

**RULES AND REGULATIONS**  
**RESIDENTS' INFORMATION**  
**HANDBOOK**

**BELDEN FOREST COURT**

**AN INDEPENDENT LIVING  
RETIREMENT COMMUNITY**

**40 FIRETOWN ROAD  
SIMSBURY, CONNECTICUT  
06070**

**860-651-0438  
BeldenForestCourt.com**

**Revised and Adopted 11/06/19**

## TABLE OF CONTENTS

|   |         |
|---|---------|
| INTRODUCTION .....                              | Page 4  |
| INDEPENDENT LIVING AT BELDEN FOREST COURT ..... | Page 5  |
| USE OF UNITS .....                              | Page 5  |
| COMMON AREAS .....                              | Page 6  |
| ACTIONS OF UNIT OWNERS .....                    | Page 6  |
| DRESS CODE.....                                 | Page 7  |
| ADMINISTRATION .....                            | Page 7  |
| CONDO FEES .....                                | Page 7  |
| KEYS .....                                      | Page 8  |
| MAIL .....                                      | Page 8  |
| STORAGE .....                                   | Page 8  |
| FIREARMS .....                                  | Page 8  |
| INSURANCE .....                                 | Page 9  |
| MAINTENANCE .....                               | Page 9  |
| RUBBISH REMOVAL .....                           | Page 9  |
| RECYCLING .....                                 | Page 10 |
| MEALS .....                                     | Page 10 |
| EMERGENCY CALL SYSTEM .....                     | Page 11 |
| EMERGENCY INFORMATION .....                     | Page 11 |
| 24-HOUR STAFF... ..                             | Page 11 |
| NEWSPAPERS .....                                | Page 11 |
| OUTDOOR DECORATIONS .....                       | Page 12 |
| CLEANING AND LAUNDRY SERVICE .....              | Page 12 |
| PETS .....                                      | Page 13 |
| RECREATION .....                                | Page 13 |
| MOTOR VEHICLES .....                            | Page 14 |
| PARKING .....                                   | Page 14 |
| WINTER PARKING AND CAR SNOW REMOVAL .....       | Page 14 |
| TRANSPORTATION .....                            | Page 15 |
| HAIR SALON .....                                | Page 15 |
| BOARD OF DIRECTORS .....                        | Page 15 |
| STAFF .....                                     | Page 16 |
| TIPPING .....                                   | Page 16 |
| OTHER UTILITIES .....                           | Page 16 |
| COMMON AREA USE .....                           | Page 16 |
| SMOKING POLICY .....                            | Page 17 |
| FIRE EMERGENCY PROCEDURES .....                 | Page 17 |
| FIREPLACES.....                                 | Page 17 |
| POWER OUTAGE .....                              | Page 17 |
| ABSENCES .....                                  | Page 18 |
| HEALTH CLINIC .....                             | Page 18 |

|  |         |
|--|---------|
| Addendum 1: Suggested Guidelines.....      | Page 19 |
| Addendum 2: Collection Policy .....        | Page 21 |
| Addendum 3: Foreclosure Policy .....       | Page 23 |
| Addendum 4: Recycling .....                | Page 25 |
| Addendum 5: Pet Agreement .....            | Page 26 |
| Addendum 6: Fire Emergency Procedures..... | Page 27 |
| Signature Page .....                       | Page 29 |

# **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 an independent living, retirement community for people over the age of 55. It is not a medical facility or an assisted living facility. The office keeps a record of your physician's name and number, which hospital you prefer, current medications and list of emergency contacts 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 an ambulance. If you wish to authorize people to enter your unit without your presence, you must provide a list to the office and keep it updated. If a person is not on the list, we will not let them enter your unit while you are out.

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 staff on call 24 hours a day, and should any emergencies occur, a staff person will facilitate getting assistance for you by getting in touch with family members and 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 a licensed and insured third party caretaker of your choice. See Addendum 1 regarding suggested guidelines indicating independent living is no longer suitable. The cost of any third-party caregiving service is the resident's responsibility. If you chose to hire a third-party caretaker, please notify the office.

## USE OF UNITS

Units may not be used for any purpose other than for residential use. No business for profit of any kind (except for home professions without employees or visits from the public) will be permitted on the property. Window displays, advertising or signs stating "For Sale", "For Rent" or "For Lease" are not permitted on the property or in any unit. Units may not be used or rented for transient or hotel purposes. There is a three month minimum for rentals.

Keys to individual units must be retained by the Executive Board or its designated agent (office staff) for use in emergency situations. Unit owners may not install or change locks on any door without the written consent of the Executive Board. If consent is given, the unit owner must provide an additional key to the office, allowing right of access in the event of an emergency. All locks must be keyed to Belden Forest Court's master key. See the office for details.

No electrical devices creating unusual electrical overloading may be used in the units. Misuse or abuse of appliances or fixtures within the unit is prohibited, and damage or noise complaints resulting from such misuse is the responsibility of the unit owner.

Any alterations or remodeling of a unit or any part of the building may not be done without permission from the Executive Board or Director. Any necessary permits must be obtained under any applicable law or regulation. The unit owner must provide license and insurance information from the contractor doing the work to the office and must advise the office of their plans prior to the start of work.

### **COMMON AREAS**

There should be no obstruction of common areas, nor can anything be stored in the common areas without prior written consent of the Executive Board.

Unit owners may not hang, display or place any objects on outside walls, windows or doors without prior consent from the office. No signs, awnings, canopies, shutters, antennas may be affixed or exposed on any part of the exterior of the building without prior consent of the Executive Board.

Trash barrels or any other obstructing personal property may not be placed on decks or patios. Patio furniture can be placed on a deck or patio provided that it does not interfere with the deck or patio of adjoining units. No rugs or mops can be shaken or hung from any windows, doors, decks or patios. Laundry cannot be hung or dried outside the units or in any of the common areas other than in the Laundry Room. There should be no accumulation of trash, debris or unsightly material in any of the common areas except in designated trash storage areas. Personal property may not be stored in any of the common areas.

Unit owners may not paint, stain or otherwise change the color of any exterior portion of the building. Each unit owner must keep his or her unit, and any limited common elements to which they have access (including decks and patios), clean and well-maintained. Decks, patios or windows cannot be enclosed or covered with awnings without the prior written consent of the Executive Board.

### **ACTIONS OF UNIT OWNERS**

Noxious or offensive activities are not allowed in any unit or in the common areas, nor shall anything be done, willfully or negligently, which may be or become an annoyance or nuisance to other unit owners or occupants. No unit owner shall make or permit any disturbing noises in the buildings by him/herself, family members, contractors, employees, agents, visitors and licensees, nor do or permit anything to be done by such persons that will interfere with the rights, comforts or convenience of other residents. No unit owner shall play upon or operate any musical instrument, phonograph, television, or radio on the premises at a high volume or in a way that will disturb other residents.

Unit owners shall comply with and conform to all applicable laws of the State of Connecticut and all bylaws, ordinances, rules and regulations of the Town of Simsbury and shall hold the Association and other unit owners harmless from all fines, penalties, costs and prosecutions for the violation or noncompliance of these laws.

No animal or reptiles of any kind shall be raised, bred or kept in any unit or common areas, except for a dog, indoor cat, or other household pet provided they are not kept, maintained or bred for commercial purposes. Approval must be obtained from the Director or the Executive Board to have pets in the building. Pets causing or creating a nuisance or unreasonable disturbance or noise shall be permanently removed from the property. Pets are not permitted in any portion of the common areas unless carried or on a leash, and at no time shall any pet be permitted to enter the dining room, kitchen, office, community room, library, laundry room or beauty shop. There is a limit of one pet per unit.

Unit owners and residents are responsible for the actions of their children, tenants, guests, pets, aides, employees, agents, guests or licensees.

No more than 2 people per bedroom are allowed to live in the unit at any time.

### **DRESS CODE**

Anyone in a common areas (halls, laundry room, etc) and on property, must be properly dressed including shirt, pants and shoes.

### **ADMINISTRATION**

Any consent or approval given under these Rules and Regulations may be added to, amended, or revoked at any time by resolution of the Executive Board after Notice and Hearing.

No unit owner shall send any employee of the management outside the property on any private business of the unit owner.

Any complaint regarding the management of the Common Interest Community or regarding actions of other unit owners should be made in writing to the Executive Board.

### **CONDO FEES**

All condo fees are due the first of every month and are considered late after the tenth of that month. Late fees apply after the tenth. See the Addendum 2 for the Collection Policy and Addendum 3 for the Foreclosure Policy.

If a unit owner, at their own risk, pays their monthly charge directly to an employee outside of the office of the Director, the Association and the Director accept no responsibility in the matter. All payments should be mailed or delivered directly to the office on the third floor.

## **KEYS**

You receive a total of three different 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. However, we do not 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. Any changes to unit locks must also be keyed to Belden Forest Court's staff master keys. Please contact the office prior to replacing any locks. Unit owners are responsible for any costs.

Please remember it is your responsibility to bring your keys with you when you leave the building at all times. The entrance doors are locked in the evening and will reopen in the morning. Times will vary depending on the time of year.

**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.

## **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 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 number in addition to your street address (Example: 40 Firetown Road, Unit #\_\_), on 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 or unused items 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. Gasoline, oil and other flammable accelerants are not permitted in the building.

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

## **FIREARMS**

Any resident who owns firearms must store them in a gun safe and have the proper safety locking mechanism attached. All firearms must be registered with the office so



that we may notify the Police and Fire Department in case of fire. Ammunition must be kept in a fireproof safe.

### **INSURANCE**

Nothing may be kept or done in the units or in the common areas which will result in the increase of insurance, including storage of hazardous materials and combustibles, without the written consent of the Executive Board.

Unit owners must comply with all rules and regulations contained in any fire insurance policy concerning the Common Interest Community or the property contained therein.

Damage or injury resulting from a fire or accident which affects the units or common areas, or the liability of the unit owners or Association, must be promptly reported to the Executive Board immediately following the incident.

Belden Forest Court carries a master insurance policy on the building. All owners should carry their own condominium insurance.

\*\*If you store or use oxygen, please let the office know and we will place a sticker stating "OXYGEN IN USE" on your door.

### **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). 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 repairs within their units, such as plumbing and electrical 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 and license information. 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. All lawn care and snow removal are the responsibility of Belden Forest Court and provided by the maintenance staff or its contractors.

### **RUBBISH REMOVAL**

Rubbish is picked up Monday-Saturday at 7 PM at your unit door except for holidays. 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, bagged and tied by 7 PM if you wish to have it removed. Keep trash in your unit to avoid leaks and tripping in the hall. An employee will knock and enter to remove trash. They have a key if you are not 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 or bring it to the dumpster in the parking lot across from unit #25. Please be sure your trash bag does not leak if you choose to bring it down to the storage area.

**DISPOSAL OF USED CAT LITTER IS THE PET OWNERS' RESPONSIBILITY AND SHOULD 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 pickup. (There will be an extra charge for this pickup 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. Any fees incurred by Belden Forest Court due to unauthorized items in or around the dumpster will be billed to the unit owner responsible.

**RECYCLING**

Recycling will be collected twice per week from your unit. If you wish to dispose of recycling yourself, you may bring it down to the storage area on the first floor next to unit #1 and place it in the large blue barrels.

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 bin from paper and cardboard – see the signs over each barrel. Glass and plastic containers should be empty and rinsed clean before putting in the barrels. Any items that can not be cleaned or rinsed should be put in the trash. Wet dog and cat food containers should go directly to the dumpster and not stored in the building to avoid unwanted smells or critters.

Please refer to Addendum 4 for instructions.

**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.**

**MEALS**

If you are interested, you may sign up for the McLean's Meals-on-Wheels program. Each week, they 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 available by calling Meals on Wheels, and residents

will be billed directly by McLean's. All ordered meals will be delivered to the office and then delivered to your room by a staff member. Optional Meals-on-Wheels can be ordered by calling 860-658-3980. Residents may also use other food delivery services at their own cost.

### **EMERGENCY CALL SYSTEM**

There is an emergency call system in each unit. You will find an emergency call button (cord) in your bathroom and bedroom areas. Keep emergency cords 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. **\*\*EMERGENCY CALL SYSTEM CALLS THE OFFICE AND 911\*\***. The staff member on duty that night or day will come to your unit and call for necessary help. Use the emergency cord only in emergencies. If you have any questions about how to use the emergency call system, please ask the office.

If you have any non-emergency situations where you require assistance, please call the office at 860-651-0438 and our staff will get you the necessary assistance.

### **EMERGENCY INFORMATION**

Each resident is provided with an Emergency Information magnetic pouch upon moving into their unit. This pouch holds information about you that is valuable to the medical personnel who are trying to help care for you in an emergency. Your emergency information should be provided to the office upon moving in and a copy will be given to you to place in the magnetic pouch. It should be hung in a visible spot on the outside of your refrigerator door. (DO NOT PUT IT IN A DRAWER.) Residents should update the information frequently as medications or other changes occur (i.e. address or phone number changes for family members).

### **24-HOUR STAFF**

Belden Forest Court offers its residents 24-hour, seven-day-a-week staff. Staff are generally in the office from 8:00 AM to 4:00 PM every weekday. After normal business hours or if nobody is in the office, staff can be reached by phone at 860-651-0438. Please leave a message if nobody answers. Call 911 in an emergency.

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 in the evening and reopened each morning.

### **NEWSPAPERS**

If you subscribe to the Hartford Courant, it will be delivered to your door by a staff person each morning. Please be sure to notify the Belden Forest Court office if you make any changes in the delivery subscription 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. Nothing is to be attached to the exterior of the building (décor, hooks, nails, etc).

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, gas and electric grills are not permitted on property per the Simsbury Fire Marshall.

## **CLEANING AND LAUNDRY SERVICE**

One laundry load of bed linens and bath towels are washed weekly by staff as part of our linen service. The housekeeper will remove the sheets from your bed and take them down to the laundry room. Residents who choose to remove their own bed linens must place a tag with their name and unit number in a pillowcase with their laundry. Only one load of laundry consisting of sheets and/or towels is permitted to be done by staff. Staff does not wash personal laundry or clothing. The night staff will wash, dry and fold your linens and return them to you in the evening. In rare cases, laundry may be returned the next day. The housekeeper will make up your bed with a second set of 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 supplies. Please clean all filters when finished with the dryers. Do not hesitate to contact the office if you have any questions or need assistance. The Laundry Room is open for daily use between 7 AM to 11 PM. Exception: Staff hours for laundering resident linens will be posted in the laundry room and may vary during the year. During these times, the laundry room will be closed to residents. When staff is done, residents may resume using the machines.

NOTE: Please keep noise levels down as there are resident's rooms near the laundry room.

Belden Forest Court offers weekly, light housekeeping only. During the cleaning of your unit, the bathroom will be cleaned, including sweeping and mopping. The bathroom counter and sink area must be cleared of all items if you wish to have it cleaned. Residents should move breakables or items 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 tops and sweeps/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 or pet fluids on them. We will not clean any carpets, area rugs, or floors with

body fluids on them. Staff are not responsible for 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 washers in the Belden Forest Court laundry facilities. Residents are welcome to hire an insured third party for any extra work.

During hot days, we ask residents to have the air conditioner turned on in their unit prior to arrival since housekeeping is a labor intensive job.

A resident's unit may be skipped if the housekeeper is sick or on vacation. We make every attempt not to skip a unit two weeks in a row.

### **PETS**

The Director's approval must be sought prior to bringing any pet to Belden Forest Court; only one indoor cat is allowed. Dogs are no longer permitted. 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. Refer to Addendum 5.

Pets are welcome at Belden Forest Court as long as they don't create a disturbance or cause a nuisance to any other resident or staff. Belden Forest Court reserves the right to have any pet removed for any reason it deems necessary. Dogs are not permitted, including visitors.

It is the owner's responsibility to clean up after their pets. 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, office, library, laundry room, beauty shop, or storage areas at any time. Residents who lease or rent their units must also have written permission from the unit owner in order to have a pet. Staff are not responsible for care or clean up of any pets. Visitors must follow the same rules as residents.

### **RECREATION**

A regular schedule of recreational 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.

## MOTOR VEHICLES

Parking areas shall not be used for any purposes other than to park registered passenger cars, except other motor vehicles which may be parked by occasional visitors in connection with commercial deliveries and services performed on the property.

Trucks, trailers, boats and motor vehicles other than registered passenger cars may be parked or stored only in such areas, if any, which are designated by the Executive Board. No vehicle may be parked in such a way as to impede or prevent ready access to any other parking space. Any vehicle other than a residents may not be kept on property for storage – short or long term. Please call the office with questions.

Residents who own motorcycles must be sure that they are licensed and equipped with approved noise control devices. They may only be driven on roads and driveways in a manner that will not disturb other residents.

## 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. If the resident no longer drives, and the car is given up, the parking space will be reassigned to another resident. The parking space cannot be used by family members, guests or to store a vehicle.

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. If it is necessary for your guest's car to stay in visitor parking overnight, please advise the office. 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, 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, if 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.

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

## WINTER PARKING AND CAR SNOW REMOVAL

Residents with cars on property will provide the office with a spare car key during the winter. Staff will move cars to a designated area prior to a storm (depending on the storm). After each storm when walks and roads are clear and salted, staff will clean snow off cars and return them to their parking spot. Staff will clean and move cars as fast as

possible, but some storms may take longer than others. Residents and visitors who do not give the office a key must call the office for the best place to put their cars prior to each storm.

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. This includes the resident's guests.

### **TRANSPORTATION**

The Belden Forest Court van is available for the residents' use on scheduled trips. Shopping trips to local banks, post office, drug store, and grocery store (Fitzgerald's) are scheduled on a weekly basis. The van also provides transportation to luncheons, social events at Eno Hall (Senior Center) 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, and some trips must be limited. 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 third 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 doctor's appointments or provide any personal shopping service. Arrangements should be made with family members or with a transportation service (for example: taxi, uber, lyft, 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 the hair stylist in the hair salon.

NOTE: Please keep the noise levels down as there are resident's units in the area of the salon.

### **BOARD OF DIRECTORS**

A list of the Board of Directors is provided by the office. The Board meets on a regular schedule listed on the website, on our monthly calendar, and in the office. Unit owners

are encouraged to address any issues or concerns with Board Members in writing and are welcome to attend meetings.

### **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 (see the office for details).

### **OTHER UTILITIES**

The monthly Association Fee includes most utilities (i.e. electricity, heat, and hot water) and other costs; however, you will be billed directly by phone, cable television, and internet services.

Frontier 1-833-850-0317  
Dial 611 (repair service)

COMCAST (cable service) Toll-free dial 1(866) 200-6680  
1-800-COMCAST (1-800-266-2278)

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

### **COMMON AREA USE**

The common areas at Belden Forest Court are 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, 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. Residents are requested to respect others in the building and adhere to quiet times before 8 AM and after 8 PM.



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

### **SMOKING POLICY**

Belden Forest Court is a non-smoking (and non-vaping) 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 (including decks and patios), effective 3/1/08. This policy applies to all owners, tenants, guests, employees, and service persons. Smoking will be permitted outside and away from the building in designated areas, and cigarette butts must be discarded properly (not in the grass, mulch, or driveway). See the office for details and locations. If the office receives complaints from smoke, you will be asked to extinguish the item – even if in a designated area.

### **FIRE EMERGENCY PROCEDURES**

Each unit comes equipped with a smoke alarm and CO detector. These alarms are checked quarterly, and the batteries are replaced annually. (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 or call 911. Each resident should know two ways out of the building from your unit.

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

Candles are not permitted.

See Addendum 6 for FIRE EMERGENCY PROCEDURES. Please read the instructions and then post the sheet in a prominent place in your unit.

### **FIREPLACES**

Due to growing safety concerns, fireplaces are NOT to be used for burning fires in the building. Fireplaces are to be used as decoration only.

### **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. If you have a cell phone, it is recommended that you keep it charged.

Belden Forest Court does not have its own generator and, should there be a power outage for any extended period of time during the winter months, residents will be advised to seek shelter with family members, stay at a hotel, or evacuate to a community provided shelter area. Staff will provide instruction if needed.

In the event of a tornado, take shelter in an interior room or hall with no windows, or if possible, use the Laundry Room on the first floor.

### **ABSENCES**

If you plan to be away visiting family/friends for any length of time or just overnight, please inform the office so we may inform police/fire in an emergency.

### **HEALTH CLINIC**

Once a month, a Registered Nurse from the Visiting Nurse Association (VNA) holds a health clinic in the Community Room Library on the third 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.

## ADDENDUM 1

### SUGGESTED GUIDELINES INDICATING INDEPENDENT LIVING IS NO LONGER SUITABLE

Although there is no medical assistance available at BFC to diagnose the following behaviors, and the reasons for them, all of these behaviors are an indication that a resident is beginning to have problems coping as an independent living person.

**ABUSIVE BEHAVIOR:** either verbal or non-verbal behavior with the intent to embarrass, intimidate, or insult another person.

**ASSAULTIVE OR VIOLENT BEHAVIOR:** direct physical assault such as hitting, kicking, throwing objects, etc. at another person with the intent of doing physical harm.

**DELUSIONS AND/OR HALLUCINATIONS:** there are many different types of false perceptions and numerous reasons for them, some of which include false visual or auditory perceptions.

**DISRUPTIVE BEHAVIOR:** any behavior exhibited by an individual that interrupts, disrupts, upsets normal routine, activity or persons in their environment.

**EMERGENCY SITUATIONS:** the inability to leave the building independently, and to use stairways in case of an emergency situation such as fire.

**EXTREME DEGRADATION OF PERSONAL HYGIENE:** the inability to bathe, maintain proper personal hygiene or to use toilet facilities safely and independently.

**FALLING:** when a regular pattern of falling develops and the individual needs help getting back on their feet or suffers injuries as a result of the fall. If falling is the result of a recent medical condition, such as a stroke or major surgery, rehabilitation is sometimes successful.

**HOSTILE BEHAVIOR:** threats or gestures of physical harm or violence through angry outbursts.

**INABILITY TO PREPARE MEALS:** when a resident becomes unable to prepare simple meals independently and is not receiving proper nutrition; or when the safety of the resident and of other residents is put into danger due to the inability of an individual to properly work their stove, microwave or toaster oven.

**MEDICATIONS:** when a resident becomes unable to take and monitor their own medications and as a result endangers their well-being by missing/skipping doses or taking the incorrect dose.

WANDERING: this behavior can cause problems for the wanderer and for others whom the wanderer might upset by invading their privacy. Danger can also come to individuals who wander and become lost, walk into traffic, walk outdoors during severe weather conditions, especially during the night, or otherwise put themselves into danger.

If any of these situations apply to a resident, the family will be notified. After every effort has been made to diagnose the situation, and no solutions rectify the problem or problems, every effort should be made to find a facility which will provide a safe and comfortable place for the individual.

In the event that the family refuses to comply with the situation, and the Director and Board of Directors agree, the Protective Services of the State of Connecticut will be notified.

(Revised 06/07)

## ADDENDUM 2

### COLLECTION POLICY for BELDEN FOREST COURT

Adopted June 30, 2010

#### I. Statement of Facts

- A. The association must collect all sums due from the unit owners in a timely manner in order to provide for the proper operation of the community.
- B. The association wishes to outline its standards for collecting assessments and other money due to the association.

#### II. Statement of Authority

- A. Article 19.3(e) of Belden Forest Court documents state Fees, charges, late charges, fines and interest charged against a Unit Owner pursuant to the Documents and the Act are enforceable as Common Expense assessments against his or her Unit. This also includes fees charged for any optional services provided to a specific unit (Article 19.3(a)).

#### III. Resolution

- A. All common assessments (condo fees) are due the first of every month and are considered late after the 10<sup>th</sup> of that month. Common assessments are determined annually with the adoption of the budget and are implemented every January 1.
- B. Late fees include a 5% charge of common assessments plus 1.5% interest calculated monthly on the total amount owed to the association by that unit.
- X. Any unit that is 30 days late will receive a demand letter from the association outlining amount due.
- Δ. Any unit that owes the equivalent of two months common assessment charges for that unit will be referred to the

association's attorneys for collections. The association's attorneys will be authorized to attempt to collect the amount due (including attorney fees) and foreclose on the unit if necessary. (refer to Belden Forest Court's foreclosure policy)

E. The association reserves the right to suspend any services until the account is current.

Φ. Any payments or communications made to the association while an account is in collections will be forwarded to the attorney handling the account.

Γ. If a resale certificate is requested, the attorney handling the account will be consulted prior to issuing a certificate.

H. Any returned checks will have a \$15 fee plus the cost of any bank charges incurred to the association.

I. Partial payments will be applied in the order as follows:

1. fines, late charges and interest;
2. Court costs, attorneys' fees and other costs of collections;
3. Other charges against the individual unit which are neither common expense assessments nor special assessments against all units or against all units of an individual class.
4. Special assessments;

Common expense assessments with payment being applied to the oldest balance first.

ADDENDUM 3

STANDARD FORECLOSURE POLICY  
FOR BELDEN FOREST COURT

Adopted June 30, 2010

Statement of Facts

- A . The association must collect all sums due from the unit owners in a timely manner in order to provide for the proper operation of the community.
- B . The association has authority under the Connecticut Common Interest Ownership Act to collect sums owed to it, and if necessary, to foreclose delinquent units.
- C . The association wishes to adopt a standard for commencing foreclosures.

Statement of Authority

- D . The documents of the association and Subsection 47-244(a) of under the Connecticut Common Interest Ownership Act gives the executive board the power to collect sums owed from unit owners.
- E . Section 47-258 of the Act permits the association to bring foreclosure actions against units to collect unpaid common charges.
- F . Subsection 47-258(m) of the Act provides that an association may not commence an action to foreclose a lien on a unit unless: the unit owner, at the time the action is commenced, owes a sum equal to at least two months of common charges; the association has made a demand for payment in a record; and the executive board has wither voted to commence a foreclosure action specifically against that unit or has adopted a standard policy that provides for foreclosure against that unit.

## Resolution

THEREFORE it is hereby resolved:

- G . Prior to sending a delinquent account to its attorneys, the association shall send the unit owner a written demand for the amounts owed.
- H . Once the association sends the account to its attorneys, the attorneys are instructed to make a written demand for payment. If, within 30 days, the unit owner does not bring his or her account, including applicable attorneys' fees, current or agree to and follow a payment plan that will bring his or her account current in six or fewer equal monthly payments, and the unit owner owes a sum equal to or greater than two months of common charges, the attorney is authorized to commence a foreclosure with no further action by the board.



ADDENDUM 4

**RECYCLING**  
**MONDAY & THURSDAY**  
**1:00 PM PICK-UP**  
**At Your Door**



(Recyclables may also be brought down and placed in the appropriate bins in the trash center on the 1<sup>st</sup> floor.)

To all BFC Residents:

Please review this list of recyclables and of what does **NOT** get recycled. Keep this list handy for future reference.

**RECYCLE**



|    |    |
|---|---|
| <p><b><u>Glass bottles &amp; Jars.</u></b> Rinse clean and remove &amp; discard all lids. Labels and neck rings may be left on.</p>   | <p><b><u>NO</u></b> light bulbs, mirrors, ceramics, flower pots, drinking glasses, Pyrex, broken glass or <b><u>unwashed</u></b> bottles.</p>   |
| <p><b><u>Metal Cans &amp; Aluminum</u></b> Food and beverage containers only. Must be rinsed clean. Do not flatten or crush.</p>  | <p><b><u>NO</u></b> aerosol cans, paint cans or unwashed cans. No clothes hangers.<br/> <b><u>NO aluminum foil or foil food containers.</u></b></p>                                   |
| <p><b><u>Plastic</u></b> – containers marked 1, 2, 3, 4, 5, 6 or 7<br/> Rinse clean.<br/> Do not flatten or crush.</p>  | <p><b><u>NO</u></b> plastic bags or containers from hazardous materials<br/> Food containers only, no hangers.</p>  |
| <p><b><u>Newspapers.</u></b> Newspapers and inserts only. Please place in <b><u>paper</u></b> bags only.<br/> <b>No plastic bags.</b><br/> <b>Do not mix with regular trash pick-up.</b></p>              | <p><b><u>Do Not</u></b> mix with other types of paper.<br/> No soiled paper.</p>  |
| <p><b><u>Mixed Paper.</u></b> Magazines, catalogs, junk mail, cereal and gift boxes. Remove box liners.<br/> Place all paper items in paper bags <b><u>ONLY.</u></b></p>                                  | <p><b><u>NO</u></b> wax coated or foil coated juice or milk cartons.<br/> No hardcover books.<br/> <b><u>NO wrapping paper.</u></b></p>   |
| <p><b><u>Corrugated Cardboard.</u></b> Corrugated cardboard boxes with two flat layers connected by a wavy layer. Boxes should be empty, flattened and placed with your other recyclable paper items.</p> | <p><b><u>NO</u></b> packing material (such as foam peanuts) or bubble wrap.<br/> <b><u>NO PIZZA BOXES OR CAKE BOXES.</u></b><br/> <b><u>NO BOXES LARGER</u></b> than 3 by 3 FEET.</p> |

ADDENDUM 5

PET AGREEMENT  
**Belden Forest Court**

*Retirement Community*  
40 Firetown Road, Simsbury, CT 06070, 860-651-0438

I, \_\_\_\_\_, have received permission from Tony Uanino, Director of Belden Forest Court, (and if applicable, the owner of my unit) to have a pet in unit number \_\_\_\_\_.

Type of pet: \_\_\_\_\_ Pet name: \_\_\_\_\_

I agree to abide by the rules, restrictions and regulations as stated in the Belden Forest Court Residents Handbook. It is the owner's responsibility to clean up after the pets and pets must be walked in designated areas away from the building (see the office for a map). Pets must be on a leash (6' max) at all times and can not be tied up to any fixed location on property. Pets are not allowed in common areas. A maximum of one pet per unit (indoor cat or dog under 25lbs) is allowed. If these rules are not followed, a daily fine of \$25 will be charged for each offense.

The Director at Belden Forest Court reserves the right to have any animal removed from the property at his or her discretion for any reason. If the animal becomes a nuisance in any way, or poses a threat to the safety of other residents or staff, or is a threat to the property, the Director may have the pet removed immediately and without notice. If the pet poses a threat or hinders staff from providing services, Belden Forest Court reserves the right to suspend any service.

All pets must be up-to-date on all shots including rabies and distemper. Please attach a copy to this agreement and return it to the office prior to bringing the pet to the property.

Please list two people who will be responsible for the care of your pet should you be unable to care for the pet.

1. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

2. Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

Resident's Signature: \_\_\_\_\_ Director: \_\_\_\_\_

Updated November 2019 Date \_\_\_\_\_

## ADDENDUM 6

### FIRE EMERGENCY PROCEDURES FOR RESIDENTS OF BELDEN FOREST COURT

Dear Resident,

Attached is an instruction sheet about what to do if the Fire Alarm or Smoke Detector goes off. Please read it to become familiar with the instructions and tack it on your door to the hallway. Read it occasionally to keep the instructions fresh in your mind.

Here are some frequently asked questions, along with the answers that will help you to understand the importance of these rules.

Q: If the smoke detector in my unit goes off, does it signal in the office or at the Fire Department?

A: The smoke detector in each unit only signals **IN THE UNIT**. That is why when your smoke detector goes off and you need help, you should pull your emergency cord. If you have smoke from, for example, cooking a steak or from burnt toast, you should open your **OUTSIDE DOOR AND/OR WINDOW** to let the smoke out. **DO NOT OPEN THE DOOR TO THE HALLWAY.** When the smoke reaches the hallway smoke detectors and sets them off...the fire department will respond and send the fire fighting equipment.

Q: Why shouldn't I use the elevator when the fire alarm is sounding?

A: When the fire alarm is activated, or when the power goes out, the elevator automatically goes to the first floor, the door opens, and it stays there.

Q: Why shouldn't I phone the office during an alarm, since I am worried and want to know what is happening?

A: Chances are all staff members will be away from the phone following procedures for dealing with the fire alarm. IF, during the fire alarm you have AN EMERGENCY SITUATION, pull your emergency cord. Staff members and the alarm company will be notified.

Q: How does the Fire Department get into the building if the doors are locked?

A: Located on the outside of the building near the two main entrances, there are two "Knox Boxes." Each fire vehicle carries a key to these boxes that, in an emergency situation, can be unlocked. Inside each "Knox Box" is a key to enter the building and a list of all the occupants and their unit numbers.

If you have any questions of your own, please do not hesitate to ask the Director or call the office. The safety of each resident is important. Please help us, your neighbors, and yourself by following the rules and procedures that have been established at BFC.

## BELDEN FOREST COURT

### **WHEN FIRE ALARM SOUNDS:**

DO NOT HESITATE---LEAVE IMMEDIATELY

- Know the location of all building exits and fire alarms.
- Know at least TWO WAYS OUT of the building.
- Use the stairs---the elevator will not work during a fire.
- Learn and practice your TWO WAYS OUT from your unit.

### **IF AN ESCAPE ROUTE IS BLOCKED BY FIRE OR SMOKE, USE AN ALTERNATE ROUTE.**

If you are trapped:

- Call the fire department (911) and tell the dispatcher where you are.
- Stuff clothes or towels in the cracks around the doors.
- Open a window a few inches to allow for fresh air. If smoke enters, close the window.
- Wait on your deck for the fire department to rescue you.
- Wave a flashlight or light colored cloth to help firefighters find you.

### **GO DIRECTLY OUTSIDE TO YOUR DESIGNATED MEETING PLACE.**

**PHASE I**----Units numbered from 1 to 16—should meet in the vegetable garden area.

**PHASE II**---Units numbered from 17 to 44—should meet in the parking lot near the dumpster.

GATHER AWAY FROM THE BUILDING—out of the way of the Firefighters and fire trucks.

Several emergency vehicles will be entering the area—be careful crossing the road to the meeting places.

Report anyone trapped inside or needing assistance to one of the firefighters.

DO NOT GO BACK INSIDE THE BUILDING FOR ANY REASON until the firefighters say it is safe to do so.

**Belden Forest Court**

*Retirement Community*

40 Firetown Road, Simsbury, CT 06070

860-651-0438

I have read and understand all the rules and regulations contained in the Belden Forest Court Residents' Handbook (rev. 11/6/19).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Unit # \_\_\_\_\_