



Turner Retirement 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 Fax: 503-743-2803 www.trhomes.org

Dear Retiree:

Thank you for your interest in Turner Retirement 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 TRH's policies, procedures and expectations of our residents.

The first few pages of the Handbook explain our religious purpose, mission, and beliefs. Turner Retirement 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 Retirement 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 Retirement Homes Administration



Statement of Faith

We believe in one God¹, the Father Almighty, Creator of all things² visible and invisible.³

We believe in Jesus Christ, the only Son of God⁴, the eternal Word⁵, the one and only Savior.⁶ Who was conceived by the Holy Spirit⁷, and born of the virgin Mary⁸, both fully human and fully divine; Who lived a sinless life⁹; Who suffered and was crucified as an atonement for sin¹⁰; Who rose again bodily from the dead on the third day¹¹; Who ascended into Heaven¹²; and Who will return in victory to rule forever.¹³

We believe in the Holy Spirit.

Who convicts of sin¹⁴; Who indwells every Christian¹⁵; Who helps us in our weakness and intercedes for us in prayer¹⁶; and Who empowers us to a fruitful Christian life.¹⁷

We believe in the Bible—God’s Holy Word.¹⁸

We believe that the Bible is God’s Holy Word and is the only one and true book of Scripture.¹⁹

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 and taught by the Apostles Jesus appointed as His witnesses.

¹ Deuteronomy 6:4

² Genesis 1:1; Revelation 4:11

³ Hebrews 11:3

⁴ John 1:14, 18

⁵ John 1:1; Revelation 19:13

⁶ Titus 2:13

⁷ Matthew 1:20

⁸ Matthew 1:23-25

⁹ Hebrews 4:15

¹⁰ Romans 5:8-10

¹¹ Romans 1:4; 1 Corinthians 15:3-4

¹² Acts 1:9-12

¹³ Philippians 2:9-11; Acts 1:11

¹⁴ John 16:8

¹⁵ 1 Corinthians 6:19

¹⁶ Romans 8:26-27

¹⁷ Galatians 5:16-17, 22-24; 2 Corinthians 3:17-18

¹⁸ 2 Timothy 3:16

¹⁹ Romans 15:4

- We believe God intentionally designed His people to be marked by four characteristics: one-ness²⁰, holiness²¹, universality²², and apostolic²³.

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.²⁴ We believe the Bible teaches that God established marriage in the beginning as a lifelong, exclusive relationship between one man and one woman²⁵; that He has reserved sexual intimacy as an expression of love and commitment between married couples²⁶; and that any intimate expression of sexuality outside of Biblical marriage is sin.²⁷

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.²⁸

That salvation is by grace through faith in the blood of Jesus Christ.²⁹

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

That one receives salvation by putting faith in Christ,³¹ repenting of sin³², and confessing Christ³³, and that the Bible commands every believer in Christ to be baptized by immersion.³⁴

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

²⁰ John 17

²¹ 1 Peter 1:16

²² Acts 2:21; 10:34

²³ Ephesians 2:20; John 17:20

²⁴ Genesis 5:1-2

²⁵ Genesis 2:18, 22-25; Mark 10:6-9.

²⁶ Hebrews 13:4

²⁷ Exodus 20:14

²⁸ Romans 3:23

²⁹ Ephesians 2:8

³⁰ Colossians 3:1-17

³¹ Romans 10:7

³² Acts 2:38

³³ Romans 10:9-10

³⁴ 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

Mailing Address:

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

Telephone Numbers:

Office: 503-743-2490

Office Location:

5405 Boise St. SE

After Hours Maintenance**For Emergencies ONLY!****503-807-1891-Emergencies ONLY****Website:** trhomes.org

Administration & Staff

Executive Administrator: Tim Long

Administrative Assistant: Cindy Brammer

Compliance Administrator: Misty Struble

Bookkeeper: Sarah Bevilacqua

Food Services: Brittany Albee

Facilities Maintenance: Brian Thompson & Matt Cone

Housekeeping Services: Roni Bowman

General Residency Policy

I. General Policies and Fees

- ◆ Turner Retirement Homes is a smoke-free community. No smoking is allowed.
- ◆ Alcohol is not allowed on TRH 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 \$2000.00 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 third of each month. When the third 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 5th 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 TRH.

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 TRH property will need to be approved by Administration in writing before building. TRH 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 TRH 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 TRH 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.

VII. Respect and Safety

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

- Quiet Hours are from 10:00 pm to 8:00 am.
- Keep vehicle parking to designated areas only and off grass.
- No discharging of firearms is allowed on TRH property.
- No Fireworks are allowed on TRH property.

VIII. Yearly Inspections

Safety inspections of all units will be conducted annually by TRH 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 TRH) 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. TRH is not responsible for any items left over 30 days. If items are still in the unit after 30 days, TRH 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 TRH vehicles and/or staff are not available to assist with actual moving.
- If you were paying your own utilities (and not being billed by TRH), please contact the utility companies before moving. Ask the company that the utility be restored 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 Resident Handbook.

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

Yes, for insurance purposes. See form at back of Resident Handbook.

Is storage available at TRH?

There are no individual storage units available at TRH.

Are you allowed to have alcoholic beverages or to smoke at TRH?

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 TRH?

TRH 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 Room for Family Gatherings?

We have three different areas available to reserve if you are having a large family gathering. On the main TRH 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 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. 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

TRH 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 TRH.

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
Christians in Retirement*

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

Application Form

I present the following information to Turner Retirement 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 Retirement 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 Retirement Homes and agree to abide by the rules and policies set forth.

Signature of Resident Date _____

Printed Name of Resident Date _____

Signature of Spouse, if applicable Date _____

Date _____



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Agreement

RENTAL INSURANCE POLICY

Signature of Resident Date _____

Printed Name of Resident Date _____

Signature of Spouse, if applicable Date _____

Printed Name of Spouse, if applicable Date _____

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 #

_____ 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 Retirement 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	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. Additional instructions:
<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	Staff may enter my apartment in my absence in order to deliver services, check on my well-being, to do maintenance & routine safety checks, or to perform other tasks at my request. Additional instructions:
<input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No <input type="checkbox"/> No	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. Additional instructions:

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 Retirement Homes and give TRH 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.

Date

Signature of Applicant

Date

Signature of Applicant

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