.

Tableware

Please do not remove dishes, carafes, glasses, cups, silverware or linens from the dining room. Some leftovers may be taken from the dining room; the kitchen staff will be happy to provide paper plates and wrap them up for you.

Alternate Food Options

Timberhill Place provides three full meals each day. You may, however, enjoy light food preparation in your own kitchen area. We encourage you to keep your own supply of snacks on hand in your apartment kitchen. Electric skillets and coffee pots are permitted; however, *hot plates and toasters are not permitted*. If you are away for a meal or want to eat your meal at a different time, you may request a tray be delivered to your apartment to eat at a later time. Our staff will assist you to heat your meal upon your request. Cold cereal and fruit are available between breakfast and lunch and a boxed “to go meal” is available between lunch and supper and after supper upon request. The contents of the boxed “to go meal” are based on what foods are available at the time of the request. The kitchen staff will work with you to make sure you are getting a boxed “to go meal” that you will enjoy.

Security

Your security and peace of mind is of utmost importance to us. We appreciate living in a peaceful and safe community; however, we request that you practice basic safety by locking your doors when leaving your apartment. Each apartment unit is provided with one set of keys. There is a \$3.00 charge for replacement or duplication of keys. For additional security, Timberhill Place contracts with an outside security company to patrol the grounds for safety at unannounced times every night. All entrances, exits and hallways are monitored by video camera 24 hours a day. If you have a security concern, please report it to a staff member as soon as possible.

Resident Valuables

Unless found to be negligent, we are not responsible for lost items. You are responsible for securing appropriate renter’s insurance to cover valuables and/or other personal belongings. Our insurance will not cover your personal property in the event of theft, loss, or damage. Please be sure to discuss this matter with your family or insurance broker so that your property is adequately protected. A lockable cabinet in each apartment is provided for the safekeeping of small valuable items.

Dress Code

Attire throughout the facility may be casual clothes or street attire. Bed clothing or lounging wear in the public areas of the building is not acceptable attire. Shoes must be worn at all times in public areas.

Housekeeping

We provide weekly housekeeping services for our residents. This service includes light dusting and cleaning your living areas, bathroom and kitchen. All linens for the bed are provided and laundered weekly. If desired, you may choose to use your own bed and or bath linens. The housekeeping schedule is as follows:

Monday apartments: 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114

Tuesday apartments: 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130

Wednesday apartments: 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214

Thursday apartments: 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230

Friday apartments: 101, 102, 115, 116, 117, 118, 201, 202, 215, 216, 217, 218

If you should need to schedule your weekly cleaning day to a different day or time, please speak with the Director of Housekeeping. He/she will assist you to reschedule a time or day that better suits your needs.

Personal Laundry and Dry Cleaning

A laundry room is provided on each floor and wing of the building. The schedule of resident use is posted in the laundry room closest to your apartment. There is no charge for resident use. You are responsible for providing your own laundry soaps. Out of courtesy for your neighbors, we respectfully ask that you follow the laundry schedule that has been assigned to you. If you would like to reschedule your laundry schedule to a different time or day, please speak with the Resident Care Manager. He/she will assist you to reschedule a time or day that better suits your needs. In some cases, you may have to wait for the time or day you wish to open on the laundry schedule before a change can be made.

Dry cleaning services can be arranged through a local dry cleaning service. Most of the local dry cleaning services offer pickup and delivery.

An iron and ironing board is available for your use upon your request. You may contact the front desk to have an iron or ironing board delivered to your apartment and set up for you. When you are finished, you may contact the front desk to have it picked up. Timberhill Place personal laundry service does not include the ironing, mending or dry cleaning of clothing.

Maintenance

The maintenance staff is responsible for the building upkeep. If you have any maintenance problems in your apartment, please report them to the front desk to have them cared for as quickly as possible.

Mail

The US Postal Service distributes mail directly to your private mailbox. There is an outgoing mail depository for you to place your mail for a postal service pickup.

Your mailing address is

You're Name
Apt. #
989 NW Spruce Avenue
Corvallis, Oregon 97330

Forms from the US Postal Service are available in the front of office to order postage stamps with payment made directly to the US Postmaster.

Newspapers

The resident must arrange local newspaper subscriptions, with direct payment to the subscribed newspaper. Subscriptions will be delivered to your apartment door.

Library

Our community offers a small library-reading area, where resident book donations are welcome. Monthly, our local library delivers large print books to our community. You can also visit the city library by utilizing our facility van services.

Beauty Salon

A licensed beautician is available in our salon, for both men and women's cuts and styles. Please schedule appointments with the beautician and pay him/her directly. You can reach the beauty salon by dialing 541-753-1767.

Vehicle Parking

Vehicle parking is available for residents who have vehicles. Management will provide you with the necessary information regarding parking regulations. There are assigned areas for visitor and resident parking. Residents may choose which assigned parking space they would like from the parking spaces that are available at the time of their request. For identification purposes, please provide the front desk with the make of car, color of car, and license plate number.

The following precautions should be taken as a safeguard for motor vehicles parked outside:

1. Keep vehicles locked
 2. Keep the windows rolled up
 3. Do not keep valuables in vehicle
-

Decorating Your Apartment

Your apartment is your private home. You may decorate and furnish it, as you like; however, we ask that you please contact the front desk to make arrangements for assistance to hang heavy pictures or mirrors. Requests to change the color of the paint in your apartment must be submitted to the Executive Director for approval. Any costs associated with a color change are the responsibility of the resident. Any painting shall be completed by the Timberhill Place Maintenance Department.

Telephone

Wall phone jacks have been installed in your apartment. Private telephones are connected after you or your family calls the telephone company and arrange for service. You are responsible for your own telephone. Your telephone charges are **not** included in your monthly rent. Additional phone jacks can be installed. Arrangements for installation and payment must be made directly with the phone company.

Smoking

For the health and safety of others, smoking is not allowed in our community. If you smoke, you must do so outside of the building in the designated smoking area only.

Marijuana

Although the State of Oregon approved the use of recreational marijuana, Timberhill Place follows Federal Law prohibiting the use of medical or recreation marijuana in any form. Marijuana is not allowed on Timberhill Place property.

Apartment Pull Cords

Apartment pull cords are located in each apartment. We ask that you use these for any personal assistance that you may need or in the case of an emergency. Pulling the cord activates a pager that the caregivers carry at all times. Staff will respond to activated pull cords in a prompt manner. There is also an optional Personal Help Button, which can be worn by the resident for a minimal cost. Personal Help Buttons can be obtained by speaking with the Resident Care Manager.

We encourage you to use your pull cords or personal help buttons as often as you need too. Pull cords and personal help buttons are not just for an emergency.

Medical Appointments

It is important for the caregiver staff to be kept informed of your medical status. Therefore, please obtain a Physician Report form from the Medication Manager before you go to any medical visit. When you return please give the completed form to the Medication Manager. Additionally, caregiver staff should be informed of any appointment times and the transportation arrangements in order to help facilitate these visits as needed.

Medications When away from Facility

If we are responsible for the administration of your medications, it is important that arrangements are made for medication administration during the periods when residents are away from the facility. Therefore, if an absence is anticipated during a time when medications would normally be dispensed, please contact the Medication Manager to receive the appropriate medications along with instructions for their administration before the resident leaves the facility.

Activities

Our facility offers an array of activity and social programs on a regular basis. Our van is used to take residents to community events and for sightseeing trips. Crafts, cards and other games, as well as educational programs are a regular part of our activity program. Religious programs are also available. An activity calendar is published monthly. If you would like to add a favorite event or have suggestions for new activities, please speak with the Director of Activities. We welcome any suggestions that you may have.

A calendar of scheduled activities and any special notices will be posted on the bulletin board. To keep informed of the activities offered, please check the bulletin board daily. Reservations are sometimes necessary for particular events. Reservation sign-up sheets are located by the bulletin board.

Your guests are always invited to attend any scheduled activities or events with you.

Resident Meetings

Management will assist to schedule regular meetings in order to communicate information and to discuss any issues in an open town-hall style forum. These meetings offer you the opportunity to voice opinions and share suggestions in a personal and positive manner. The resident food meeting is held on the first Tuesday of each month at 1:30pm in the small dining room. The resident town meeting is held on the second Tuesday of each month in the main dining room at 10:00am. All residents, family members and guests are welcome to attend these meetings.

Sign in and Out

All residents and visitors are asked to sign in and sign out when you are entering and leaving the building. This is very helpful to staff in the event of an emergency, or if you have someone looking for you.

Newsletter

A Timber Tales newsletter is published each month. It features articles and stories of interest, along with a notice of any upcoming special events. It also provides you with a monthly activity calendar for your convenience. If you have questions about the Timber Tales newsletter, please speak with the Director of Activities.

Transportation Services

Timberhill Place has two vehicles. One is a mini-van which provides transportation services to our residents who are mobile and can easily get in and out of the van. Our second vehicle is a 20-passenger bus which is wheelchair accessible. We provide complementary transportation services to our residents during schedule hours Monday through Friday excluding holidays. The staff will take you to any local destination of your choice. They will assist you on and off of the van or bus, escort you in and out of buildings and carry any packages for you. If you should need an escort you will need to make arrangements for this prior to going out. Some family members will meet you at your destination to assist you while others choose to ride the van with you to your destination. Our passenger bus is also used for weekly outings and occasional day trips.

If you wish to use our transportation services, please sign up in the transportation book located near the front office. A 24 to 48-hour advance notice is appreciated but not required. Our drivers will accommodate you if able.

Records

All information kept in your resident file is kept confidential. You may have prompt access to review and request photocopies of your records at any time. Senior and Disabled Services Division have the authority to examine your records upon request.

Noise

As a courtesy to your neighbors, a 10:00pm noise curfew is observed. In the event of a noise complaint, you will be asked to lower the noise level. For those with difficulty hearing, we suggest the use of adaptive devices to help lower the noise level.

If a guest is causing the source of noise they will be asked to lower the noise level. If they do not comply with our request, they will be asked to leave the premises.

Alcohol

Alcoholic beverages should be kept and consumed in your apartment. Personal alcohol is not allowed in the common areas of our community. You may entertain your family and friends in your apartment.

Pets

Pets are welcome to visit as long as they are well mannered and kept on a lease while in the common areas of the community. Pets are not allowed in the dining room unless they are considered a service animal.

Residents are allowed small animals if they can care for them on their own. Small dogs are allowed only on the first floor. Cats are allowed on both floors. A non-refundable pet fee will be charged at move-in. There is an additional monthly fee for pest control.

You're Rights

Your rights as a citizen are guaranteed in this community. A printed Resident's Personal Rights and Protections are located at the back of this handbook. The management will discuss your rights with you before you move in. If you feel your rights are being violated, contact the facility administrator or the State Ombudsman's office at 1-800-522-2602.

Grievances

The management is very interested in hearing your complaints and resolving them. The following procedures are available to all resident to resolve their grievances:

1. Informal discussions are promoted between the resident, the management and the person(S) with whom the grievance is against.
 2. Bring the problem to a resident meeting or a staff member who will work with the resident to solve the problem or intercede on their behalf.
 3. The resident may make a written request to have the grievance reviewed by management. Management will respond to all written grievances, in writing within 7 days.
 4. If the grievance has not been resolved, the resident may refer the problem to a community advocate, such as the State Ombudsman at 1-800-522-2602.
-

Wireless Service

Complementary wireless service is available to residents and family members. The password can be obtained at the front desk.

Skype Service

Skype service is available to residents and family members. To arrange for Skype service, please inquire at the front desk.

Website

You may access our Timberhill Place website at timberplace.com. The website includes a current copy of the Timber Tales newsletter, which includes the current activity calendar.

Conserve Energy

Please help us conserve energy by turning off lights and TV's when you leave your apartment. Be sure all windows are closed when the heat or air conditioning is on.

Over Night Guests

Guests are welcome at any time. If you are hosting an overnight guest, please notify the front desk that a guest will be staying with you. We need to know this in the event of an emergency. Ask them to always sign in and out at the front desk as they come and go from the building.

Our Timberhill Place staff does **not** provide personal care for your guest. If they need personal care assistance they should arrange for assistance from an outside source before their visit. Our staff does **not** provide housekeeping services, personal laundry services, or bedding to guests. Guest meals are available for purchase at the front desk. Our staff does **not** provide tray service to guests. In the case of an unusual circumstance, you may speak with the person in charge for the approval of a tray delivery.

Your guest is welcome to stay with you up to 14 days. All guests are asked to follow the resident guidelines listed in this handbook. Timberhill Place reserves the right to ask a guest to leave the premise if they are not compliant with our guidelines or exhibit any behaviors that present a danger to others.

Gratuities or Gifts

Please refrain from offering gratuities or gifts to our staff, they are neither expected nor accepted by any of our personnel. A smile and a thank you is enough appreciation.

Guns or Weapons

We thank you in advance for **NOT** bringing guns or other weapons into our community. We strictly enforce this policy for the safety of everyone in our community.

Solicitation

We believe in protecting your right to privacy; therefore, no door-to-door solicitation will be allowed.

Fire Evacuation

Your safety is of prime importance to the management and staff. In order to insure staff and resident safety, fire and life safety drills are conducted on a regular basis. All residents should participate in these drills. Fire and life safety drill procedures are explained below. Periodically, we will review fire and life safety measures so you will know what to do in case of an emergency.

Timberhill Place is constructed to be fire resistant. Each apartment has an early warning smoke detector; individual sprinklers; a window that opens to the exterior, thus providing a means for rescue operations.

Residents should become familiar with all fire exits and displayed fire escape routes. All exits are marked and lighted. Please help keep all of these areas free from congestion.

When an alarm sounds, all residents should go directly to the closest safe exit and meet at an assembly point outside the building. One assembly point is outside the dining room in the courtyard, by the water fountain. The other assembly point is in front of the building near the Timberhill lamppost on Spruce Street. Timberhill staff will escort those unable to evacuate independently to the assembly point outside the building, or to a point of safety inside the building.

- 1) Leave the immediate area of the fire and **if you discover a fire**: close all doors to contain the fire.
- 2) Alert others by activating the **RED FIRE ALARM BOX** located near each exit.
- 3) Exit the building and go to the assembly point outside the dining room in the courtyard, by the water fountain.
- 4) Report the fire location to any staff member.
- 5) The staff will proceed to call **911**.

Person- Centered Services

Personal - Centered Services are available to all Timberhill residents. At the time of move-in an initial Evaluation of your Person - Centered Service needs are conducted by a Timberhill Place Designated Staff member. We request that both you and members of your family join us for this initial meeting. After your first initial 30 days of residency, a re-evaluation of your Person- Centered Service needs are conducted. Henceforth, a Person-Centered service planning meeting is conducted each 90 days from your date of move-in. Most often, modifications of Person-Centered Services occur at this time. However, if changes are needed before the usual 90 period re-evaluation, modifications can be made without delay.

The following services and amenities are available to all residents of Timberhill Place:

- Three meals a day in our dining room
 - Modified special diets such as small frequent meals, no added salt, reduced and no added sugar and simple textural modifications. Medically complex diets are not included.
 - Weekly housekeeping
 - Free laundry facilities are available for residents who wish to do their personal laundry
 - Social and recreational programs
 - Weekday scheduled transportation services to local shopping, banking and medical appointments
- For those residents who upon move-in, may desire assistance with personal care services the following services are available on a 24-hour basis:

- Assistance with mobility, including one-person transfers
- Assistance with eating (supervision of eating, cueing, or use of special utensils)
- Assistance with toileting and bowel and bladder management
- Assistance with bathing and washing hair
- Assistance with personal hygiene (e.g. shaving and caring for the mouth)
- Assistance with dressing and undressing
- Assistance with grooming (e.g., nail care and brushing/combing hair)
- Intermittent cueing, redirecting, and environmental cues for cognitively impaired residents
- Intermittent intervention, supervision and staff support for resident who exhibit behavioral symptoms.
- Medication administration

When these Person-Centered Services are desired, or needed, Timberhill Place utilizes a method of calculating Personal Care Service costs, which we refer to as the “point system”. The number of points estimated for each task is an average of the usual and customary time necessary to complete the task. A dollar value is assigned to each point, and the addition of these points results in monthly charges to the resident. This Personal Care Services charge is reflected in an itemized monthly statement. At each evaluation or re-evaluation meeting, the resident/or responsible party is informed at that time of the total number of points and monthly fee incurred.

Caregiver Staffing

1 – Nurse Consultant, 9am – 4:00pm, Monday – Friday (excluding weekends & holidays) on call after hours and in emergencies

1 – Resident Care Manager, 8am – 5:00pm Monday – Friday (excluding weekends and holidays) on call after hours and in emergencies

1 – Med Manager and 3 Caregivers, 6:00am – 2:00pm, Sunday – Saturday

1-- Hospitality Aide, 6:30am – 3:00pm, Sunday - Saturday

1 – Med Manager and 2 Caregivers, 2:00pm - 10pm, Sunday – Saturday

1 – Hospitality Aide, 3:00pm – 8:00pm, Sunday - Saturday

1 – Med Manager and 1 – Caregiver, 10:00pm – 6:00am, Sunday – Saturday

Staffing plan for all departments is posted at the receptionist desk.

Outside Services

When ancillary services by health care professionals are necessary, our staff can assist with arranging these services. Health care services such as Physical Therapy, Occupational Therapy, Speech Therapy and Hospice care are not provided through Timberhill staff. We partner with local home care and Hospice agencies to assure resident needs are met. The outside agencies will bill you or your insurance company for the services provided.

Financial Information

Pro-rated first month's rent; rent begins the day the apartment is readied for occupancy. This rent is payable-in-advance and shall be pro-rated on a daily basis for the first month.

Monthly rent and Person-Centered Services are due at the first of every month, payable-in-advance, ***by check*** or select to have done by ***automated payment***. An ***itemized monthly statement*** will be sent to residents/or responsible party, at the end of each month. ***Rent is payable no later than the 5th of the following month.*** To avoid loss of payment, we request that you bring your check directly to the office, (or deposit in our ***afterhours payment box*** located in our lobby) along with the monthly statement you received, as this will be your “paid receipt”.

Late fee or \$10.00 per day will be assessed for payments received after the 10th day of the month.

Returned Checks will have a \$25.00 charge per check assessed to the resident.

Credits may only be granted for a resident if **absent for 14 consecutive days**, from the facility due to vacation or illness and would only apply to **Person-Centered Services and meals**. The credit, if granted, shall begin on the 15th day of absenteeism and extended up to two months. In no case shall rent be abated.

Resident petty cash funds - Small sums of money for daily personal needs can be maintained by the facility. Please check with the administrator, if you are interested in this service.

Rent Increases are generally about 5% per year, to cover cost of living increases, but management reserves the right to increase the rent as it finds necessary, and guarantees Residents a 30-day written notice of such increase. When necessary, rent increases have occurred July 1.

Person-Centered Service fees will be determined at evaluation/review meetings and resident/responsible party will be notified at that time, and shall also be in writing. Management reserves the right to increase **Person-Centered Service rates** as it finds necessary and guarantees Residents will be given an immediate written notice of such increase.

Pet fees, if applicable are non-refundable. A monthly fee may also apply. Please see Pet Rental Agreement form attached in this booklet.

Guest Meals may be paid for at time purchased, or charged to your monthly statement.

The facility office cannot cash personal checks, for this you must visit your bank.

Move-out rent credits will only apply to pre-paid rents that are beyond the appropriate termination notification date, as set forth as a requirement in your rental agreement. If applicable, would be **pro-rated** by the day.

Reasons Why Residents May Need to Move Out

Our management team and staff are committed to providing or arranging services for you so you can continue to reside in your apartment as long as possible. It is our intention to adjust services and staffing to accommodate the physical or mental decline that may occur with the aging process.

There may be times when you need care or services that are not available or cannot be arranged within the facility. We will make an effort to arrange for the required services as

quickly as possible. If the urgency of your need requires attention more quickly than we can respond with available support services, it may become necessary to request that you leave the facility in order to receive appropriate attention as soon as possible. It is our intention to provide you advance notices should such a move become necessary and a 30-day written notice would be customary. We will work closely with you, your family, and significant others to make the transition as smooth as possible.

A resident may, but is not required to be, asked to leave under the following circumstances: Residents shall be given 30 days written notice when they are requested to move-out for one or more of the following reasons:

- The resident's needs exceed the level of ADL services the facility provides as specified in the facility's disclosure information
 - The resident engages in behavior or actions that repeatedly and substantially interferes with the rights, health, or safety of residents or others
 - The resident, due to severe cognitive decline, is not able to respond to verbal instructions, recognize danger, make basic care decisions, express need or summon assistance
 - The resident has a medical or nursing condition that is complex, unstable or unpredictable and exceeds the level of health services the facility provides as specified in the facility's disclosure information
 - The facility is unable to accomplish resident evacuation in accordance with OAR 411-05-0090 (Fire and Life Safety)
 - The resident exhibits behavior that poses a danger to self or others
 - The resident engages in illegal drug use, or commits a criminal act that causes potential harm to the resident or others; or
 - Non-payment of charges
-

Residents may be asked to move-out with less than 30 days advance written notice before being moved from the facility, except in the following unusual circumstances:

- The resident who leaves the facility to receive urgent medical or psychiatric care may return to the facility unless, at the time the resident is to return, facility staff have re-evaluated the resident's needs and have determined that the resident's needs cannot be met at the facility.
- If the health or safety of the resident or others is in jeopardy and undue delay in moving the resident increases the risk of harm
- The Community learns that the resident failed to disclose at the time of move in that they are a convicted sex offender and the community has determined that the resident poses a current risk of harm to another person within the facility.
- Resident subsequent to move in had been convicted as a sex offender and poses a current risk to others in the community.

Residents who are given less than 30-day notification to move-out and who object to the requirement to move shall be given the opportunity of an informal conference if requested within five working days after receiving the notification. If resolution is not reached at the end of the informal conference, you may request a formal hearing through Senior and Disabled Services.

The hearing shall be held within seven days from the request if the requirement to move has been given for the protection and welfare of the resident or other residents. Your apartment will be held pending conclusion of a formal hearing.

Resident's Personal Rights and Protections

We welcome you as a resident of Timberhill Place and want you to know that your safety, happiness and personal rights are of the utmost importance to us.

Residents are entitled to exercise their rights and privileges. In order that you may be fully informed regarding your rights and privileges as a resident, the following information is provided as a policy of Timberhill Place:

As a resident, you have the right . . .

- To be treated with dignity and respect;
- To be given informed choice and opportunity to select or refuse service and to accept responsibility for the consequences.
- To participate in the development of their initial service plan and any revisions or updates at the time those changes are made;
- To receive information about the method for evaluating their service needs and assessing costs for the services provided;
- To exercise individual rights that do not infringe upon the rights or safety of others;
- To be free from neglect, financial exploitation, verbal, mental, physical or sexual abuse.
- To receive services in a manner that protects privacy and dignity;
- To have prompt access to review all of their records and to purchase photocopies. Photocopied records must be promptly provided, but in no case require more than two business days (excluding Saturday, Sunday and Holidays);
- To have medical and other records kept confidential except as otherwise provided by law;
- To associate and communicate privately with any person of choice, to send and receive personal mail unopened and to have reasonable access to the private use of a telephone;

- To be free from physical restraints and inappropriate use of psychoactive medications;
- To manage personal financial affairs unless legally restricted;
- To have access to and participate in social activities;
- To be encouraged and assisted to exercise rights as a citizen;
- To be free of any written contract or agreement language with the facility that purports to waive their rights or the facility's liability for negligence;
- To voice grievances and suggest changes in policies and services to either staff or outside representatives without fear of retaliation;
- To be free of retaliation after they have exercised their rights provided by law or rule;
- To have a safe and homelike environment;
- To be free of discrimination in regard to race, color, national origin, gender, sexual orientation or religion; and
- To have a proper notification if requested to move out of the facility and to be required to move out only for reasons stated in OAR 411-054-0080 (Involuntary Move-out Criteria) and have the opportunity for an administrative hearing if applicable.
- To live under a legally enforceable residency agreement;
- To have the freedom and support to access food at any time;
- To have visitors of the resident's choosing at any time;
- To choose a roommate when sharing a bedroom;

- To furnish and decorate the resident's apartment according to the Residency Agreement;

*Source: State of Oregon Department of Human Services and Aging and People with Disabilities Oregon Administrative Rules Chapter 411, Division 54

Timberhill Place Rental Agreement

By this Agreement, made and entered into on this ____ day of _____, 20__ between Timberhill Place hereinafter referred to as the Inn, and:

_____, and _____,
Resident Name of Responsible Person

Hereinafter referred to as Resident, the Inn hereby rents an apartment to the Resident, and accepts the Resident as a tenant of the facility located at 989 NW Spruce Ave., Corvallis, Oregon 97330. Said apartment shall be occupied by the individual(s) indicated above as "Resident" and is not assignable, or otherwise transferable. Resident is subject to all state and city laws and ordinances.

RENT

The Resident shall pay rent in the amount of \$_____ per month payable in advance no later than the 5th day of each month. A late fee of \$10 per day will be assessed for payments received after the 10th day of the month. A \$25 fee will be assessed for any returned checks. The occupancy and rent shall begin on the _____ day of _____, 20 ____, and continue on a month to month tenancy. The Inn reserves the right to increase the rent as it finds necessary, but guarantees Resident a 30 day written notice of such increase. When necessary, rent increases have occurred July 1.

SERVICE PROVIDED

The Inn shall furnish room and board to the Resident which includes three (3) meals daily, snacks, weekly housekeeping, linens, laundry of linens and trash removal, maintenance of building, all utilities (except telephone and telephone services) craft and recreational services, and scheduled transportation. If Resident is absent from the Inn for more than two consecutive weeks (14 days), the Inn shall waive certain costs for goods and services related to meals or personal care. In no case shall rent be abated.

The credit, if granted, shall begin on the 15th day of absenteeism and extend up to two months. The need for additional personal care services shall be evaluated and charged for as required. Re-evaluation of service needs shall be done quarterly or in the event of significant change in Resident's needs. A copy of the current Assisted Living Service Contract shall be signed by the Resident or resident's responsible party and a representative of the Residence.

() A.L. Service Contract attached

() Not applicable at this time

VALUABLES

Unless found to be negligent, The Inn shall not be responsible for any money, valuables, or personal effects brought into the Inn. Residents may, at their own expense, purchase personal property insurance from the agent of their choice.

Gratuities or Gifts

Gratuities or Gifts are not allowed to be accepted by staff. We strictly enforce this policy.

Tray Delivery

There is no charge for tray delivery to Medicaid residents. All other residents will be charged a delivery fee for tray service.

Location of Meals

Residents are permitted to eat in an alternate location in the community, have a tray delivered to their apartment or, if they prefer they can pick up a tray from the kitchen. Residents are not required to pick up their trays from the kitchen.

Roommate

Resident have a right to a choice of roommates if apical. Sharing an apartment with someone other than a spouse or partner is subject to the approval of State of Oregon Department of Human Services and Aging and People with Disabilities Oregon Administrative Rules.

Guns or Weapons

Guns or weapons are not allowed to be brought into or kept on Inn property. We strictly enforce this policy for the safety of all residents, guests, and staff.

MEDICAL ATTENTION

The Management Company shall not provide any medical services. However, in the event medical services are deemed advisable or necessary in the judgment of the Management Company, then the Resident hereby authorizes the Management Company to contact Dr._____. If the above physician is not available, the Management Company may, at its discretion, select an alternate physician to advise and/or render medical assistance. The Management Company may, at its discretion, call an emergency service to assist and/or transfer the Resident as deemed appropriate. All costs incurred in the rendering of medical attention shall be borne by the Resident.

ACCESS TO PREMISES

Management shall have the right to enter the unit in order to inspect the unit, make repairs or improvements, or supply agreed upon services. Management will make reasonable effort to schedule entries with the Resident. Resident shall not unreasonably withhold consent of Management entry. Management shall have the right to enter the unit immediately and without notice in the event of an emergency.

DAMAGES

Resident agrees to pay all damages to the Inn property caused by the Resident beyond normal wear and tear.

* Definition: "Beyond normal wear and tear" means wear/damage beyond that which is a result of normal aging, fading, or soiling, and includes the following;

- a. Damage to the apartment - carpet, drapes, vinyl, doors, walls, fixtures, counters or other parts of the premises.
- b. Damage from wheelchairs, walkers, canes or other adaptive devices
- c. Incontinence, spills, stains to carpet or vinyl that normal cleaning does not remove
- d. Pet damage
- e. Smoking damage

TERMINATION

This Agreement may be terminated by either party giving at least 30 days written notice on the last day of the month, of their intention to terminate (the "Termination Date"). The Resident shall remain liable for all rent accruing to the "Termination Date" The Inn may terminate the Agreement only in accordance with Oregon Administrative Rule 411-056-0020, even if the Resident vacates the premises prior to the "Termination Date" If Resident does not (or is unable to) give a 30 day written notice for health related reasons or death, Resident agrees to pay rent for seven (7) days after vacating the premises, including removal of belongings. If the Management Company determines it is no longer able to provide or arrange for necessary care for the Resident, the Management Company may give written notice to vacate the premises in less than 30-days. If the Resident irreparably endangers the health or safety of the Resident, other Residents, or any representative of the Residence, or irreparably damages or threatens immediate irreparable damage to the unit, the Management Company may immediately terminate the Rental Agreement, upon 24 hours written notice specifying causes and, at that time, take possession in a manner provided by law. The community learns that the resident failed to disclose at the time of move in that they are a convicted sex offender and the community has determined that the resident poses a current risk of harm to another person within the facility. The Resident subsequent to move in had been convicted as a sex offender and poses a current risk to others in the community.

DEFAULT

If the Resident fails to pay any sums due under this agreement, or fails to comply with any of the provisions of this Agreement, the Resident agrees to pay all collection agency fees and Court costs for Changes and/or amendments see attached document signed by both parties.

() Not applicable () See attached

BINDING EFFECT

The covenants and conditions herein contained shall apply to and bind the heirs, legal representatives, and assigns of the parties hereto, and all covenants are to be construed as conditions of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement at _____, the day and year first above written.

Resident

Address

Responsible Party

City, State, Zip Code

Timberhill Place Witness: _____

COPY
Amendment “A”
To Rental Agreement
Pet Agreement

This agreement is dated _____ between _____ (resident)

And _____ (management) and is an additional amendment to Rental Agreement referenced _____ (date).

Pet Policy

There will be no fees for the following pets, provided all care is done by the resident.

Limited to: 1 fish bowl, up to 1 gallon

 1-2 birds in 1 cage

Resident desires to have a pet in resident’s apartment and management agrees to that arrangement on the following terms and conditions:

1. Residents with dogs must rent a unit on the ground floor. (Other animals are allowed on both floors.)
2. Pet will not be allowed in any part of the building other than resident’s apartment.
3. Resident will pay a one-time \$500 non-refundable pet fee. *Except as above.*
4. In addition to apartment rental, resident will pay a monthly fee of \$10. *Except as above.*

Dogs must be small enough to be carried by the resident through the hallways. Being off a leash inside the building is **not** permitted, due to safety issues to other residents.

Pets are **not** allowed in the Dining Room unless they are considered a companion or service animal.

This amendment becomes part of the original rental agreement.

Resident

Timberhill Place

Copy
Amendment “B”
To Rental Agreement
Pharmaceutical Services Agreement

This agreement is dated _____ between _____ (resident)

And **Timberhill Place Management** and is an additional amendment to the Rental Agreement referenced _____ (date).

Timberhill Place has an agreement with an institutional pharmacy to provide medications for residents. Each resident has the right to select a different pharmacy of their own choosing. However, if a resident chooses not to use the pharmacy that has contracted with the community to provide pharmaceutical services the resident must ensure that their pharmacy of choice:

- Provides medications in a timely manner including providing “stat” medications within 4 – 6 hours of receiving the prescription.
- Packages medications in a manner consistent with the institutional pharmacy are packaging system.

If using a pharmacy other than the community’s contracted pharmacy the resident will be responsible to pay a monthly service charge of _____.

If the resident’s pharmacy of choice is unable to provide a medication in a timely manner, the resident agrees to have the community’s institutional pharmacy provide the medications and agrees to pay the contracted pharmacy (directly) for the medication plus any delivery charge set by the community’s contracted pharmacy.

Medicare Part D Participants:

Residents participating in Medicare Part D are solely responsible for the Medicare Part D deductible payments. Failure or refusal to pay the said deductible will result in the resident being discharged from the community.

This amendment becomes a part of the original rental agreement.

Resident

Management