

RESIDENT INFORMATION BOOKLET

WELCOME to the Elms Retirement Community. We are located at 2030 Elm Street, Forest Grove, OR 97116. Our phone number is **503-357-1540**, or on the Internet at www.elmsretirementcenter.com. We are very pleased that you have chosen The Elms for your home. We offer a complete range of Services, including a full activities program, dietary service, weekly housekeeping and 24-hour security. We realize that this is your home and we are here to be of service to you. Your suggestions are welcome and will be discussed at the monthly Resident Meeting. The meetings are held on the second Thursday of each month.

This information booklet should answer some of the questions you may have concerning services offered and basic requirements. We want to make The Elms a great place for all the residents to live and enjoy themselves.

HOUSEKEEPING:

Housekeeping is an included weekly service to all residents of The Elms. Our housekeeper has scheduled the apartments according to floor. Although she cannot clean your apartment at a pre-designated time, she will do it on the same day each week except during weeks that involve holidays or other special events. During these weeks, your apartment may be cleaned a day later or earlier than normal. The housekeeper will inform you in advance of any change. Every attempt will be made to be consistent as to morning or afternoon cleaning from week to week. Feel free to ask your housekeeper to write down any maintenance needs.

The following are duties that you may expect completed:

LIVING ROOM:

Vacuum all carpeted areas not covered by heavy furniture. Should you want to have shelves and/or window sills dusted, please remove the ornaments ahead of time, and ask the Housekeeper to do the shelves and sills.

BEDROOM:

Vacuum all carpeted areas not covered by heavy furniture. Change sheets and make bed; if clean linens are supplied. Linens are not furnished by The Elms.

HOUSEKEEPING CONTINUED:

BATHROOM:

Clean and sanitize the shower stall, sink, and toilet along with the countertop, if they are not cluttered. Clean the mirror, switch plates and fixtures. The floor will be swept and mopped.

KITCHEN:

Wash sink and counter tops, so long as they are clear of dishes, etc. Wipe down the stove top and burner bibs. Wipe down outside of refrigerator and microwave. Sweep and mop floor.

Other information about housekeeping:

The following are areas that will not be cleaned as a part of the regular housekeeping but may be available through our support services at your expense: Pantries, closets, inside cupboards and inside refrigerators.

The housekeepers are not to do maintenance. They will inform maintenance of issues that need attention.

We also have a maintenance person who will be happy to fix leaky faucets, hang pictures, etc.

DIETARY:

In striving to offer the greatest variety of foods we serve Restaurant style at meals. You will have a choice of either a main course entree or a lighter lunch at both noon and evening meals.

We feel that our meal service will give you a broad range of choices, offering you control over your own diet. Whether you choose to eat all meals in our dining room or not, we are sure you will be satisfied.

Occasionally, on special occasions and Holidays, we will be offering special treat meals that may include Breakfast, Lunch or Dinner. Announcements will be given, along with menus, charges, and times served, so you may sign up and perhaps invite guests.

If you find that we are not serving your favorite food, please feel free to give the Dietary Supervisor or Office Staff a suggestion. If it is possible, we would be very happy to include it on our menu. We also do all that we can to accommodate special dietary needs. If you have such needs, please discuss them with the Dietary Supervisor so that we can satisfy your needs.

The Elms is unique in its versatility of meal service. You have a full range of choices between taking some meals cooked in the privacy of your own apartment or taking all meals provided in our dining room.

Charges for guest meals can be charged to your account at \$9.50 for lunch or \$11.50 for dinner, except the Holiday meals are \$14.00. If at all possible, when having a guest, please give the kitchen personnel 24-hour notice.

If residents inform the office that they will be away from their apartments for more than 7 consecutive days, a \$20.00 per week per person meal credit (\$30.00 per couple) will be applied to the following months billing.

ACTIVITIES PROGRAM:

The Elms is very pleased to offer a full activities program, including a wide variety of fun events. Examples of activities offered are as follows:

1. Special recognition of our Residents' Birthdays.
2. Exercise classes including arm chair and low impact aerobics.
3. Movies held weekly in our own theater, shown on our fifty-two inch T.V. screen.
4. Arts and Crafts are available during the month.
5. Bingo is offered and other card games, as interest develops.
6. Bible study is offered in-house.
7. Talented entertainers who perform musically during the year.
8. Trivia Jr, Jenga, Trivial Pursuit, Bingo, Ice Cream Social, Root Beer Social, Wine Social and much more!

In addition to the in-house activities we offer a variety of outside programs and trips. Some examples are as follows:

1. Scheduled weekly grocery shopping trips to a variety of stores.
2. We take Country Drives on occasions, weather permitting.
3. Trips to local restaurants and Farmers Markets.

UTILITIES:

All utilities are included; water, heat, air conditioning and electricity. Each unit has its own heating/cooling unit that is self-regulated for personal comfort.

CABLE T.V.:

Basic cable T.V. is provided which consists of 100 channels. You may contract with Comcast for additional channels and be billed for the difference direct to you.

TELEPHONE:

Telephone and Internet is your responsibility.

OTHER SERVICES:

Other services that are available to you include an exercise room, recreation room with darts and exercise classes, the craft room, theater, a lounge with fireplace, and a library. We are close to the Tri-Met bus route, drug store, dry cleaners, grocery store and Library. We are also right next door to the Forest Grove Senior Center.

Each room is equipped with an Intercom in which you may buzz the office to ask a question or if you have an emergency. We also use this system to announce activities and important events throughout the day.

OTHER SERVICES CONTINUED:

Smoke alarms are installed in every apartment. If the smoke alarm sounds in your apartment, it also registers in the main office. If this occurs, open your patio or deck door to the outside. **Do not open your front door to the hallway.** We will come immediately to your aid.

We are a no-hands-on assistance facility. However, all Assisted Services such as clothes-dressing, bathing, medication or any other personal health needs of the residents, can be contracted from outside agents who do business at The Elms for very reasonable prices. We do offer help through our Support Services on a separate page in this packet.

MOVE-IN COST:

First month's rent is prorated for number of days occupied the first month.

Security Deposit of \$1000.00.Studio

Security Deposit of \$1250.00 One Bedroom

Security Deposit of \$1500.00 One bedroom Luxury and Two bedrooms

Cleaning and repair charges will be deducted from your security deposit and returned to you within 30 days of when you vacate the apartment.

Key Deposit of \$5.00 per key.

Security Pendant deposit of \$125.00

Power Wheelchair or Electric Scooter deposit of \$500.00

Pet Deposit of \$300.00 for each dog or cat. The dogs and cats must be small--20 pounds or less.

Hold Deposit of \$100.00 will hold a unit for 30 days or put you on a wait list and will be applied to the security deposit.

If you use a scooter or power wheelchair, you must acquire Liability Insurance and it is required on the move-in date, naming The Elms Retirement Center as additional insured.

Leases are month to month. If you will terminate the lease, you give 30 days' written notice . Your security deposit will be returned less cleaning and damage charges within 30 days of vacating the unit.

Information Date:

This information booklet contains updated material which takes precedent over any information provided prior to December 1, 2022.

SUPPORT SERVICES PRICING

Laundry	\$10.00 per Load
Extra Housekeeping	\$25.00 per Service
Extra Bedding Change	\$2.50 per Service
Meals delivered to Apartment	\$2.50 each after the First Three

Temporary hands-on care services will not be provided but may be purchased from outside Care Givers. Consult the Office for referrals.

MOVING POLICIES

What to do while moving at The Elms

When moving in or out you must use the sliding door or West Hall exits. This Policy minimizes interference with traffic flow in and out of the building and minimizes our exposure to damage due to tight quarters in our dining area.

All things must be in boxes or contained in some manner. We have a cart that may be used to help carry boxes or other small to medium sized objects. We also have a flat cart that may be used. Please ask at the desk.

Please do not lean objects against the walls or woodwork. We want to keep our facility looking good at all times.

Collect enough things together to fill the elevator. This condenses the time and limits the amount of trips the elevator makes while minimizing any inconvenience to other residents.

Please inform the office of the day and a general time you want to move. We will let you know if there is any conflict for that time and, if so, we will reschedule with you.

Be aware, if the residents are not aware of your move, they may be testy with the inconvenience caused by tying up the elevator for too long a period. These people were or will be your neighbors.

The Elms Retirement Community

Office phone 503-357-1540

As of February 1, 2023

<u>Apartment Type</u>	<u># of Units</u>	<u>Base Rent*</u>
Studio (Approx. 426 sq. ft.)	11	\$1,635.00
1 Bed (Approx. 600 sq. ft.)	56	\$1,995.00
1 Bed Luxury (Approx. 832 sq. ft.)	4	\$2,160.00
2 Bed/1 Bath (Approx. 876 sq. ft.)	6	\$2,260.00
2 Bed/2 Bath (Approx. 876 sq. ft.)	3	\$2,285.00
2 Bed/2 Bath (Approx. 1000 sq. ft.)	5	\$2,395.00
2 Bed/2 Bath (Approx. 1200 sq. ft.)	1	\$2,595.00

*Starting Rental Rates

***Amenities Included In Base Rent Are:**

30 meals per month

All utilities excluding telephone and internet

Cable television (125+ channels)

Housekeeping weekly

Laundry facility on each floor

Scheduled bus trips and social activities

WiFi in common areas

**Add an additional \$375.00 for double occupancy

**Add \$150.00 for an additional 30 meals per month per person

** Add \$350.00 Community Fee