

Lane Cove Retirement Units Association Ltd

Pottery Gardens - Self-Care Accommodation

2 Central Avenue, LANE COVE NSW 2066

Application Pack

To request an Application Pack to be posted to you, please telephone the Administration Manager on (02) 9428 2005 or send an email to potterygardens@lcru.org directly or via the link.

Qualifications for Residency

(24 November 2011)

1. Applications will only be accepted from prospective residents who are ready to move into Pottery Gardens within
 - (i) three months if currently renting, or
 - (ii) six months if needing to sell their own home.
2. On receipt of an application, each Applicant must attend an interview with the Selection Committee. The applicant must be accompanied to a second interview by a person holding an appointment of Enduring Guardianship using the form provided by the Association. The Enduring Guardian will have the authority to arrange alternative accommodation for the applicant when resident if Pottery Gardens accommodation becomes unsuitable. An offer of accommodation at Pottery Gardens will not be made by the Association until an Enduring Guardian is appointed by the Applicant. If the appointed Guardian becomes unable to act in this capacity in future, the Resident will be required to appoint another Guardian with at least the same authority.
3. Applications will be considered in order of acceptance except where the Selection Committee deems an Applicant to be in exceptionally needy circumstances.
4. Residents must be at least 55 years old, except in extenuating circumstances where an Applicant is entering a double unit with a partner who is at least 55 years old.
5. Preference will be given to those who have a past association with Lane Cove.
6. Priority will be given to Applicants on a Centrelink pension/benefit and they must provide a current Centrelink statement with their application. If not on any Centrelink pension/benefit a current Taxation Return must be provided.
7. Preference will be given to those who have fully retired, but if not, a resident must not be in paid employment for more than 20 hours per week.

Tel: (02) 9428 2005

Email: potterygardens@lcru.org

www.lanecoveretirement.org

ABN 95 001 673 614.

Authority to Fund Raise CFN 11170

Deductible Gift Recipient

8. Before entering Pottery Gardens, a prospective resident must provide a satisfactory medical certificate from a medical practitioner nominated by Pottery Gardens (at Pottery Garden's cost) and thereafter annually at the resident's cost. A second interview will then be held prior to allocation of a unit.
9. The applicant must be accompanied to the second interview by a person(s) appointed under an appointment of Enduring Guardianship to make decisions on personal, medical and lifestyle matters in case it becomes inappropriate for the applicant to continue in residence. The applicant may choose to also appoint an Attorney to deal with financial affairs.
10. After acceptance and prior to entry, an Applicant must pay the applicable Non-refundable Entry Contribution (\$15,000 for a single unit and \$16,000 for a double unit). If the Applicant is unable to pay this in full before entry, the contribution is increased by \$2,000 and all entry fees must then be paid in regular installments over a period of 5 years or less as determined by the Selection Committee.
11. In addition a \$200 refundable deposit must be paid at the time of entry to cover any expenses incurred by the Association when the Resident eventually vacates the unit. If the unit is left empty, clean and tidy except for normal wear and tear this deposit will be refunded at the discretion of the Association.
12. A Recurrent Charge ("rent") is payable every 4 weeks in advance. For single units this is 25% of the Single Age Pension and for double units it is 20% of the Couple Age Pension. Following increases in the Centrelink Age Pension this charge will increase proportionately but will remain at 25% of the single and 20% of the couple pensions.
13. The recurrent charge must be paid by periodic payment direct to the Association's Commonwealth Bank account every 28 days.
14. Where 2 persons occupy a double unit, should one of them vacate the unit for any reason, the remaining Resident must continue paying the recurrent charge at the double unit rate until they vacate the unit but may move to the first available single unit if they wish.
15. Every resident is required to be a member of the Association. A new resident must pay the Annual Membership of \$2.00 before entry and thereafter prior to each AGM.
16. Residency of Pottery Gardens continues as long as the Resident is capable of self-care and is not disruptive to other residents. If either of these becomes an issue the resident may be asked to leave Pottery Gardens in accordance with the Rules and Residence Contract.

Rules of Residency

Pottery Gardens, Lane Cove NSW 2066

(Ratified by the AGM on 15 October 2013)

1. The terms of the Residence Contract apply unless superseded by these Rules.
2. Each resident has an obligation to engender a positive attitude to all fellow residents and to respect their right to enjoy living at Pottery Gardens. The Office should be advised of the presence on the premises of persons who are not invited guests of a resident or not a contractor engaged or authorised by the Office.
3. The Association provides the accommodation on the basis that each resident can care for themselves and could evacuate the premises unaided in the event of an incident. Each resident is required to provide a statement by a medical practitioner each year confirming that the resident can care for themselves and is capable of safely residing (alone) in the Unit. It is each resident's responsibility to inform the Board via the Office of any material changes to their personal situation including any with implications for their mobility, health and safety. The Association reserves the right to arrange for professional health service staff to assess whether a resident requires care that cannot be provided adequately while a resident at Pottery Gardens.
4. The Association's representatives inspect each Unit annually to determine whether it is being adequately cleaned and cared for and to establish whether repairs are needed. Reasonable access will be given to staff and contractors involved in maintaining the premises and all services to it and the Units.
5. All residents must become familiar with the fire safety procedures and evacuate their Unit as provided in the instruction displayed therein. Residents are required by law to participate in the fire drills. Furniture in the Unit should not be of a design or so arranged as to obstruct movement within the Unit or constitute a trip hazard. Access to the fire extinguishers must not be obstructed or visually obscured by items of personal property such as pot plants. Each resident is responsible for minimising the risk of fire breaking out in their Unit by observing safe cooking practices and removing excess flammable material such as paper from the Unit.
6. Residents may keep only a small caged bird or a fish as a pet. A resident's visitors may bring onto the premises one dog on a lead only between the hours of 8 am and 8 pm on condition that the animal does not disturb other residents by barking or in any other way. The dog must not be left unattended by its visiting owner at any time and must be kept on a lead at all times while outside the Unit and on the Association's premises. Any droppings or urine is to be immediately cleaned up and disposed of by the visitor or the resident being visited.
7. Residents may be employed for up to 20 hours per week.
8. Eight double units are provided for couples. When one partner ceases to occupy the unit, the remaining partner may be required to transfer to a vacant single unit.
9. An existing resident may invite a visitor to remain overnight in the Unit for up to two nights in any month without first obtaining the consent in writing of the Administration Manager on behalf of the Association. In exceptional circumstances, such as to address the care needs of the resident, stays longer than 2 nights in a calendar month will be considered. Such stays will be subject to prior approval and be limited to 14 nights in any 12 month period. As provided by the Contract, stays of any longer duration will require a formal

application by the guest to determine whether permanent accommodation will be provided at Pottery Gardens in accordance with then current admission requirements. Children visiting a resident must not inconvenience other residents and if aged less than 12 years old must be accompanied by an adult when in common areas.

10. Eight (8) communal laundries are provided with washing machines, drying cabinets, wash tubs and ironing boards, to be shared by the sixty-five (65) units. A roster system gives each unit the full use of facilities one day each week. As there are free times during the week, use of the laundries on Sundays should be avoided.
11. Laundries must be used by residents in accordance with the notices displayed therein. Residents are required to clean and tidy up at the conclusion of their allotted period so that professional cleaning is only required monthly.
12. A resident may use a laundry on day(s) other than their set day, by agreement with the resident(s) rostered for that alternative time or at an unallocated time with permission from the Administration Manager. The laundries are not for commercial use or for the benefit of any person other than residents.
13. Articles of clothing, towels, mats, brooms or mops must not be hung to dry in any place visible to other residents, or from the street, except on the clothes lines provided outside the laundries.
14. No dust pans are to be emptied or brooms, mops or mats shaken over the balcony or upper story walkways. Care must be taken when washing down upper story walkways and balconies to avoid water spilling over the edges onto the floor below.
15. Pot plants may be placed outside kitchen windows in the recess but there must not be any obstructions to common walkways. Residents may plant and maintain their own plants in common garden areas identified in consultation with the Administration Manager.
16. Storage is provided in small store rooms by arrangement with staff. The limited capacity of these store rooms requires regular reassessment of the need for such items to be retained. Personal property, papers, boxes etc. must not be placed or stored in common areas.

The Refundable Deposit (\$200 as at 1st July 2008) is retained to cover any unforeseen costs incurred by the Association when a resident vacates their unit. The Administration Manager may deduct from the refundable amount any costs incurred to remove (and store) any personal effects and to ensure that the Unit is sufficiently clean to enable another resident to occupy it. Any balance will be promptly refunded to the former resident or their nominee