

**RESIDENTS' INFORMATION  
HANDBOOK**

**BELDEN FOREST COURT  
AN INDEPENDENT LIVING  
RETIREMENT COMMUNITY**

**40 FIRETOWN ROAD  
SIMSBURY, CONNECTICUT  
06070**

**(860) 651-0438**

# **BELDEN FOREST COURT RETIREMENT COMMUNITY**

## **INTRODUCTION**

Belden Forest Court is a Declared Common Interest Ownership (Condominium) Community and is subject to the laws of the State of Connecticut and the Declaration on file at the Association's office, and recorded in the land records of the Town of Simsbury.

The Association offers services and amenities to all residents of Belden Forest Court. These services and amenities are funded through the collection of fee assessments for each declared unit. The budget adopted by Unit Owners considers both the reasonable cost and the extent of these services and amenities. This Booklet is designed to acquaint you with the important policies and procedures within the retirement community as well as the services and amenities provided.

## INDEPENDENT LIVING AT BELDEN FOREST COURT

Belden Forest Court is not a medical facility. The office keeps a record of your physician's name and number, which hospital you prefer, current medications and a relative that you would like called should the need arise. If the family member cannot be reached, we will use our best judgment and call the police and/or ambulance.

We are neither equipped nor staffed to provide any extended, ongoing health care at Belden Forest Court. All residents must be able to live independently. We do recognize that there will be medical emergencies. We offer 24 hour staff, and should any emergencies occur, a staff person will facilitate getting assistance for you by getting in touch with family members and following instructions as closely as possible, or by calling the residents' attending physician, and/or using the emergency medical services available in Simsbury by calling 911 for police and/or ambulance assistance.

It is not the function of any staff member at Belden Forest Court to provide treatment or administer medication. The staff is *not permitted* to administer or deliver medication. PLEASE do not ask them to do so. Should you fall, it is not possible for a staff person to help or pick you up. However, the staff person will summon appropriate help and stay with you until that assistance arrives.

If you, your family, your doctor or the director should find that a temporary need exists for more extensive home health nursing care, arrangements can be made with the Simsbury Visiting Nurse Association, the McLean Home, the Connecticut Registry of Nursing, or private sources of your choice. The cost of this service is the resident's responsibility.

### KEYS

You receive a total of three keys when you arrive at Belden Forest Court. One key is to your unit, which opens your unit door. A second key is to open the building entrance doors and the storage room door. The third key you receive is for your mailbox. If you lose your keys or cannot get into your unit, contact the office. We can assist you since we have master keys to each unit and the outside doors. We do not however, have extra keys to your mailbox. Should you lose your mailbox keys, you will need to purchase a new lock and key set and have it installed to replace your old lock.

Please remember it is your responsibility to bring your keys to the building entrance doors when you leave and intend to return between 8:00 - 9:00 PM. The entrance doors will be locked at that time, and Staff may not always hear you to open the outside door when you ring the doorbell. Residents are requested to use the glass doors in the underpass when returning or leaving between 8:00 - 9:00 PM.

**NOTE:** Locks leading from your unit to the hallway can be locked by pushing in the lock button located on the inside portion of the doorknob. Those units having balconies are provided with push button locks. There are no keys for these locks and they can only be locked from inside the unit.

### **MAIL**

Mailboxes are located outside in the underpass in the center of the building. Your mailbox number corresponds to your unit number. You will need your mailbox key to retrieve your mail from your mailbox. The mailman delivers the mail in the early afternoon. The first mailbox in the upper left corner of the top row is marked 'OUT MAIL'. You may put any out going mail in the mailbox slot and it will be picked up by the mailman each day. Please use your unit box number in addition to your street address (Example: 40 Firetown Road, Unit #\_\_), in any correspondence.

### **STORAGE**

There is a storage area assigned specifically for your unit. It is located in either of the two rooms marked "Storage" on the lower level. You can store out of season belongings that you may not use often in this area. Each storage area is numbered to coincide with your unit number. It is recommended that you purchase and attach a padlock to your specific storage area in order to protect your personal belongings. No items can be stored outside your storage unit without permission from the director.

**NOTE:** Please do not store bird seed/food, dry cat or dog food or any flour-based products (such as crackers or cereal) in your storage area, as this will cause an occurrence of mealy moths.

## MAINTENANCE

Routine maintenance is available Monday through Friday. **Maintaining the unit is the responsibility of the unit owner.** However, assistance with small jobs is available, e.g., changing light bulbs, tightening loose screws, etc. For larger jobs that are the unit owner's responsibility, the maintenance staff may work on their own time at a rate agreed upon between the parties. Please make all maintenance requests through the office, so that they can be logged, prioritized, and checked off when completed. Unit owners are responsible for all major repairs within their units, such as plumbing repairs, which are not part of routine maintenance. Prior to any work being done by a contractor, you must provide the director with a copy of the contractor's insurance. The outside decks are considered a part of your unit and there will be an extra charge for any painting or repairs that may be required. Lawn care, landscaping, and snow removal are provided by the maintenance staff.

## RUBBISH REMOVAL

Rubbish is picked up nightly at 7:00 PM at your unit door. If you have rubbish to be picked up, please hang the 'Rubbish Pick-up' sign on your outside door handle. **PLEASE HAVE YOUR TRASH READY IN A PLASTIC BAG, TIGHTLY SECURED, BY 7PM IF YOU WANT IT TO BE PICKED UP.** If your trash is not ready, you will have to wait until the next scheduled pick up. The staff will not make return trips if the trash is not ready at pickup time. **PLEASE DO NOT LEAVE TRASH IN THE HALLWAY IF YOU ARE NOT GOING TO BE HOME.** If you wish to dispose of the trash yourself, you may bring it down to the storage area on the first floor next to unit #1 and place it in the trash barrel. Please be sure your trash bag does not leak if you choose to bring it down to the storage area.

**NOTE: IF DISPOSABLE UNDERGARMENTS (SUCH AS DEPENDS) OR SANITARY PADS (SUCH AS POISE, SERENITY) OR SIMILAR PRODUCTS ARE USED THEY MUST BE BROUGHT DIRECTLY OUT TO THE DUMPSTER LOCATED IN THE BACK OF THE BUILDING. THEY CANNOT BE LEFT IN ANY TRASH OR RECYCLING BARRELS INSIDE THE BUILDING.**

**DISPOSAL OF USED CAT LITTER IS THE PET OWNERS' RESPONSIBILITY AND IT SHOULD ALSO BE BROUGHT OUT DIRECTLY TO THE DUMPSTER. NEVER FLUSH CAT LITTER DOWN YOUR TOILET.**

**When moving into or out of Belden Forest Court, residents are responsible for removal of any large quantities of trash. Trash should be brought directly to the dumpster. If you expect to fill up the dumpster, please notify the office so that we may arrange for an additional trash pick-up. (There will be an extra charge for this pick-up to the unit owner.)**

**Moving boxes should be broken down and brought to a recycling area or contact the office for assistance or for specific instructions.**

**Disposal of large, bulk items such as furniture, mattresses, TVs, microwaves, etc. are the responsibility of each unit owner. Any such items should NOT be brought to any trash area or to the dumpster. The unit owner is responsible for removal of such items.**

## **RECYCLING**

**RECYCLING WILL BE COLLECTED TWICE A WEEK, MONDAY AND THURSDAY AT 1 PM ONLY.**

The Town of Simsbury requires that certain glass, plastic and metal containers and paper be recycled. Please put glass, plastic and metal containers in a separate paper bag – do not mix with other trash or paper items. Glass and plastic containers should have the lids removed and should be empty and rinsed clean before putting in a bag.

Newspapers, magazines, catalogs and junk mail should be put into a separate **PAPER** bag. Boxes should be free of wrapping paper and all packaging materials (discard these items with your regular trash). If you wish to dispose of recyclables yourself, you may bring them down to the recycling center in the storage area next to unit #1 and place them in the appropriate recycling bins.

**PLEASE DO NOT PUT RECYCLING OUTSIDE YOUR DOOR IN THE HALLWAY IF YOU ARE NOT GOING TO BE HOME. IF YOU MISS THE SCHEDULED RECYCLE TIME IN THE AFTERNOON EITHER TAKE YOUR RECYCLABLES DOWN TO THE RECYCLING CENTER OR WAIT UNTIL THE NEXT SCHEDULED PICKUP TIME.**

**DO NOT PUT OR MIX RECYCLABLES IN WITH YOUR EVENING TRASH COLLECTION.**

## MEALS

Optional Meals-on-Wheels can be ordered by calling 658-3980.

For your convenience, each week the McLean's Meals-on-Wheels program will provide a menu describing the meals that are to be delivered the following week for people on a regular diet. This is a basic menu while the actual foods delivered to you will vary depending on your diet requirements as well as your preferences.

Each ordered meal consists of one hot meal and one cold meal, juice and/or milk and two desserts. The cost is \$9.50 as of 1/08, per ordered meal and residents will be billed directly by McLean's.

All ordered meals will be delivered to the Dining Room on the second floor and then delivered to your room by a staff member.

## EMERGENCY CALL SYSTEM

There is an emergency call system in each unit. You will find an emergency call button in your bathroom and bedroom areas. Unravel the emergency cords and locate them within your reach from your bed or bath. By pulling the cord, you send a signal to a central switchboard located in the main office area. **THIS DOES NOT CALL 911.** The staff member on duty that night or day will come to your unit and assist you. Use the emergency cord only in emergencies. If you have any non-emergency situations where you require assistance, please call the office at 651-0438 and our staff will assist you. If you have any questions about how to use the emergency call system, please ask the office.

## MEDICAL INFORMATION

Each resident is provided with an SOS (Sack of Statistics) red pouch upon moving into their unit. The SOS holds information about you that is valuable to the medical personnel who are trying to help care for you in an emergency. The SOS information should be placed in a magnetic red pouch with a magnet and hung in a visible spot on the outside of your refrigerator door. **(DO NOT PUT IT IN A DRAWER)** Residents should update the information yearly or more frequently as medications or the SOS information changes.

## 24-HOUR STAFF

Belden Forest Court offers its residents the protection of 24-hour, seven-day-a-week on-site staff. The director, assistant director or weekend director are here from 8:00 AM to 4:00 PM every weekday. Night staff begins work at 4:00 PM and remains in the building until 8:00 AM the following morning. Weekend staff evening hours are Friday, Saturday and Sunday beginning at 4:30 PM – 8:30AM of the following day.

Belden Forest Court includes not only direct access to assistance through an emergency call button system, but also routine surveillance of the entire building and grounds. All exterior doors are locked between 8:00 - 9:00 PM and reopened before 7:00 AM. There is a doorbell with a speaker system at the main entrance that rings in the office area so that visitors can be admitted after hours.

## NEWSPAPERS

If you subscribe to the Hartford Courant, it will be delivered to your door by a staff person by 7:00 AM each morning and by 8:30 AM on Sundays. Since staff personnel deliver the newspaper, please be sure to notify the BFC office if you make any changes in the delivery of your newspaper.

## OUTDOOR DECORATIONS

Items such as lawn tables and chairs, shepherd hooks, etc. must not be placed on the grass. ALL outdoor decorations must receive approval of the Director.

Anyone wishing to purchase an awning for their unit should come to the office to get information on the style and color to use when ordering. If you wish to purchase a table and umbrella for your deck, the color MUST be neutral (beige) with no pattern.

Charcoal and/or gas grills are not permitted on decks or lawn areas.

## CLEANING AND LAUNDRY SERVICE

Your bed linens and bath towels are washed weekly as part of our service. The housekeeper will remove the sheets from your bed and take them down to the laundry room. Residents must place a tag with their name and unit number in the pillowcase with their laundry. Only one load of laundry consisting of sheets and towels is permitted. The night staff will wash, dry and fold your linens and return them to you in the evening. The housekeeper will make up your bed with clean sheets provided by you.

Washing of personal clothing is your responsibility. Laundry facilities are available for your use and are located on the lower level. You must provide your own laundry detergent and dryer sheets. Please clean all filters when finished with the dryers. Do not hesitate to contact the office if you have any questions or need assistance. Monday thru Friday, between 4:00 and 8:30 PM, the laundry room is reserved for staff use only. During this time period the staff launders resident bed linens and dining room linens.

NOTE: Please keep noise levels down (no loud talking, no door slamming) when using the laundry room before 9 am or after 9 pm.

BFC offers weekly, light housekeeping only. During the cleaning of your unit the bathroom will be cleaned, including sweeping and mopping. Bathroom counter and sink area must be cleared of all items. The housekeeper will dust furniture (not knickknacks and breakables). Residents should move breakables if they would like shelves dusted. In the kitchen area, the housekeeper cleans counters and sinks when they are cleared of items, as well as stove burners (twice a month) and sweeps and mops the floor. Dishes, refrigerators, ovens and the inside of cabinets and drawers are to be cleaned by residents. The housekeeper will vacuum the entire unit weekly but is not responsible for moving any furniture.

The housekeeper will not remove or handle any bed linens or towels which have any type of body fluids on them. Nor will she clean any carpets, area rugs or floors with body fluids on them. Because we are an independent living community, we do not have the OSHA qualified staff to handle these situations when they occur. It is up to the resident or the residents' family to take care of the clean-up and for sanitary reasons, they should not use the laundry facility on our property.

## PETS

The Director's approval must be sought prior to bringing any pet to BFC; only small dogs or cats are allowed. Pet owners need to file a form with the Director stating proof of vaccinations, name of veterinarian and the name of the person responsible for the pet in the event the pet's owner is unable to care for the pet. Pets are welcome at Belden Forest Court as long as they don't create a disturbance or cause a nuisance to any other resident. Belden Forest Court reserves the right to have any pet removed for any reason it deems necessary. It is the owner's responsibility to clean up after their pets and dogs must be kept leashed at all times. Residents are not allowed to wash any items which have been soiled or used by their pet in the laundry room. (Please take these items to a laundromat to be washed.) No pets are allowed in the dining room, kitchen, common room, library, laundry room or beauty shop at any time. Residents who lease or rent their units must have written permission from the unit owner in order to have a pet.

## RECREATION

A regular schedule of recreation activities is planned each month by the director. These activities include a variety of events aimed at reaching all interests and activity levels. There is absolutely no pressure to attend these activities. However, most residents have found many of the activities to be very pleasurable and suited to their tastes. You are welcome to participate in these events.

A monthly calendar of recreational activities will be delivered to your door at the beginning of each month. Notices are also posted regularly on the bulletin boards next to the elevator on each floor. Certain recreational activities or special trips are subject to additional charges. These charges will include the cost of such activity and additional costs incurred by the Association with respect to the activity.

## PARKING

For **residents who own an automobile only**, a reserved, numbered space (does not correspond to unit number) will be assigned to you when you move in. Only one space per unit is allowed. Visitor parking is available for your family, guests or additional cars on the north side of the building (near the flag pole) in spaces marked VISITOR or in the back lot behind the building on the south side. Please advise any visitors that they should not park in 'reserved', numbered spaces or in the underpass. The underpass outside the

lobby area is to be used only for dropping off or picking up passengers or heavy items. This area must be kept clear for emergency vehicles. In case of an emergency, when 911 is called, the police are the first to arrive and they need to park in the underpass in order to get into the building as quickly as possible and also, should any resident need to be taken by ambulance to the hospital, the emergency staff would most likely need to enter and exit through the lobby area.

**NOTE: IF THERE IS ANY REASON WHY YOU OR ONE OF YOUR VISITORS NEED TO PARK IN THE UNDERPASS FOR ANY LENGTH OF TIME, YOU MUST GET PERMISSION FROM THE OFFICE.**

**Parking is prohibited along curbs with yellow lines (other than parking areas) to allow for emergency vehicle access. Visitors should use visitor parking spaces!**

### **WINTER PARKING & CAR SNOW REMOVAL**

During the winter season it may become necessary for residents who own cars to move their cars to designated areas in order to facilitate snow removal from the roads and parking areas surrounding the building. For an additional fee (assessed at the beginning of each winter season), Belden Forest Court offers its residents the added service of moving, cleaning a car of snow and returning it back to its assigned parking spot after the lot has been cleared of snow and salted. Residents who choose to move and clean their cars themselves **MUST** have their cars out of the parking areas before a winter storm so that the snow plow can clear the snow and sand the roads. Cars are not to be returned to reserved spots until the lot has been safely cleaned and salted.

**NOTE: IF A CAR IS LEFT IN A PARKING AREA RESTRICTING THE SNOWPLOW FROM THOROUGHLY CLEANING THE AREA THE RESIDENT WILL BE SUBJECT TO AN ASSESSMENT FOR NON-COMPLIANCE.**

### **TRANSPORTATION**

The Belden Forest Court van is available for the residents' use on scheduled trips. Shopping trips to local banks, post office, drug store (CVS), and grocery store (Fitzgerald's) are scheduled on a bi-weekly basis and shopping trips to Route 44 (Wal-Mart, Big Y and other stores) are scheduled twice monthly. The van also provides transportation to luncheon trips, social events at Eno Hall and other scheduled recreational trips. Residents should refer to the

monthly calendar for the days and times of scheduled trips. To ensure the safety of our residents, all trips are weather permitting.

The use of van transportation is on a first-come-first-serve basis. Seating capacity is limited to 7 passengers and some trips must be limited to this number. Whenever possible, depending on the proximity of the destination, a second trip will be made to accommodate any additional passengers.

Sign-ups are required for certain trips and the sign-up sheets are available on the 3<sup>rd</sup> floor outside the office. Any trips which require you to sign-up ahead of time are designated on your monthly calendar with a (\*\*) notation.

Belden Forest Court does not provide transportation to doctors' appointments or provide any personal shopping service. Arrangements should be made with family members or with a transportation service (taxi or Dial-a-Ride).

Passengers using the van must wear seat belts at all times. When entering and/or exiting the van please follow the instructions of the driver.

## **HAIR SALON**

For the convenience of Belden Forest Court residents, a hair salon is located on the lower level of the building. Appointments should be scheduled with Carol Grayson, the hair stylist, in the hair salon.

NOTE: Please keep the noise levels down (**no loud talking**) before 9 am if you have an early morning appointment.

## **BOARD OF DIRECTORS**

A list of the Board of Directors is provided at the end of this handbook. The Board meets on a regular schedule; unit owners are encouraged to address any issues or concerns with Board Members in writing. Check with the director as to the dates and times of the meetings should you wish to address any issues.

## **STAFF**

All employees report directly to the Director and the Director reports to the Board of Directors. Any concerns regarding employees, or their work, should be brought to the attention of the Director. Employees have job descriptions outlining their work and the responsibilities that go with their jobs and any deviation must be approved by the director.

## **TIPPING**

Employees who are “on the clock”, are not allowed to do extra work or special favors for residents for extra pay. Please do not tip an employee for work done while the employee is being paid by Belden Forest Court. Should you wish to show appreciation to the staff in some extra way, the appropriate time to do this would be in December by contributing to the Employee Holiday Fund.

## **UTILITIES AND OTHER PROPERTY COSTS**

The monthly Association Fee includes most utilities (i.e. heat and hot water) and other costs; however, you will be billed directly by AT&T for telephone services and COMCAST for cable television services.

AT&T (telephone repair service) Dial 611

COMCAST (cable service) Toll-free dial 1 & then (866) 200-6680

Condominium unit owners will be responsible to the town of Simsbury for yearly real estate taxes.

## **COMMON AREAS**

The common area at Belden Forest Court is for the use and enjoyment of all residents. The Community Room is available for personal use except during planned activities which are listed on your monthly calendar. Residents should feel free to use the TV, VCR, DVD, games and puzzles at any time. The Library, located in the Community Room, offers a variety of fiction and non-fiction books, as well as a selection of large-print editions. Residents are welcome to borrow books which they should return to the Library when they are finished. The Community Room and the Dining Room may be used by residents for group activities as well as for private family or friend get-togethers. Please be sure to check with the Director to schedule any such events.

Due to safety hazards and insurance liabilities, residents are asked to keep out of the maintenance work areas and the B.F.C. kitchen. Residents are also asked not to enter the office if the door is closed.

## **SMOKING POLICY**

Belden Forest Court is a no-smoking building. The term "smoking" means inhaling, exhaling, burning or carrying any lighted cigarette, cigar, or other tobacco product, in any manner or form. Due to the increased risk of fire, and the known adverse health effects of secondhand smoke, smoking is prohibited in any interior area of the property, both common or private, effective 3/1/08. This policy applies to all owners, tenants, guests, employees, and servicepersons. Smoking will be permitted outside the building and cigarette butts must be discarded of properly, not in the grass, mulch or on the driveway.

## **FIRE INSTRUCTIONS**

Each unit comes equipped with a smoke alarm. These alarms are checked on a regular basis and the batteries are replaced yearly. ( A frequent beeping sound indicates a new battery is needed.) If your smoke alarm goes off and there is smoke or a fire in your apartment, leave your unit immediately and notify the office.

**NEVER LEAVE YOUR STOVE UNATTENDED WHILE COOKING.  
PLEASE USE THE FAN ABOVE YOUR STOVE WHEN FRYING FOODS  
TO HELP ELIMINATE SMOKE.**

**IF YOU BURN A CANDLE, PLEASE USE THE TYPE WHICH COMES IN  
AN ENCLOSED GLASS CONTAINER AND NEVER LEAVE A CANDLE  
BURNING UNATTENDED. DO NOT USE CANDLES WHICH CAN TIP  
OVER EASILY.**

## **POWER OUTAGE**

In the event of a power outage, the fire doors in the hallways will slam shut; the doors may be opened by pushing on the bar across the door. The emergency lights will also go on (for a period of 3-4 hours) providing enough light for you to see should you need to use the hallways. We advise all residents to keep a flashlight in their units and to check the batteries on a regular basis so they have an emergency light source if they should need it. It is advisable also to have one phone in your unit which is not a cordless.

Belden Forest Court does not have its own generator and should there be a power outage during the winter months, for an extended period of time,

residents will be advised to seek shelter with family members, stay at a hotel or evacuate to a community provided shelter area.

Fire instructions are under separate cover entitled FIRE INSTRUCTION SAFETY SHEET. Please read the instructions and then post the sheet in a prominent place in your unit.

### **ABSENCES**

If you plan to be away visiting family/friends for any length of time or just overnight, please inform the office.

### **PHOTOCOPIES**

Photocopies are available in the office during regular office hours. There is no charge for the first 5 pages. For more than 5 pages of copies, there will be 10 cents per page charge.

### **HEALTH CLINIC**

Every third Friday of each month a Registered Nurse from the Visiting Nurse Association (VNA) holds a health clinic between 1:00 and 2:00 pm in the Community Room Library on the 3<sup>rd</sup> floor. Each resident is strongly urged to take advantage of this free clinic. The nurse will take blood pressure readings and address any other health situations on a one-on-one basis. Should there be any change in your medications, please let the nurse know so that she will make a note of it on the emergency card which is kept on file in the office.

### **FOOT CARE CLINIC**

The third Friday of each month two Foot Nurses from the Visiting Nurse Association (VNA) offer a foot clinic between 9:00 am and 1:00 pm in our Beauty Salon on the first floor. You must call the VNA at 651-3539 to schedule an appointment. The charge for this service is \$25.00, paid directly to the Visiting Nurse Association.

## **FOOT DOCTOR**

Dr. Luca DiMatteo holds a first-come first-serve clinic every other month on a Monday between 9 and 10 am in the Beauty Salon. Please refer to your monthly calendar for the exact date and time of his visit. Residents may call Dr. DiMatteo's office (651-8557) to arrange Medicare payments.

## STAFFING SCHEDULE

### ADMINISTRATION

Tony Uanino, Director	Monday-Friday 8:00 AM – 4:00 PM
Nanette Bantea, Assistant Director	Monday-Friday 9:00 AM – 12:00 PM

---

### HOUSEKEEPING

Tracey Storey	Monday-Friday 7:00 AM – 3:00 PM
---------------	---------------------------------

---

### MAINTENANCE & TRANSPORTATION

Rich Yirga – Maintenance	Part-time (usually Mon - Wed)
Erik Hanson -- Maintenance	Part-time (usually Thur - Fri)
Carol Grayson – Van Driver	As needed for scheduled activities

---

### HAIRDRESSER

Carol Grayson	As scheduled
---------------	--------------

---

### WEEKEND DIRECTORS

Carol Doyon	Saturday 8:30 AM – 4:30 PM
Margaret Lavoie	Every other Sun. 8:30AM-4:30PM
Joan Sereda	Every other Sun. 8:30AM-4:30PM

---

### NIGHT STAFF

Emil & Nanette Bantea (live-in)	Sunday–Thursday 4:00 PM – 8:00 AM
Carol Grayson	Friday, 4:30 PM – 8:30 AM Sat
Carol Doyon	Saturday 4:30 PM – 8:30 AM Sun.

---

\*\* A staff person is in the building 24 hours a day and available for emergency and security purposes. In case of an emergency, use the pull cord (available in the bathroom and the bedroom) to summon help. In non-emergency situations, please call the office at 651-0438. The staff is not always available to answer the office telephone and your call may be picked up by an answering machine, so please leave a message.

## **BOARD OF DIRECTORS 2008**

**Nathan Woodworth, PRESIDENT**

**Nancy Grant, VICE PRESIDENT**

**Jerold John, TREASURER**

**Janet Vincent, SECRETARY**

**Alice Piers, BOARD MEMBER**

**Tony Uanino, DIRECTOR**