



# THOMAS CENTER

FOR SENIOR LEADERSHIP 

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## **RESIDENT MANUAL**

## **POLICIES AND PROCEDURES**

<b>TABLE OF CONTENTS</b>		<b>PAGE</b>
<b>1. SERVICES</b>		
A. Housekeeping		4
B. Meals		5
C. Common Areas and Activities		6
<b>2. AGING IN PLACE POLICY</b>		6
<b>3. BUILDING MANAGEMENT</b>		
A. House Rules		8
B. Rent Collection		10
C. Charges for Returned Checks		11
D. Security Deposit		11
E. Notice		11
F. Keys/Cards, Locks, and Lock-Outs		11
G. Repairs and Maintenance		12
H. Damages		12
I. General Restrictions		13
J. Guests and Absences		13
K. Discrimination Prohibition		14
L. Inspections		14
M. Move-In/Move-Out		14
N. Trash Removal		14
O. Parking and Garage Usage		15
P. Building Security and Visitor Policy		16
Q. Pest Control		16
R. Renter's Insurance		16
S. Excessive Service Calls		17
T. Firearms and Other Weapons		17
<b>4. EMERGENCY PROCEDURES</b>		
A. Medical or Psychiatric Emergencies		17
B. Accidents		18
C. Deaths		18
D. Emergency Contact Resources		18
<b>5. FIRE SAFETY</b>		
A. Fire Prevention and Inspection policy		19
B. Clear Walk Space and Safe Storage Policy		19

<b>6. PET POLICY</b>	
A. Overview and Objective	19
B. Pet Policy Agreement	20
C. Allowable Pets	20
D. Number of Pets	21
E. Pet Health, Inoculation and License Requirements	21
F. Pet Restraint	21
G. Noise	21
H. Unattended Animals	21
I. Liability	21
J. Sanitation and Waste Removal	22
K. Alternative or Emergency Caretaker	22
L. Complaints	22
M. Unit Inspection for Pets	22
N. Amendment of Pet Policy	22
O. Pet Deposit	23
<b>7. INCIDENT REVIEW</b>	
A. Reporting an Incident	23
<b>8. TERMINATION OF TENANCY</b>	
A. Termination for Late Rent	23
B. Termination for Deliberate Damage to Premise	24
C. Termination for Illegal Activity on the Premises	24
D. Termination for Breach of Policies	24
E. Landlord's Termination of Rental Agreement by Choice	24
F. Termination for Absence or Abandonment	24
G. Notice to Quit	25

## **1. SERVICES**

The Thomas Center for Senior Leadership will focus on supporting each resident in living life to the fullest. This will include the services provided in the housing program: intentional social support among the program participants, housekeeping with linen service, educational and life-long learning opportunities, general assistance and meals to support the seniors in maintaining healthy living environments and nutritious and delicious meals. As our residents age, there may be a need to provide additional care for them to perform activities of daily living and associated tasks to maintain independence (shopping, errands, transportation, etc.). The General Manager will have training in identifying needs in these areas and will be able to hold discussions with the resident based on observed or reported needs from other staff and neighbors.

The Thomas Center is a pilot program, and an experiment and exercise in intentional community for active elders and people who experience disabilities. Due to the start-up and innovative nature of this program, the Tenant understands that changes may need to be made in this Resident Manual, Policies and Procedures as the program develops, and the initial business model of the Thomas Center is tested and adapts to the needs of the organization and/or the needs of the Thomas Center residents. This may involve changes to the services provided, along with other changes.

### **A. HOUSEKEEPING**

There will be a full time Housekeeper on site to assist with housekeeping services. Housekeeping will cover three resident units per day resulting in all 14 units and the common dining/kitchen and social areas being cleaned weekly.

Scheduled cleaning in a unit includes:

- Vacuuming
- Bath and kitchen counters and sink, tub and toilets
- Changing of linens in resident unit
- Sweeping/mopping and light dusting of main areas
- General straightening of furnishings and counters
- Seasonal items as time allows – cleaning of windows, sweeping/clearing of balconies, etc.
- Housekeeping services does not include your personal laundry, washing your dishes, or removing your trash from your unit.

A note about cleanliness: Cleanliness is a subjective term. The Thomas Center standards shall be defined by a level of cleanliness that reflects the following criteria while also considering the residents' personal wishes for their home:

1. Will provide for preservation and longevity of the unit.
2. Is respectful of those in neighboring units.
3. Provides for mobility in the unit including access to bath facilities. Access to water sources and safe exit from each location in the unit will be considered.
4. Maintains safe access to electrical outlets. Access to outlets needs to be maintained and extension cords will not be acceptable as an alternative.
5. Maintains kitchen facilities and safe food handling practices. Keeps refuse in proper receptacle and keeps paper products or debris away from cooking appliances.
6. Does not attract pests or rodents to the building.

Determinations of acceptable housekeeping shall be made by the General Manager. Certain conditions will require immediate action: insect or rodent infestations (bed bugs, roaches, etc.) or any other conditions such as untended garbage causing odors or materials blocking walkways. If the General Manager has concerns about meeting the criteria above, he/she may gather additional information from the resident and provide the policy above to the resident. If an issue has been identified, the General Manager may initiate a Resident Support Plan with the resident(s) or a formal notification to the resident(s) to ensure protection of the unit, health of the resident and the peaceful enjoyment of the property by other residents.

## **B. MEALS**

Meal service is optional. This is an additional cost to the resident and is not included in the rent cost. Meal service will include one meal; dinner, Monday through Friday. The dinner meal will be prepared in our main kitchen and served in the common dining area. This will also be a time of communication and socializing with the residents. The Thomas Center staff will strive to remain connected to the residents and ensure plenty of opportunity for resident thoughts and concerns to be expressed. During our initial "rent up" period, alternative methods of meal preparation and delivery may be considered and instituted until full occupancy of the facility is achieved and a chef is hired or food service contracted.

- Dinner – will be served at a set time.

- Guests – residents are encouraged to have guests for dinner – friends, family dates, whomever our resident would like to entertain is welcome. A 24-hour notice is required so the cook will know in advance the number of guests and any allergies the guests may have so proper planning can occur. Communication with the General Manager or the cook will be critical in certain times of the year when the likelihood of out of town guests is higher. There will be a fee for guests as follows: guests 12 years of age and under is \$10.00 per plate and 13 years of age and up is \$15.00 per plate. This figure will be subject to revision in accordance with actual costs.
- Special meals – there are educational groups that may request use of our kitchen. Thomas Center for Senior Leadership has a strong commitment to have our housing space become a place of service to the community. As such, community groups may use the kitchen for cooking classes. In these situations, the General Manager will assist the residents in participation in the classes or volunteering to try the dishes if desired. The dates of such events will be advertised in the event that a resident wishes to have alternative plans instead of participating.
- Holiday and other special occasions – depending on the schedule of the residents, there will be Holiday meals and other celebrations. Please watch the reader board for information on these events.

## **C. COMMON AREAS AND ACTIVITIES**

Common areas are intended to be a part of the space for enjoyment by all residents. There will be offerings of educational and art classes, exercise groups/classes and any number of group meetings for Bible study, book clubs, arts & crafts and music. Please feel free to enjoy the space as you have need. The apartments can be somewhat small and we are very encouraging of everyone to come out and interact with one another in the lovely space of the Thomas Center. We ask that the food in the kitchen be reserved for meals, with the exception of designated snacks for the residents. We also ask that residents please clean areas after use. If you happen to be in a common area outside of the typical hours – roughly 7:00 am – 10:00 pm, please refrain from using loud voices or making noises that may intrude on the neighbors. The Thomas Center for Senior Leadership is committed to allowing all residents to enjoy the ambiance and peaceful surroundings of the housing.

## **2. AGING IN PLACE POLICY**

Potential residents will be interviewed prior to signing a lease with the Thomas Center, and information will be gathered to best enable the Thomas Center to assess the support needs of its residents, and to provide an opportunity for the Thomas Center staff and

management to consider the resources available relative to the supports that are indicated. Persons whose support needs, in the determination of the selection team, are most appropriate for the independent living of the Thomas Center, will be considered for admission. The availability of additional professional supports and / or caregiver staff, hired by the potential resident and/or his or her family, and acting as (an) employee(s) of that resident, will be considered as one way of insuring that a plan is in place to meet the residents anticipated support needs. This interview may be expanded to include additional screening or gathering of other medical, psychological, or functional assessments as needed.

It is the Thomas Center's commitment and desire to have our residents stay in their own apartment home for as long as possible and to live fully while doing so. If a mobility issue or a health condition is preventing a resident from fully accessing the property and the community, then we want to be a part of resolving this issue or assisting the person in accessing services from the community. There may be a number of steps that we can take to assure the elder has all of the resources desired available to them.

Some of the factors that may lead to assisting a resident in acquiring higher levels of support services and care may be:

- Falls in the unit, common areas or grounds.
- Fire safety – i.e. unattended cooking or unattended use of candles, etc.
- Inability to consistently orient to the surroundings, time and place
- Inability to safely exit the building in the event of a fire
- Inability to perform minimal activities of daily living independently – i.e. hygiene, eating, toileting and dressing.
- Repeated interference in the activities of daily living or well-being of other residents.

Resources and steps that the Thomas Center staff may be able to use to plan with our residents for supportive services:

- If a person is unable to perform some of the associated tasks of living, i.e. shopping, errands, etc., the Thomas Center staff may provide referrals for community resources for these needs.
- A resident may engage community based services for Personal Care Assistance, senior transportation or other services as appropriate. The General Manager will have training and referral information for a wide variety of services and/or will be able to competently refer residents to the correct resources.

- Depending on the intensity of need, some of the community based services may provide the ability to have a “live in” staff member. In the event of this scenario, the General Manager will work with the resident to see if there is an available apartment unit that could accommodate such a service arrangement. If there is currently no available unit for the live in staff, the General Manager will then work with the resident to see if he/she may be able to wait for an appropriate unit or determine another solution.
- The Thomas Center may request that a resident implement a residential services plan (RSP). This plan will assist with new needs that are developing and will incorporate any community resources that may assist the person in their home. This plan will also document the needs of the resident, roles for caregivers and provide a concrete plan that everyone will pursue to make sure their needs are met. This plan will be reviewed at any time of change in the person’s needs, or annually.
- Each resident may wish to meet with the General Manager to discuss their needs and desires for the housing program annually or at a time of change in need. This would be a time to provide feedback to the General Manager about the facility and the policies/practices of the housing program or for general information to be shared. These meetings may be initiated by either party – the resident or the General Manager if there is a need.

### **3. BUILDING MANAGEMENT**

#### **A. HOUSE RULES**

1. **Quiet Hours** – Residents at all times during the lease term shall conduct him/herself, and require other persons on the premises with resident’s consent to conduct themselves, in a manner that does not unreasonable disturb his neighbors or constitute a breach of the peace. Residents shall avoid loud activities between the hours of 10:00 p.m. and 7:00 a.m. This pertains to the residents unit, common areas, and building areas. This includes activities such as: vacuuming, watching television, listening to music, laundry, and making loud noises while in the hallway or common areas.
2. **Smoking** – Smoking is prohibited in all areas of the Thomas Center including apartments. Smoking is permitted in designated areas outdoors only. Electronic smoking devices and vaporizers are permissible within individual apartments or outdoors only, provided that they produce neither smoke nor carbon monoxide, and leave no residual odor fifteen minutes following use. Residents will be



responsible for ensuring that they, their visitors, and guests comply with the smoking rules and are respectful of the rights and needs of others.

3. **Unit Care During Absence** - A resident may give a card key to the apartment to another person, upon the General Managers approval, to care for the apartment in the resident's absence. Care includes retrieving the mail, picking up newspapers, and watering plants. This person may not move into the apartment.
4. **Appliances** – Landlord will maintain appliances that are in the unit at the time of Resident's move in for reasonable and ordinary use, wear and tear; however, Resident shall be responsible for breakage and repairs of appliances caused by the resident because of negligence or abuse. Residents may not install additional appliances such as dishwashers, washers, dryers, plant light units, air conditioners, freezers, etc. without obtaining approval from the General Manager.
5. **Extreme Weather Precautions** – Resident windows and patio/balcony doors will be kept closed during periods of extreme weather to prevent frozen pipes.
6. **Barbeques** – “Barbeque” includes any type of charcoal burner, smoker, or open-flame cooking devise. Barbeques may not be operated within ten (10) feet of the Thomas Center structure. Barbeques are not allowed on the sundeck or balconies. A barbeque is provided in a safe area for residents use.
7. **Devises and Equipment** – No devise or piece of equipment over 300 Watt of electricity is allowed to be installed or used in the apartment without the written approval of the General Manager. No heating devices are permitted in or on the premises, without the written approval of the General Manager.
8. **Bicycles** – Bicycles may be stored in your storage space. Residents may not store bicycles in common areas and the parking garage. Bicycles may not be chained to the building, fence, or railings. A bicycle rack is provided on the exterior of the building.
9. **Exercise Equipment** – The equipment is for the exclusive use by the residents. The resident is responsible for ensuring the equipment is in working order before using it. The resident uses the equipment at his/her own risk.
10. **Furniture** – The furniture in the common areas is for the comfort of the residents and guests. Any removal of Landlord's property without express written

permission from Landlord shall constitute abandonment and surrender of the premises and immediate termination by the resident of the Lease Agreement. Resident shall be held liable for Landlord's possessions removed without permission.

11. **Craft Room Rules** – The Craft Room is available for use between the hours of 7:00 a.m. and 10:00 p.m., seven days a week. Any change or extension of hours must be approved by the General Manager. Resident is responsible for leaving the area in a clean and orderly condition.
12. **Signs** – No signs, notices, posters, pictures, or visual displays of any kind may be posted on unit doors, windows, hallways, or exterior walls.
13. **Exterior Fixtures** – Resident will not attach outside antennas, satellite dishes, or any other fixture to the dwelling exterior.

## **B. RENT COLLECTION**

Rent is due and payable on the first calendar day of each month. Rent is considered delinquent if payment is not received by the end of business on the third (3<sup>rd</sup>) calendar day of each month.

Resident understands and agrees that rent paid after the third (3<sup>rd</sup>) calendar day is delinquent and that a \$50.00 late fee shall be assessed as additional rent and added to the amount due and owing, plus a late charge of \$15.00 per month thereafter each 3<sup>rd</sup> of the month until paid in full.

Occupancy commencing after the first day of the month will result in the Thomas Center prorating the Resident rent due for the remainder of the calendar month.

## **C. CHARGES FOR RETURNED CHECKS**

The Thomas Center may collect an administrative fee whenever a check is not honored for payment. The fee shall equal the local bank charge. These charges are in addition to the regular monthly rent payable by the Resident. Thereafter, the Thomas Center reserves the right to require payment by money order, certified check or traveler's check.

## **D. SECURITY DEPOSIT**

Resident agrees to pay a security deposit equal to one month's rent.

Resident is eligible for a refund of the security deposit only if the Resident provides the Thomas Center with a 30-day written notice of intent to move, unless the Resident is unable to give the notice for reasons beyond his or her control.

Upon move-out, the Thomas Center will inspect the unit. The Resident is encouraged to participate in the inspection.

The Thomas Center will refund the Resident the amount of the security deposit, less any amount needed to pay the cost of: unpaid rent or utilities, damages not due to normal wear and tear, unpaid maintenance repair costs, or returned checks.

With proper notice, the Thomas Center agrees to refund the security deposit, less any deductions, within 14 days after the Resident has permanently moved out of the unit, returned possession of the unit to the Thomas Center, and given his/her new address to the Thomas Center.

Resident understands that the Thomas Center will not count the security deposit towards the last month's rent or towards repair charges owed by the Resident.

If the Resident does not give proper notice or abandons the unit, the Thomas Center may take up to 30 days after the tenancy is terminated (or the Thomas Center becomes aware of the abandonment) to return the deposit or provide written notice of accrued rent and damages.

#### **E. NOTICE**

When a resident wants to move, the law requires that he/she give a written notice at least 30 days before the rental due date. If the resident wants to move between rental due dates, the notice must be delivered on or before the rental due date which falls at least 30 days before the move-out date.

Residents on a month-to-month tenancy who do not give a proper 30-day notice are responsible for rent for one rental period or until the unit is re-rented, whichever is less.

#### **F. KEYS/CARDS, LOCKS AND LOCK-OUTS**

The Thomas Center will issue apartment, building, or other cards/key(s) only to those residents who have signed a Lease Agreement. The resident may request additional cards/keys for use by a caregiver or other family member.

The resident agrees not to install additional or different locks on gates, windows, or any interior or exterior unit doors. Resident must notify General Manager about lock complaints or problems. Upon termination of the lease, the resident agrees to return all cards/keys to the General Manager.

A lock-out can occur on an apartment, a building, a mailbox, or other resident area. A lock-out occurs whenever a resident is unable to locate his/her card/key for access. If a lock-out occurs after working hours, the resident is to call the On-Site Resident Advisor.

## **G. REPAIRS AND MAINTENANCE**

Alert the General Manager or staff of any needed maintenance in the unit, common areas or grounds right away so proper attention may be paid to needed maintenance. The Thomas Center is committed to having safety as our #1 priority for the building and grounds

St. Mary's Episcopal Church Housing Company, LLC/Thomas Center agrees to:

- Regularly clean all common areas of the Thomas Center
- Maintain the common areas, grounds, and facilities in a safe condition
- Arrange for collection and removal of trash and garbage
- Maintain all equipment and appliances in safe working order
- Make necessary repairs within a reasonable amount of time
- Keep all smoke or carbon monoxide detection devices in working order
- Maintain exterior lighting in good working order, and
- Provide extermination services, as necessary

Resident will not drive nails, screws, tacks, staples, or other objects into concrete or stone walls or woodwork. Resident may use small nails or screws to hang pictures, etc. If there are what landlord believes to be an excessive amount of holes or Landlord believes that the walls or ceilings look unsightly and require repainting or that the woodwork requires replacing, resident will be responsible for paying expenses for the repair. Resident will not paint the unit.

Repair, maintenance and services personnel; and the General Manager, with proper notice, may enter a unit at reasonable times to make repairs.

## **H. DAMAGES**

Whenever damage is caused by carelessness, misuse, or neglect on the part of the Resident, or guest, Resident agrees to pay:

1. The cost of all repairs within 30 days after receipt of the Thomas Center's receipt of repair charges, and
2. Rent for the period the unit is damaged whether or not the unit is habitable.

## **I. GENERAL RESTRICTIONS**

The Resident shall use the premises only as a private dwelling for himself/herself and the individuals listed on the Lease Agreement. The Resident agrees to permit other individuals to reside in the unit only after obtaining the prior written approval of the General Manager.

The Resident further agrees to not:

1. Sublet or assign the unit, or any part of the unit;
2. Use the unit for unlawful purposes; engage in or permit unlawful activities in the common areas or on the project grounds;
3. Acquire pets or animals of any kind in the unit without the prior written permission of the Thomas Center;
4. Make or permit noises or acts that will disturb the rights or comfort of neighbors. The Resident agrees to keep the volume of any radio, stereo, television or musical instrument at a level which will not disturb the neighbors;
5. Operate any equipment or appliance, including single or multiple light-emitting device or devices not originally installed in the apartment by management, (such as supplemental "plant lights" or "tanning lights") which, when operating, exceed(s) a combined amount of 300 watts.
6. Exceptions to items 1-5 above, when and if authorized at the sole discretion of the landlord, will require, at a minimum, demonstration of need and will require a separate written agreement.

## **J. GUESTS AND ABSENCES**

We encourage residents to invite family members and friends to visit, and stay for brief periods, within the limitations below.

Residents are responsible for admitting and escorting guests and visitors to and from their unit. Once guests or visitors are on the Thomas Center property, residents are responsible for their guests' conduct and compliance with rules.

Overnight guests, guests staying later than midnight, and short-term guests are permitted within the following limitations: Resident may permit guests to temporarily reside in the unit for a period not to exceed seven (7) consecutive days, or ten (10) days total in any given thirty (30) day period. This limitation is inclusive of all guests residing in the apartment or staying later than midnight (“overnight guest”), and is not limited to overnight visits by any one person in particular. Resident must obtain prior written approval from the General Manager before allowing a guest or guests to reside, or to be an overnight guest in the unit in excess of this limitation. A separate rental agreement may be necessary for longer-term guests or additional occupants.

#### **K. DISCRIMINATION PROHIBITION**

The Thomas Center shall not discriminate based upon race, color, national origin, sex, age, familial status, sexual orientation, gender identity, or disability.

#### **L. INSPECTIONS**

Inspections will be performed on an annual basis in the resident’s unit for the functioning of equipment, heating, plumbing, and appliances. Any concerns the residents have will be discussed at that time. Call the General Manager immediately if you have any malfunctioning equipment.

#### **M. MOVE IN/MOVE-OUT**

Resident will inform the General Manager of any scheduled deliveries so staff will be aware and can plan accordingly. Padding will be provided for the elevator and protection for the common areas while a delivery or move in/out is taking place.

When you have moved all of your possessions from the unit and your cleaning is completed, contact the General Manager to arrange a move-out inspection. When the move-out inspection is completed you must return all of your keys for the unit and mailbox, plus garage door openers, if any.

We are always happy to return the full amount of your security deposit when a unit is left in good, clean condition and there is no damage to the unit other than normal wear and tear.

#### **N. TRASH REMOVAL**

Trash must be tied or sealed in bags and placed in the dumpster located to the east of the facility entrance. Large trash receptacles are also located in the garage. Boxes and other recyclables must be broken down for deposit in the dumpster.

Resident shall not dump cooking grease down drains or toilets. Grease and food scraps, including foods scraped off plates or others dishes, shall be disposed of in seal proof garbage bags.

Residents must make arrangement for disposal of any large items from their apartment. Resident may not overload or place any large trash items next to the dumpster or anywhere in the common area.

Hazardous waste, including oil, grease, paint, batteries, and chemicals, may not be placed in the dumpster or sewer system. Residents are responsible for correct disposal in compliance with all governmental regulations.

## **O. PARKING AND GARAGE USE**

There are (6) six heated garage spaces for use in the ground level of the building. There are additional parking spaces available in the external covered parking areas without additional costs. There are additional spaces available for visitors in the parking lot. If you have an assigned parking space in the garage, only park in your assigned parking space. The garage is not a storage area for personal items.

Use of the garage is optional, but for those who utilize the garage, there will be an additional fee for the shared cost of garage utilities and maintenance.

On-site parking is limited to motorcycles and normal passenger vehicles not extending beyond the boundaries of a designated parking space and which are operable, properly licensed, registered to residents. Boats, trailers, campers and recreational vehicles are prohibited. Inoperable vehicles may not be parked, stored or left anywhere on the property including assigned parking spaces within the garage. Vehicles with expired tags or flat tires are considered inoperable. The Landlord will give 24-hour notice to remove any vehicles from the parking space which is inoperable and remains inoperable for ten (10) consecutive days at the owner's expense.

Resident agrees that any vehicle owned by resident remaining on the property after lease termination may be immediately removed by the Landlord with full immunity from damages for such removal. Resident agrees to move all vehicles, for the purpose of snow plowing and sanding.

- Vehicle repairs may not be performed anywhere on the property (including oil changes, grease or use of flammable materials). To avoid heat loss and carbon

monoxide concerns, vehicles may not be warmed up or idled in the garage unless the car is moving.

- Oil leakage is prohibited. Use of sand, paper, cardboard, carpet, lumber or any other objects to contain vehicle leakage is prohibited.
- Electrical outlets for engine block heaters will be supplied in the outdoor parking areas.
- Storage in parking areas is prohibited. There is storage available on the lower level of the housing complex.
- All vehicles in outdoor lots must be moved within 24 hours of a snowfall. Vehicles must also be relocated within 24 hours of any notice posted concerning parking lot maintenance or plowing. Please see the General Manager if you have questions about when a vehicle must be moved to allow maintenance and service of the lots.

#### **P. BUILDING SECURITY AND VISITORS PROCEDURES**

Residents contribute to the security in the Thomas Center. Exercise caution when entering or leaving a secured building. Do not share your card key with anyone. Do not admit a person to a building if he/she is not your guest. Do not prop open exits, emergency, or apartment doors. Do not use emergency exits unless it is an emergency.

#### **Q. PEST CONTROL**

Pest management services will be provided for the residents when necessary by contracting with a certified pest management company. It is the resident's responsibility to report to the General Manager any pest activity in their apartment or common areas immediately.

#### **R. RENTER'S INSURANCE**

Renter's insurance, also known as residents insurance, is a type of policy offered by most insurance companies. These policies provide contents coverage should your personal property get stolen, damaged or destroyed. Talk to your insurance company about the type of insurance you should purchase to protect your personal property. Apartments with pets should maintain appropriate coverage for pet damages.



## **S. EXCESSIVE SERVICE CALLS**

Excessive service calls, defined as more than five (5) per month, including calls for stopped up toilets, unrestrained animals, and lock-outs will be charged an additional fee of \$10 per incident during business hours (9AM – 4PM), and \$20 at other times.

## **T. FIREARMS AND OTHER WEAPONS**

Residents, guests, and visitors shall not use or discharge a firearm or other offensive weapon anywhere on Thomas Center property.

Residents, guests, and visitors may not dangerously display or flourish any firearms or other offensive weapons.

No “open carry” of firearms on the premises.

Residents will follow storage safety guidelines by using trigger locks and storing weapons unloaded with the ammunition separate from the firearm.

Any firearms or other offensive weapons transported from or to the residents unit must be contained in an appropriate carrying case.

Residents may not store any prohibited firearms or other offensive weapons, as defined by federal, state, or local laws, anywhere on Thomas Center property.

## **4. EMERGENCY PROCEDURES**

Everyone should be concerned with safety at the Thomas Center. All residents have a responsibility to each other and have been given a copy of the “Fire and Emergency Evacuation Procedures” upon move-in.

### **A. MEDICAL OR PSYCHIATRIC EMERGENCIES**

In the event of a medical or psychiatric emergency, residents should call 911 immediately. Resident should not attempt to assist a psychiatric individual if he/she is not trained in this medical area.

## **B. ACCIDENTS**

An accident is any situation at the property that has caused injury, damage, or harm. Residents should call 911 if an ambulance is required. Provide building name, street address, and apartment number. Advise staff immediately.

## **C. DEATHS**

In the event a death occurs within the Thomas Center, please call 911 immediately. Notify the site staff or General Manager.

Under the Alaska Landlord Tenant Law, St. Mary's Episcopal Church Housing Company, LLC/Thomas Center has 30 days from the date of death to provide a written statement of the resident's account and refund any monies due the resident's estate.

## **D. EMERGENCY CONTACT RESOURCES**

In case of an emergency please dial 911 immediately.

## **5. FIRE SAFETY**

Fire Safety Checklist:

- Baseboard heaters do not touch any furniture
- Portable heaters and other heat producing devices in excess of 300 watts should not be used without inspection and written approval from management, specific to the particular device being used.
- No heat producing devices other than electric appliances meeting the above requirements may be used. (No solvent, fuel, kerosene, oil, wood burning, charcoal, or similar devices.)
- Use as few extension cords and plug adapters as possible
- Extension cords should not cross walk ways
- Small appliances are unplugged when not in use
- Matches and lighters are kept out of the reach of children
- Candles are only lit when someone is able to keep an eye on them
- In the event of a grease fire, you know the best thing to do is put a lid on it
- Removal of dryer lint after each use
- Cooking is never left unattended

- The oven is never used to heat the apartment
- You have a plan of escape in case of a fire
- You regularly practice your escape plan by participating in fire drills

#### **A. FIRE PREVENTION AND INSPECTION POLICY**

Fire Inspections will be performed annually in the common areas and resident apartment for the functioning of smoke detectors, strobes, sprinklers, and fire extinguishers. Any concerns the residents have should be brought to the General Managers attention immediately.

Resident will take all precautions in preventing a fire in the apartment.

**Fire Extinguishers** – Resident shall not disable, damage, or otherwise interfere in any way with the proper functioning of furnished fire extinguishers. Resident must immediately notify General Manager if the fire extinguisher has been used, damaged, inoperable, or if the seal is broken as indicated by the charge pressure gauge. Please see “How to use a Fire Extinguisher Information Sheet” given to you at your move-in.

#### **B. CLEAR WALK SPACE AND SAFETY STORAGE POLICY**

Emergency egress is critical during an emergency situation such as a fire. During a fire, timing and quick response are essential to save lives and property. Effective emergency egress ensures that residents can exit a building to safety.

There must be at least 44 inches clear width of unobstructed, clutter-free space in all corridors, stairways, and exits. In buildings equipped with automatic fire sprinklers, the storage must be kept at least 18 inches below the ceiling. Beds, dressers and large furniture should be kept clear of windows in bedrooms for easy egress.

Safety in your storage area is essential. Keep all personal items inside your storage unit and have a clear walkway to your personal items. Stacking of boxes should be under 18” from the top of your storage unit. Do not store any hazardous chemicals in your storage area. Flammable or combustible paints, oils, varnishes, and similar mixtures used for painting is not allowed.

### **6. PET POLICY**

#### **A. OVERVIEW AND OBJECTIVE**

Pets are welcome at the Thomas Center for Senior Leadership.

Pet ownership can be an important component in a person's life. It can support physical and psychological well-being in providing companionship, a daily routine, a sense of feeling needed and loved and an opportunity to engage in a more active lifestyle. We love all of God's creatures.

However, in the interest of all residents and the resident's peaceful enjoyment of the property, the Thomas Center for Senior Leadership will require residents to manage pets in a responsible manner that complies with State and local laws and is considerate of their fellow residents.

To the extent possible, certain apartments will be approved for pets; other apartments will be reserved for residents without pets.

## **B. PET POLICY AGREEMENT**

All residents will acknowledge and agree to the Pet Policy upon entry. This affirms the understanding of all residents that pets are permitted, subject to the limitations set out below.

## **C. ALLOWABLE PETS**

"Pet" is understood to mean a domesticated animal such as a dog, cat, bird or fish that is traditionally kept in the home for pleasure or service. Reptiles and other pets may be considered by the Thomas Center for approval.

**No pets that bites, attacks or demonstrates any other aggressive behavior towards humans is allowed on the premises. No exceptions.**

Only residents' pets will be permitted on the premises. Exceptions may be granted, i.e. trained and properly identified service/therapy animals; long-time resident pet(s) that does not reside with the resident at this time or other special circumstances.

With prior approval, a resident may house a pet for a short period of time. Otherwise, no other pets are allowed to be kept temporarily on the premises. "Temporary" is defined as a period of less than fourteen consecutive days and nights.

**D. NUMBER OF PETS**

Each apartment normally will be limited to two pets, excluding the number of fish in an aquarium. Dogs should be under 30 pounds.

**E. PET HEALTH, INOCULATION AND LICENSE REQUIREMENTS**

Proof of a current license as required by the Municipality of Anchorage must be provided for each animal. Proof of inoculations as specified in State or local laws must be provided for each animal. Sick or injured animals must be referred to a veterinarian for treatment and/or assessment.

**F. PET RESTRAINT**

All pets must be under voice control (verified by the General Manager) and on a leash in the common or shared areas of the premises.

**G. NOISE**

Pets should not present a persistent or regular disturbance to other residents. Pets that bark, whine or howl are not compatible with residential living and will not be accepted.

**H. UNATTENDED ANIMALS**

No cat or dog may be left unattended in the apartment for a period exceeding 8 hours. Feeding and watering is not allowed in any common areas. If there is an emergency or the Thomas Center is unable to contact the resident or caretaker, the Thomas Center may remove the animal from the apartment to provide for its care.

**I. LIABILITY**

Pet owners are responsible for their pets at all times that includes nutrition, exercise, and medical attention. Pet owners are liable for any damage caused by their pets to the property, whether inside or outside their apartment. Personal insurance will be required for all residents and for those who wish to house pets, this will need to be included in what the insurance industry commonly calls a "renter's" insurance policy".

## **J. SANITATION AND WASTE REMOVAL**

Pet owners must be capable of managing and removing all waste, within the complex premises (inside or outside), disposed of in heavy, sealed plastic trash bags, and placed in a trash container. Please use the proper areas and not the housing lawns as the urine will kill the grass. Animal litter shall not be disposed of by being flushed through a toilet. Litter boxes must be well maintained by the pet owner/caregiver, and will be stored inside the resident's apartment.

## **K. ALTERNATIVE OR EMERGENCY CARETAKER**

Pet owners must provide the names, telephone numbers and addresses of at least two persons who are willing and competent to assume full responsibility for a pet in the case of an emergency or in the event that the pet owner no longer has the ability to properly maintain and care for his or her pet. Such persons must provide their written agreement to the undertaking.

In the event that a caretaker cannot be reached or is unwilling or unable to care for the pet, the pet owner will permit management to place the pet into a boarding facility at the expense of the pet owner.

The pet owner absolves management and/or its agent of any and all liability, financial or otherwise, for actions taken on behalf of the pet owner for the well-being of the pet.

## **L. COMPLAINTS**

All complaints will be referred to the General Manager for review.

## **M. UNIT INSPECTION FOR PETS**

Management reserves the right to inspect an apartment where management deems there to be a risk to the pet owner, the pet or other residents. Inspections will be conducted during reasonable hours and the pet owner will be given reasonable notice prior to inspection other than in the case of an emergency as determined by the management.

## **N. AMENDMENT OF PET POLICY**

The Policy may be reviewed and amended as circumstances arise. Pet owners may be exempted from having to comply with the new rules for pets they already had before the changes were made ("Grandfathered in"), unless this should conflict with State or local

laws, or the safety of other residents. However, the rules would apply to any new pet the pet owner may acquire and to new residents to the Thomas Center.

## **O. PET DEPOSIT**

The required pet deposit is \$250.00. The Thomas Center management reserves the right to establish or modify a required pet deposit for damages and wear and tear due to pet occupancy.

## **7. INCIDENT REVIEW**

### **A. REPORTING AN INCIDENT**

An incident is any situation that arises at the property which has the potential to cause injury, damage or harm.

Incidents will be reported to General Manager immediately upon occurrence or discovery. Residents are required to complete an Incident Report Form describing the circumstances in detail. If a resident is unable to document an incident a staff person may write the Incident Report for her/him and ask the resident to sign the Incident Report. An Incident Report Form must be completed by the next business day the incident occurred or was discovered. Neither the incidents, nor the circumstances surrounding the incident, should be discussed with, or in the presence of other residents. To ensure the confidentiality of all persons involved, Incident Reports will be filed in the office of the General Manager. The General Manager will review the report and meet with the resident to address the incident. The General Manager will then take the appropriate action with regards to issuing verbal and/or written warnings or beginning an eviction, depending on the frequency and severity of the incident.

## **8. TERMINATION OF TENANCY**

### **A. TERMINATION FOR LATE RENT**

Resident will receive a 7-day written notice to terminate tenancy for non-payment of rent. If the rent is paid before the seven complete days are up, then the resident may stay, otherwise, the resident must move. Prior to termination, the Board of Managers will consider the Tenant's circumstances to ensure the Tenant does not qualify for a rent hardship or other community services that would help pay the rent.

**B. TERMINATION FOR DELIBERATE DAMAGE TO PREMISES**

A minimum 24-hour notice will be given to terminate a resident when the resident or the resident guests have intentionally caused more than \$400 damage to the Landlord's property. Even if the resident agrees to repair the damage (and the resident will be liable for the damage in any event) the landlord may still go through with the eviction.

**C. TERMINATION FOR ILLEGAL ACTIVITY ON THE PREMISES**

If the resident or their guests are engaged in an illegal activity on the premises, the resident may be evicted upon service of a 5-day written notice.

**D. TERMINATION FOR BREACH OF POLICIES**

A 10-day written notice will be issued to terminate a tenancy because the resident has breached a policy of the rental agreement or the resident's responsibilities under the Landlord and Tenant Act (such as disturbing other residents with too much noise or failing to maintain the rental unit, so that the health and safety of others are endangered).

If the problem is corrected before the expiration of the notice period, the resident may stay. If the tenant violates the rental agreement in substantially the same way more than once in a six-month period, the resident may be evicted with a 5-day written notice, and the resident has no right to fix the problem.

**E. LANDLORD'S TERMINATION OF RENTAL AGREEMENT BY CHOICE**

Landlord will issue a 30-day notice to terminate a month-to-month tenancy for general reasons. This notice will be delivered 30 days before the rental due date specified in the notice as the termination date.

**F. TERMINATION FOR ABSENCE OR ABANDONMENT**

Residents are required to notify the Landlord every time they plan to be gone for more than seven days. If the resident plans to be gone only two or three days, then finds he will actually be gone for more than a week, the resident must notify the General Manager as soon as possible.

When a resident is gone, the Landlord may enter the unit only if there is an emergency, there is a reasonable concern that there is a life/safety danger, that a resident may be in danger or incapacitated, or with the residents consent and proper notice. However, if resident is gone more than a week without notifying the General Manager, the General



Manager may, at times reasonably necessary, go into the unit for reasonable repairs, or inspections.

**G. NOTICE TO QUIT**

The St. Mary's Episcopal Church Housing Company, LLC/Thomas Center will give the resident written notice and the grounds for any proposed lease termination. The Notice to Quit and the respective time period before the resident is required to move from the unit shall occur in accordance with the Alaska Landlord Tenant Law.

The termination "Notice to Quit" will specify the date the lease will be terminated and the number of days allowed by law to move out, state the grounds for termination, and advise the resident of his/her right to defend the action in court.