



# Turner Homes Resident Handbook and Application

Celebrating Over 90 Years of Ministry and Care

Providing a Caring Community for Christians in Retirement

 TRH is a smoke & alcohol-free facility 





5405 Boise St. SE PO Box 970 Turner, OR 97392  
Phone: 503-743-2490 [www.trhomes.org](http://www.trhomes.org)

Dear Retiree:

Thank you for your interest in Turner Homes. We have adopted an admissions policy that opens our community to people who are like-minded spiritually, who are supportive of our philosophy, objectives, and standards. Our purpose is to serve retirees who desire to live in a distinctly Christian environment.

Before applying for residency, please read the Resident Handbook section of this packet. The Handbook will introduce you to many of Turner Homes' policies, procedures and expectations of our residents.

The first few pages of the Handbook explain our religious purpose, mission, and beliefs. Turner Homes believes and practices a literal interpretation of the Word of God. If you do not agree with our religious beliefs and mission, becoming a resident would not be advisable.

Biblical principles are integrated into everything we do at Turner Homes. Our staff are committed to the truths of God's Word to every aspect of life. If you are in agreement with the teaching of God's word, we look forward to the possibility of you becoming a resident in our community.

In Christ's Service,

Turner Homes Administration



# Statement of Faith

**We believe** in one God<sup>1</sup>, the Father Almighty, Creator of all things<sup>2</sup> visible and invisible.<sup>3</sup>

**We believe** in Jesus Christ, the only Son of God<sup>4</sup>, the eternal Word<sup>5</sup>, the one and only Savior.<sup>6</sup> Who was conceived by the Holy Spirit<sup>7</sup>, and born of the virgin Mary<sup>8</sup>, both fully human and fully divine; Who lived a sinless life<sup>9</sup>; Who suffered and was crucified as an atonement for sin<sup>10</sup>; Who rose again bodily from the dead on the third day<sup>11</sup>; Who ascended into Heaven<sup>12</sup>; and Who will return in victory to rule forever.<sup>13</sup>

**We believe** in the Holy Spirit.  
Who convicts of sin<sup>14</sup>; Who indwells every Christian<sup>15</sup>; Who helps us in our weakness and intercedes for us in prayer<sup>16</sup>; and Who empowers us to a fruitful Christian life.<sup>17</sup>

**We believe** in the Bible—God’s Holy Word.<sup>18</sup>  
**We believe** that the Bible is God’s Holy Word and is the only one and true book of Scripture.<sup>19</sup>

**We believe** God inspired the original writings of Scripture.

**We believe** that the Bible is authoritative for the Covenants of God, Old and New.

- We confess one Creed: Jesus is the Christ, the Son of the Living God.
- We confess one authority: The Word of God revealed in the New Testament.
- We hold one measure or standard as authoritative: that way of life, personal and as a Body, practiced

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<sup>1</sup> Deuteronomy 6:4

<sup>2</sup> Genesis 1:1; Revelation 4:11

<sup>3</sup> Hebrews 11:3

<sup>4</sup> John 1:14, 18

<sup>5</sup> John 1:1; Revelation 19:13

<sup>6</sup> Titus 2:13

<sup>7</sup> Matthew 1:20

<sup>8</sup> Matthew 1:23-25

<sup>9</sup> Hebrews 4:15

<sup>10</sup> Romans 5:8-10

<sup>11</sup> Romans 1:4; 1 Corinthians 15:3-4

<sup>12</sup> Acts 1:9-12

<sup>13</sup> Philippians 2:9-11; Acts 1:11

<sup>14</sup> John 16:8

<sup>15</sup> 1 Corinthians 6:19

<sup>16</sup> Romans 8:26-27

<sup>17</sup> Galatians 5:16-17, 22-24; 2 Corinthians 3:17-18

<sup>18</sup> 2 Timothy 3:16

<sup>19</sup> Romans 15:4

and taught by the Apostles Jesus appointed as His witnesses.

- We believe God intentionally designed His people to be marked by four characteristics: one-ness<sup>20</sup>, holiness<sup>21</sup>, universality<sup>22</sup>, and apostolic<sup>23</sup>.

**We believe** the Bible teaches that God is the Creator and Sustainer of human life; that God creates each person in His image, and that life is therefore sacred, from conception to natural death. We believe that God created each person as male or female; that these two distinct, complementary genders together reflect the “image of God” in humankind; and that each person’s biological gender is intrinsic, immutable aspect of his or her nature and identity.<sup>24</sup> We believe the Bible teaches that God established marriage in the beginning as a lifelong, exclusive relationship between one man and one woman<sup>25</sup>; that He has reserved sexual intimacy as an expression of love and commitment between married couples<sup>26</sup>; and that any intimate expression of sexuality outside of Biblical marriage is sin.<sup>27</sup>

**We believe** in the Gospel—the Good News of Salvation.

That man, created by God, willfully sinned against God and is consequently, lost and without hope apart from Jesus Christ.<sup>28</sup>

That salvation is by grace through faith in the blood of Jesus Christ.<sup>29</sup>

That salvation is a new relationship with God in Christ and a new life-style appropriate to the new relationship.<sup>30</sup>

That one receives salvation by putting faith in Christ,<sup>31</sup> repenting of sin<sup>32</sup>, and confessing Christ<sup>33</sup>, and that the Bible commands every believer in Christ to be baptized by immersion.<sup>34</sup>

This Statement of Faith does not exhaust the extent of our beliefs. For purposes of Turner Homes’ faith, doctrine, practice, policy, and discipline, our Board of Trustees for Turner Homes are the final authority on the Bible’s meaning and application.

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<sup>20</sup> John 17

<sup>21</sup> 1 Peter 1:16

<sup>22</sup> Acts 2:21; 10:34

<sup>23</sup> Ephesians 2:20; John 17:20

<sup>24</sup> Genesis 5:1-2

<sup>25</sup> Genesis 2:18, 22-25; Mark 10:6-9.

<sup>26</sup> Hebrews 13:4

<sup>27</sup> Exodus 20:14

<sup>28</sup> Romans 3:23

<sup>29</sup> Ephesians 2:8

<sup>30</sup> Colossians 3:1-17

<sup>31</sup> Romans 10:7

<sup>32</sup> Acts 2:38

<sup>33</sup> Romans 10:9-10

<sup>34</sup> Acts 2:38; 1 Peter 3:21-22



## **Office Hours/Staffing**

**Office Hours:**

8:00 am – 4:30 pm Monday – Thursday  
We close at 4:00 pm on Friday  
Closed 12:30 pm – 1 pm daily for lunch  
and Closed on Major Holidays

**Telephone Numbers:**

Office: 503-743-2490

**After Hours Maintenance**

**For Emergencies ONLY!**

**503-807-1891-Emergencies ONLY**

**Mailing Address:**

Turner Homes  
P.O. Box 970  
Turner, OR 97392

**Office Location:**

5405 Boise St. SE

**Website:** [trhomes.org](http://trhomes.org)

### **Administration & Staff**

Executive Director: Tim Long

Administrative Assistant: Cindy Brammer

Compliance Administrator: Misty Struble

Bookkeeper: Sarah Bevilacqua

Front Desk: Lisa Gloor

Food Services: Brittany Albee

Facilities Maintenance: Brian Thompson & Matt Cone

Housekeeping Services: Roni Bowman



## **General Residency Policy**

### **I. General Policies and Fees**

- ◆ Turner Homes is a smoke-free community. No smoking is allowed.
- ◆ Alcohol is not allowed on Turner Homes grounds.
- ◆ Noise should be held to a minimum. Quiet Hours are 8 pm – 8 am.
- ◆ Speed limits are 10 mph in all neighborhoods unless otherwise posted.
- ◆ We accept cash, personal checks, and money orders. We currently do not accept credit or debit cards for payments of any type.
- ◆ A one-time non-refundable application fee of \$150.00 is required when you turn in your application.
- ◆ A \$2,000.00 deposit is required at the time of move-in.
- ◆ One small pet is allowed upon approval by Administration.
- ◆ All prices and fees are subject to change and will be communicated 90 days in advance.

### **II. Monthly Fees (Reimbursement Day)**

You will be invoiced prior to the first of each month and payment will be due on the first of each month. When the first falls on a weekend, payments will be received on the first business day following the weekend. Payments can be accepted at the main office during business hours, or you can place your payment in the mail slot located to the left of the office front door. Many residents have their payment mailed directly from their bank to the office.

Failure to make payment on time will require an added late fee of 5% of your rent, starting on the 5<sup>th</sup> day after the due date. If you are unable to pay by the due date, please contact the office to make other arrangements. Repeated failure to pay on time may lead to termination of residence at Turner Homes.

Any fees associated with checks returned for Non-Sufficient Funds will be charged back to the resident.

### **III. House Additions, Changes, Building & Landscaping**

Any changes to a unit or the landscaping thereof will need to have advance written authorization from Administration before work may begin. When a resident requests changes in writing and it is approved, the resident is responsible for all costs incurred. The placement of storage sheds on Turner Homes property will need to be approved by Administration in writing before building. Turner Homes has the right to reverse any unapproved changes to a unit or landscaping at the resident's cost. Labor for correcting unauthorized changes will incur a labor fee of \$40.00 per hour.

Storing of trailers, motorhomes, or boats, etc., on Turner Homes property is prohibited unless you have prior written permission from Administration.



## **IV.**

### **Yard Maintenance**

Yard maintenance or grounds keeping for houses, duplexes and cottages is the responsibility of the resident. Yard maintenance or grounds keeping includes, but is not limited to, weeding, mowing grass and pruning trees and shrubs.

We offer a yard maintenance service for a fee. If you would be interested in this service, contact the office.

## **V. Housekeeping Services**

We offer housekeeping service to our Turner Homes residents for an additional fee. We have different options to choose from. If you are interested in housekeeping services, please contact the office to get additional information.

## **VI. Overnight Guests**

Guests may stay with the resident in their homes, but guests are requested to limit their stay to 10 days or less. Failure to comply with this request may result in the termination of residency. Long-term guests staying (more than 10 days) require prior approval from the Administrator at a cost of \$300.00 per month for the additional occupant.

We also have on-site guest rooms available for family that can be scheduled through the office. We do ask for a donation for the stay. For more information on the guest rooms and availability please contact the office.

## **VII. Respect and Safety**

Showing respect for other Turner Homes residents and Turner Homes property is a duty of all residents. Read and know the rules outlined in this Resident Handbook.

- Quiet Hours are from 8:00 pm to 8:00 am.
- Keep vehicle parking to designated areas only and off grass.
- No discharging of firearms is allowed on Turner Homes property.
- No Fireworks are allowed on Turner Homes property.

## **VIII. Yearly Inspections**

Safety inspections of all units will be conducted annually by Turner Homes staff. Hording is a safety hazard and is not permitted. Failure to comply with safety standards may result in termination of residency.





## Guidelines for Vacating a Unit

To clearly communicate our expectations when a unit is being vacated, we have implemented the following guidelines. Please direct any questions you may have to Administration.

- A **30-day written notice** is required when you plan to vacate the unit. Failure to submit written notice of intent to vacate will result in your final bill including all days of your obligation. Your written notice of your planned departure must include:
  - a. Your Name
  - b. Address
  - c. Forwarding address
  - d. Phone
  - e. E-mail
  - f. Date you will be out of the unit
  - g. Your Signature
- Please call in advance to schedule an inspection of the unit before you leave. Upon inspection the unit will be assessed for unusual wear and tear. The cost of any extensive repairs will be reviewed and added to the final bill. Deposits will be returned within 30 days of your vacating, or after the expiration of the 30-day written notice, whichever is longer. If leaving mid-month your reimbursement and water/sewer (if billed by Turner Homes) will be pro-rated through the date the unit is vacated and any refunds will be mailed to you, if you have complied with your 30-day written notice obligations.
- Please make sure all food has been removed from the refrigerator/freezer and the refrigerator/freezer is cleaned inside. Please make sure all items are removed from the cabinets and drawers and wipe out all drawers and cabinet shelves in all areas. (Kitchen, bathroom, and bedrooms)
- ALL personal items must be removed unless prior arrangements have been made with administration. Turner Homes is not responsible for any items left over 30 days. If items are still in the unit after 30 days, Turner Homes will dispose of items that remain and bill the resident for all costs incurred. Labor will be billed at \$40 per hour.
- Remove all garbage from the inside of the unit and dispose of it properly or take it with you.
- Direct all requests for help to the Administration Office. Administration will determine if we can accommodate the request for help and enlist the appropriate volunteers or employees to do the work. (Help with lifting and loading of heavy items.) The Turner Homes vehicles and/or staff are not available to assist with actual moving.
- If you were paying your own utilities (and not being billed by Turner Homes), please contact the utility companies before moving. Ask the company to restore the utility back in the name of Turner Retirement Homes. (Water/sewer, electricity, and natural gas.)
- Before leaving, **return ALL keys**, including mailbox keys and garage door openers to the Administration office during office hours.



## **FYI – Additional Information**

### **Who do I call when I have a maintenance problem?**

Call the Administration Office to create a work order. The order will be given to the maintenance crew for review and scheduling. **For all after-hours EMERGENCIES, please call 503-807-1891.**

### **Do I need to notify the office if I am going to be out of town?**

We ask that if you will be gone for longer than 3 days you notify the office.

### **Do I need to register my car with the office?**

Yes, for security purposes. See form at the back of the Application.

### **Do I need to register my renter's insurance with the office?**

Yes, for insurance purposes. See form at back of the Application.

### **Is storage available at Turner Homes?**

There are no individual storage units available at Turner Homes.

### **Are you allowed to have alcoholic beverages or to smoke at Turner Homes?**

No alcohol is allowed on campus grounds. No smoking is allowed on campus grounds or in units.

### **How do I know what's going on at Turner Homes?**

Turner Homes puts out a monthly calendar called Turn of Events. This calendar lists all the activities for the month along with other informative articles. We also schedule RIM (Residential Information Meetings) throughout the year and residents are encouraged to attend to receive the latest news and ask questions of Administration.

### **Need a Room for Family Gatherings?**

We have four different areas available to reserve if you are having a large family gathering. On the main Turner Homes campus, we have the Sickafoose Activity Center. This room will comfortably hold 25 to 30 people. Chairs and tables are available. There is also the Gary Johnson Gazebo if you prefer to have an outdoor gathering. The gazebo is a covered outdoor area with built in benches and is surrounded by grass and is close to the creek. The Creekside Café is also available for larger gatherings that would not take place during our active mealtimes. The Mill Creek Activity Center is behind the Eden Circle Garages on Eden Lane and holds 20 to 25 people. To reserve any of these areas for a family gathering, or group get together, please contact the office for scheduling and more information. We accept donations for personal use of the rooms to help offset the cost of electricity. Any decorating, and clean-up is the responsibility of the resident.

### **Resident Library**

Turner Homes has a library located in the White Octaplex located on our main campus next to the Sickafoose Activities building. Books are checked out on the honor system. Please return books within a reasonable time. If you are interested in volunteering in the library, please contact the office.

If you have any other questions, do not hesitate to call the Administration Office.



**When submitting your completed Application:**

**Make sure all the items below are completed.**

- Please make sure all sections on the Application are filled out completely.
- Make sure you sign and date all paperwork.
  - Signed Application
  - Signed Resident Handbook Agreement
  - Signed Renters Assurance (Proof of Insurance will need to be provided upon move-in.)
  - Signed Car Registration Information
  - Signed Resident Authorization
  
- Include the application fee of \$150.00 made payable to Turner Retirement Homes.

**Return all application paperwork listed above. The Resident Handbook section is yours to keep.**

Upon Approval of your application, you will be notified.

On or before your move-in date you will need to come in and sign the contract and pay the \$2,000.00 refundable deposit, along with any other move-in related charges.





Providing a Caring Community for All Turner Homes Residents

5405 Boise St. SE ~ PO Box 970, Turner, OR 97392 503-743-2490

Application Form

I present the following information to Turner Homes with the understanding that the facts contained herein will be held in strict confidence to be used only by the administrative and admissions personnel.

Today's Date: Marital Status: Single Married
Name: Phone:
Name of Spouse: Phone:
Address: City State Zip Email:
Projected date of coming: Spouse Email:

Type of unit desired: 1-bedroom apartment 2-bedroom apartment/w garage Duplex: 1-bedroom ~ 2-bedroom
Cottage House: 2-bedroom ~ 3-bedroom

How did you learn about our facilities?

Do you have friends or relatives living at Turner Homes? Yes No

Name/Location: Relationship:

Name/Location: Relationship:

Personal Information

Date of Birth: Month Day Year Current Age:

Place of Birth: City County State:

Spouse's Date of Birth: Month Day Year Current Age:

Spouse's Place of Birth: City County State:

Wedding Anniversary:

Member of What Church? How Long?

Minister's Name: Date of Immersion: self spouse:

Driver's License Number: Expiration Date: State:

Driver's License Number: Expiration Date: State:

# Emergency Contact Information

PLEASE PRINT

Your nearest living relatives/responsible parties (in order of emergency notice)

1. Name: \_\_\_\_\_ Address: \_\_\_\_\_ zip code

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. Name: \_\_\_\_\_ Address: \_\_\_\_\_ zip code

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

3. Name: \_\_\_\_\_ Address: \_\_\_\_\_ zip code

Relationship: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

## References: Please provide us with three

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Name: \_\_\_\_\_ Phone \_\_\_\_\_

Relationship: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

## General Medical and Insurance Information

### Hospitalization Medical Insurance:

Company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Group: \_\_\_\_\_ Monthly Premium: \$ \_\_\_\_\_

### Nursing Home Insurance

Company: \_\_\_\_\_ Policy number: \_\_\_\_\_

Group: \_\_\_\_\_ Monthly Premium: \$ \_\_\_\_\_



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## Agreement

I/We have read the Resident Handbook. I/We understand the Statement of Faith, rules, and policies of Turner Homes and agree to abide by the rules and policies set forth.

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Resident

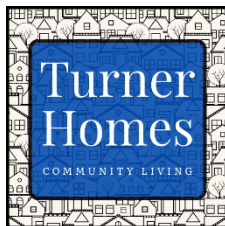
\_\_\_\_\_ Date \_\_\_\_\_

Printed Name of Resident

\_\_\_\_\_ Date \_\_\_\_\_

Signature of Spouse, if applicable

\_\_\_\_\_ Date \_\_\_\_\_



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## Agreement

### RENTAL INSURANCE POLICY

Date \_\_\_\_\_

Signature of Resident

Date \_\_\_\_\_

Printed Name of Resident

Date \_\_\_\_\_

Signature of Spouse, if applicable

Date \_\_\_\_\_

Printed Name of Spouse, if applicable

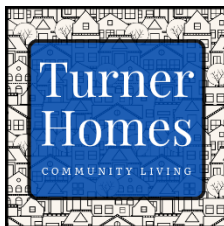
Renters Insurance Policy Number: \_\_\_\_\_

Insurance Company: \_\_\_\_\_ Agent: \_\_\_\_\_

Phone Number: \_\_\_\_\_

*This form needs to be signed and returned to the  
Administrative Office **with a copy of  
your renter's insurance policy information.***





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## Agreement VEHICLE REGISTRATION INFO

YEAR	MAKE	MODEL	LICENSE	VIN #
YEAR	MAKE	MODEL	LICENSE	VIN #

\_\_\_\_\_  
Date

Signature of Resident

\_\_\_\_\_  
Date

Printed Name of Resident

\_\_\_\_\_  
Date

Signature of Spouse, if applicable

\_\_\_\_\_  
Date

Printed Name of Spouse, if applicable



## Resident Authorizations

I, \_\_\_\_\_ & \_\_\_\_\_ (spouse)  
 authorize the staff of Turner Homes to do the following: (mark yes or no).

<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	<p>I understand that photos and videos are sometimes taken to record activities and special events and that these pictures may be used within this community or in news stories about the community. You have my permission to include my picture.</p> <p>Additional instructions:</p>
<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	<p>Staff may enter my apartment in my absence in order to deliver services, check on my well-being, to do maintenance &amp; routine safety checks, or to perform other tasks at my request.</p> <p>Additional instructions:</p>
<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	<p>Send my monthly bill to the person designated as the Responsible Party on my Resident Application or to the person who has agreed to act as my Power of Attorney.</p> <p>Additional instructions:</p>

Other Comments:

\_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Changes in authorization will be made upon the resident's request by filling out a new form and attaching it to this form when completed. An opportunity to review these authorizations shall be made at least annually.

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Please Read and Sign before Returning this Application

I/We present this information to Turner Homes and give Turner Homes permission to contact my references and understand that this application is only the preliminary step in the resident selection process and in no way guarantees occupancy.

\_\_\_\_\_  
Signature of Applicant Date \_\_\_\_\_

\_\_\_\_\_  
Signature of Applicant Date \_\_\_\_\_

The following must be included with application:

\$150 non-refundable Application Fee Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

Do you have a pet?  Yes  No Administration Approval \_\_\_\_\_

Please be prepared for:

\$2,000.00 Deposit required at time of move-in.

Any other related move-in charges. (First month's rent, or pro-rated rent, etc.)

Interview Notes: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### For Office Use Only

Recommendation:  Approved  Pending  Denied

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Admissions Chair