

COUNCIL MEETING NOTES

December 2, 2019 Regular Meeting

Call to Order Eric Shawn called the meeting to order at 9:00 a.m.

What we value and are grateful for: family & friends at Rose Villa for Thanksgiving, sunny weather, Christmas coming, good weather at the Coast, for the Council, the movie "Mr. Rogers".

Consent Agenda November meeting notes approved

Reports

Treasurer's Report (Marilee Wetten) See Attachment #1

Council Safety Committee (Janet Strickland) See Attachment #2

At the November meeting, Cindy Brown reported on use of the Apple Watch as an emergency alert device.

After several months of discussion, the Safety Committee will make a proposal about wayfinding at today's Council meeting.

Madrona Grove Liaison (Lois Weathers) See Attachment #4

Madrona Grove residents will be making holiday centerpieces on December 5 and will sing Christmas carols on Main Street on December 24.

Council Communications Committee (Julia Layden)

The Communication Committee has completed the survey of volunteer opportunities and activities and the information is being updated on Touchtown by RV staff. We request all organizations keep their leadership and contact information up to date by sending any changes to Beth Knoll (eknoll@rosevilla.org).

Cindy Brown is working on a program similar to Next Door but just for Rose Villa. It sends a message from an individual to the entire group, similar to Next Door. It's in the trial stage to determine its effectiveness.

Council Pet Committee (Suzanne Townsen)

A campus-wide meeting of pet owners is being planned. Watch for details. And look for pet cartoons in Rose Villa News!

Archivist (Jean Coberly) no report this month

Food Think Tank (Suzanne Townsen) The Committee had a good meeting discussing menus, a curtain to block sun coming through the garage doors, coffee bar, and small bites. We can expect extended hours at Harvest Grill.

Rose Villa Management (Tina Moullet) The management team is working on an agenda of events for 2020. The goal is a well-planned calendar that minimizes schedule conflicts.

Health Services (Erin Cornell) no report this month

The Foundation (Bill Cunitz) See Attachment #5
The annual Fall Arts and Food Festival raised a record \$5,850! There was high resident involvement this year. Many thanks to those who volunteered. Plans are already underway for 2020's Fall Festival on November 14, 2020.

Group Reports Send to RVRACouncil@gmail.com by the 25th of the month.

Agenda – New Business

Wayfinding – Safety Committee Proposal (Tom Wilcox)

See Attachment #8

Tom presented information about the need for accurate and efficient wayfinding by emergency personnel who respond to incidents on campus. He expressed confidence in the ability of Clackamas Fire personnel to find RV apartments but was less confident about ambulance companies who might come from several miles away. In particular, he noted that AMR personnel look for site maps when they arrive at an unfamiliar location.

The Safety Committee has been studying wayfinding over the past few months. Initially, the discussion focused on ensuring that emergency vehicles reach apartments as quickly as possible. The enhanced 911 system has helped significantly with that issue, but wayfinding continues to be a concern.

The Safety Committee proposes that a map kiosk with a lighted sign on top that says “Campus Maps” be installed on Main Street, perhaps, near the RV front entrance. Readily available maps would benefit various campus visitors:

- emergency responders, when needed
- friends and family who arrive—especially after business hours
- caregivers and delivery people

Tom also presented a campus map that identified groups of apartments as a neighborhood by using a 2-letter code for each building. That map was well-received by the Council. See Attachment #8 page 1

The Council agreed a map kiosk on campus would be helpful and referred the issue to the Executive Committee to work out details.

Discussion will continue at the January Council meeting.

Announcements and Updates

- Campus Renovation Update See Attachment #6
- Facilities Operations Update no report this month
- Employee Christmas Fund (Sue Townsen) \$135,000 will be distributed to employees at the Christmas Party on December 6.
- Employee Christmas Party The Party is scheduled for December 6. Festivities begin at 3 PM in the PAC with a talent show in honor of our employees. That is followed by refreshments in the lobby and distribution of checks in the Club Room.
- RVI Board of Directors Reports to the Council (Eric Shawn) See Attachment #9
- Council Forum Speakers
Dec: Eric Shawn

Suggestion Box

Suggestions & responses are published each month in the meeting notes. A digital suggestion box has been added under the Residents' Association icon as an alternative to the suggestion box in the mailroom.

- (Aug 2019) Could buddies assist new residents for a longer time?
Update: Suggestion forwarded to the Welcoming Committee
- (Sep 2019) Have you thought about a vending machine for snacks and drinks in the Club Room? Would be good when Harvest Grill is closed.
Update: Our expected volume is too low to be of interest to commercial vendors. We'll check with F&B staff about other options
- (Oct 2019) Install the equipment necessary to watch and hear/listen to videotape recordings.

Open Forum

(Dec) Philip Riedel reported that he's only receiving some of the emails from Rose Villa (pbx@rosevilla.org) It was suggested that he add pbx1@rosevilla.org and pbx2@rosevilla.org to his contacts list.

Upcoming Meetings

Next Forum: Tuesday, December 17, 2019 at 2:00 p.m. in the PAC

- Council speaker Eric Shawn
- Group speaker

Next Council Meeting: January 6, 2020 at 9:00 a.m. in the PAC

Next Executive Committee Meeting: Saturday, December 14, 2019

Meeting Adjourned: 10:01 a.m.

ATTENDANCE

Number of Guests Who Signed In: 18

Staff Members in Attendance: Tina Moullet

| | | |
|------------------------------|---------------------------|-----------------------------|
| P Eric Shawn, Chair | P Vivian Scheans, MG Rep | P M.A. Malone (G#6) |
| P Helen Lyons, Past Chair | P Bill Cunitz, Foundation | P Suzanne Townsen (G#7) |
| AB Vice Chair (empty) | P Dori Jones (G#1) | P Julia Layden (Group #8) |
| AB Marilee Wetten, Treasurer | P Bill Rector (G#2) | P Philip Riedel (Group #9) |
| AB Jean Coberly, Archivist | P Byron Windhorst (G#3) | P Darlene Larson, Secretary |
| P Lois Weathers, Liaison MG | P Judie Hansen (G#4) | P Evelyn Cole, Secretary |
| | P Doug Walker (G#5) | |

Councilor Reports, December 2019

Group 1 Dori Jones

Health, Wellness and Safety

Wellness - Rene Swar: no report this month

Ready Force – Steve Morris: The Ready Force Earthquake Preparation Core Plan is complete. We plan to announce it at an event in the PAC in January, and roll it out neighborhood-by-neighborhood starting in late January through neighborhood meetings.

At each meeting the neighborhood Ready Force leader will summarize the Core Plan, and then use the "Map Your Neighborhood" process which shows residents what to do in an earthquake, and has them complete a worksheet showing each neighbor's skills, supplies, equipment and tools that could be helpful to know about in an earthquake. We have completed the first test-run neighborhood meeting at North Pocket. We had 15 of the 18 households participate, received a very positive response, and are already seeing North Pocket neighbors add to their disaster preparedness kits.

We've also completed the first prototype of a Ready Force Neighborhood Disaster Container with first aid supplies and some basic shelter repair materials. As budget allows, we'll create one of these for each neighborhood.

UNA-USA – Kay Schmerber: The UNA-USA Rose Villa Chapter is delighted to report the amazing generosity of Rose Villa residents and staff, and thank everyone for their donations -- over \$3,300 was collected for UNICEF! Final figures, as well as end of year reports, will be announced at our Annual UNA-USA Membership/Election Meeting on January 28, 2020, at 7pm in the PAC. Our guest speaker for the evening will be Duke Castle from the *L.O. Sustainability Network*. Watch for the upcoming flyer. We are pleased to welcome 7 new, and 5 renewed members. Becoming a member of the *UNA Chapter Steering Committee* might be what you're looking for -- a way to spend time with other residents working to support the most essential goals of civilization. No small order! *Help us help others.* Contact Kay Schmerber at x3172.

Council Safety Committee – Janet Strickland: Cindy Brown reported to us as to her opinion in using the Apple watch as possible emergency medical device. Thank you, Cindy.

Discussion continued with concerns about way finding for emergency vehicles. The e911 program addresses many problems but many questions continue. The Safety Committee approved asking the Resident Council to add the idea of a map kiosk at the main entrance as an agenda item in December.

White paint on stairs leading to the CAB has been applied and is appreciated.

Residents are reminded that when an emergency occurs, leave space for the emergency teams to do their work.

Our next meeting will be December 16 at 10:00 AM in the Board Room.

Group 2 Bill Rector Service

Friendship Corps - Lois Weathers: Note: The Opening Minds Through Art program will resume in the spring. Training is offered for this much-loved program. If interested, call OMA Coordinator, Marianna Jones, at x3276.

Volunteer Recognition - Bill Rector: We look forward to the 2020 Volunteer Recognition Program!

Employee Christmas Fund – Marilee Wetten & Suzanne Townsen:

| | |
|---|---------------------|
| Checking account balance as of 10 / 31 / 2019 | \$ 54,279.99 |
| Deposits for November 2019 | \$ 77,930.34 |
| Balance as of 11 / 30 / 2019 | <u>\$132,210.33</u> |

Group 3 Byron Windhorst Off-Campus Entertainment

Off Campus Entertainment - Byron Windhorst: Fewer trips were made or planned as a result of staff changes.

Wednesday, November 13.

Residents saw a performance of Shakespeare in Love at Lakewood Theater. It was comical and intriguing to imagine how Romeo and Juliet could have included a dog and pirates with a different name for the one of the main characters.

For reference, in 2020 the plays will be:

- January 30, Wait until Dark
- March 26, The Odd Couple
- May 21, Funny Girl

Tickets are available at the Lakewood Theater box office 503-635-3901. You can purchase tickets for a single performance. Season tickets may be available, in which case make sure you specify “plan D” and that you are with the Rose Villa group.

Please remember, important: After you have purchased tickets, sign up to reserve your spot(s) on the RV bus by calling ext. 3289. The bus loads at 6:15 pm.

As usual, keep watching the announcements on Touchtown and flyers for these quick day trips off campus. The Rose Villa News also lists them.

Rose Villa Choir – Miranda Manners, Andrea Drury: The Rose Villa Choir's mission is "To deepen and broaden community in the lives of Rose Villa residents through choral singing."

Here's what your choir has in store for everyone in December:

Holiday Music at Rose Villa

December 13, 11:00 - 12:00 in the PAC: The Rose Villa Choir, MelodicasPlus!, and Chimes Choir will share a special holiday music experience with you. Residents, staff, and families are invited!

December 20, 10:30 - 11:30 in the Club Room: Come sing Christmas Carols with James and Carol Carthel. All residents and staff are invited!

December 22, 6:30 - 7:15 in the PAC: A special UCF Vespers Service will feature The Rose Villa Choir and the MelodicasPlus! All are welcome.

Group 4 Judie Hansen

Spiritual Well-Being

Solarium Worship - Bud Robinson: no report this month

United Christian Fellowship – Jackie West: no report this month

Treasure House - Judie Hansen: New customers from the public continue to show up daily at our Torbank Treasure House location - the sandwich sign and large bright red OPEN flags are luring them in. We had big sales during the Fall Festival and Attic Treasures sale and will have nice fat checks to distribute to the Foundation and RVI at our breakfast on Friday, December 13 at 9 AM. Sign up for breakfast and help us celebrate. Because our new store is smaller, there seems to be an impression that we don't need as many donations - NOT SO! In September we stripped our inventory, and we need to build it back up to meet the demand. Bring clothes, housewares (especially kitchen items) home decor and collectibles to the Treasure House between the hours of 1-4 PM. If you need help, do a work order and maintenance will deliver it for you. If you are looking for a specific item or have furniture to donate, please call me at 3209 or email judie310hansen@comcast.net. On December 12 and 13, we will feature jewelry at our Antique Boutique. The gold and silver buyer will be on hand at 10 AM in the Club Room on Friday the 13th. If you have items to sell, please make an appointment through Resident Services.

Group 5 Doug Walker

Outdoor Activities

Community Garden - Jan and Dave Dobak: The growing season is over.



Here is a photograph of the setup as the volunteers would like to see it. (I think Food and Beverage would also like table cloths to protect the tables):

Council Pet Committee (POST) – Suzanne Townsen: The Committee reached out to Samantha Kocher about having a meeting of all Pet Owners. Discussions will continue. Got a cartoon to be put in the RV News.

Group 8 Julia Layden Sustainable Living

Bringing Nature Home - Wes Brown: No report this month

Green Team – Jean Lofy: The Green Team is updating its mailing lists and various sub-teams. The plan is that there are mailing lists for each sub-team and that everyone on those sub-teams will be included on the main monthly Green Team list that sends out a monthly agenda and the minutes unless they opt out.

Susan Hyne chairs the Food Sub-Team focusing on food and climate emergencies with topic clusters: Grow food, Harvest and Preserve Food, Cook and Eat Food, Educate/Advocate on Food Climate Issues.

Group 9 Philip Riedel Leisure Activities

Sewing & Quilting Studio – Pam Duren: no report this month

Woodshop - no report this month

Readers’ Theater - Byron Windhorst: Readers Theatre performed an act of their own and coordinated the entertainment by residents for the Employee Appreciation Party on Friday, December 6. The talent show included residents performing various acts from Tap Dancing to readings of stories and poems as well as musical acts. Readers Theatre wishes to thank all who participated in making the show come together in honor of our wonderful employees.

Readers Theatre reads short plays with each person reading a part of one of the actors. No memorization or acting experience is required. You get to take the part of a character. Just come and enjoy reading short plays together within our own group. There's no need to be a performer in a public performance. Your ideas and participation are very valuable. Our numbers have dropped for various medical reasons and one resident has moved away. Come see what it's about. New residents?

Book Club - Evelyn Cole: Our book for January is *THE MOONSTONE* by Wilkie Collins. Join us on the second Tuesday of each month at 2:00 PM in the Vista Lounge for a lively discussion.

Weavers' Group – [open]: inactive

ATTACHMENT #1 Treasurer's Report Dec 2019—page 1 of 4

Residents' Association Council
2019 Report

| <u>Committee Name</u> | <u>Oct-19</u> | <u>Nov-19</u> | <u>Dec-19</u> |
|------------------------|---------------------|---------------|---------------|
| RAC General | \$ 2,389.43 | \$ - | \$ - |
| Garden Committee | \$ 841.31 | | \$ - |
| Restricted Funds | \$ 961.70 | \$ - | \$ - |
| P.O.S.T. | \$ 83.62 | \$ - | \$ - |
| Choir | \$ 2,446.72 | \$ - | \$ - |
| Wood Shop | \$ 2,493.71 | \$ - | \$ - |
| Treasure House | \$ 13,679.78 | \$ - | \$ - |
| Education Committee | \$ 7,783.04 | \$ - | \$ - |
| Sewing & Craft | \$ 1,705.66 | \$ - | \$ - |
| Library Committee | \$ 4,697.19 | \$ - | \$ - |
| Totals Balance: | \$ 37,082.16 | \$ - | \$ - |
| GC Bottle Drop - Month | \$ 287.85 | \$ 187.70 | \$ 200.25 |
| GC Bottle Drop -Total | \$ 187.85 | \$ 287.70 | \$ 487.95 |

ATTACHMENT #1 Treasurer's Report Dec 2019—page 2 of 4

General Council 2019 Report

| <u>Date</u> | <u>Activity</u> | <u>Income</u> | <u>Expense</u> | <u>Balance</u> |
|-------------|------------------------------|---------------|----------------|----------------|
| 1/1/2019 | Transfer from Movie Comm | 975.83 | | |
| 1/1/2019 | Transfer from Computer | 734.32 | | |
| 1/31/2019 | New Comer's Lunch | | 15.00 | |
| 1/3/2019 | New Comer's Lunch | | 20.00 | |
| 1/25/2019 | RAC Tree Allocation | | 58.00 | |
| 1/31/2019 | RAC Tree Allocation | | 45.00 | |
| | | 1,710.15 | 138.00 | |
| | Balance as of January 2019 | | | \$ 1,758.76 |
| | | | | |
| 2/8/2019 | Reimb Supplies | - | 19.00 | |
| | | - | 19.00 | |
| | Balance as of February 2019 | | | \$ 1,739.76 |
| | | | | |
| 3/31/2019 | RAC Tree Allocation | | 75.00 | |
| | | - | 75.00 | |
| | Balance as of March 2019 | | | \$ 1,664.76 |
| | | | | |
| 4/30/2019 | New Comer's Lunch | - | 18.00 | |
| | | - | 18.00 | |
| | Balance as of April 2019 | | | \$ 1,646.76 |
| | | | | |
| 5/6/2019 | Transfer to Restricted Funds | | 1,710.15 | |
| 5/6/2019 | Reclass Tree Alloc | 178.00 | | |
| | | | | |
| | Balance as of April 2019 | 178.00 | 1,710.15 | |
| | | | | \$ 114.61 |
| | | | | |
| 5/7/2019 | RVI transfer to RAC | 3,000.00 | | |
| 3/31/2019 | New Comer's Lunch | - | 66.01 | |
| 5/31/2019 | New Comer's Lunch | - | 145.00 | |
| | | 3,000.00 | 211.01 | |
| | Balance as of May 2019 | | | \$ 2,903.60 |
| | | | | |
| 6/30/2019 | New Comer's Lunch | - | 203.49 | |
| | | - | 203.49 | |
| | Balance as of June 2019 | | | \$ 2,700.11 |

ATTACHMENT #1 Treasurer's Report Dec 2019—page 3 of 4

General Council
2019 Report

| <u>Date</u> | <u>Activity</u> | <u>Income</u> | <u>Expense</u> | <u>Balance</u> |
|-------------|------------------------------|---------------|----------------|----------------|
| 7/31/2019 | New Comer's Lunch | - | 58.01 | |
| | | - | 58.01 | |
| | Balance as of July 2019 | | | \$ 2,642.10 |
| 8/31/2019 | New Comer's Lunch | - | 135.00 | |
| | | - | 135.00 | |
| | Balance as of August 2019 | | | \$ 2,507.10 |
| 9/30/2019 | New Comer's Lunch | | 44.99 | |
| 9/30/2019 | Laser Xmas Check Order | - | 32.18 | |
| | | - | 77.17 | |
| | Balance as of September 2019 | | | \$ 2,429.93 |
| 10/31/2019 | New Comer's Lunch | - | 40.50 | |
| | | - | 40.50 | |
| | Balance as of October 2019 | | | \$ 2,389.43 |

Club Room Coffee

| | | Expenses | Income | Balance |
|------------|--------------------------|----------|---------|-----------|
| 4/19/2019 | <i>Beginning Balance</i> | | | \$8.20 |
| 5/1/2019 | Deposit | | \$10.70 | \$18.90 |
| 6/1/2019 | Deposit | | \$23.06 | \$41.96 |
| 6/16/2019 | Purchase coffee, creamer | \$83.47 | | (\$41.51) |
| 7/1/2019 | Deposit | | \$23.60 | (\$17.91) |
| 8/1/2019 | Deposit | | \$20.04 | \$2.13 |
| 8/18/2019 | Purchase creamer | \$9.49 | | (\$7.36) |
| 8/25/2019 | Purchase coffee, creamer | \$25.39 | | (\$32.75) |
| 9/1/2019 | Deposit | | \$37.05 | \$4.30 |
| 10/1/2019 | Deposit | | \$39.05 | \$43.35 |
| 10/22/2019 | Purchase coffee, creamer | \$83.47 | | (\$40.12) |
| 11/1/2019 | Deposit | | \$45.21 | \$5.09 |
| 12/1/2019 | Deposit | | \$37.30 | \$42.39 |

Restricted Funds
2019 Report

| Date | Activity | Income | Expense | Balance |
|------------|------------------------------|--------|-------------|------------------|
| | Balance as of May 2017 | | | \$ 2,960.15 |
| 6/30/2017 | Allocated Ready Force | | \$ 1,000.00 | \$ 1,960.15 |
| 10/31/2017 | Madrona Grove | | 250.00 | \$ 1,710.15 |
| 1/25/2019 | RAC Tree Allocation | | 58.00 | |
| 1/31/2019 | RAC Tree Allocation | | 45.00 | |
| 3/31/2019 | RAC Tree Allocation | | 75.00 | |
| | Balance as of April 2019 | | | <u>1,532.15</u> |
| | Balance as of May 2019 | | | <u>1,532.15</u> |
| | Balance as of June 2019 | | | <u>1,532.15</u> |
| | Balance as of July 2019 | | | <u>1,532.15</u> |
| | Balance as of August 2019 | | | <u>1,532.15</u> |
| | Balance as of September 2019 | | | <u>1,532.15</u> |
| 10/10/2019 | Ready Force Supplies | - | 351.45 | |
| 10/22/2019 | Evans Farms - Tree Alloc. | | 54.00 | |
| 10/22/2019 | Loen Nursery- Tree Alloc. | | 165.00 | |
| | | - | 570.45 | |
| | Balance as of October 2019 | | | <u>\$ 961.70</u> |

ATTACHMENT #2 Council Safety Committee Report December 2019

The Council Safety Committee met on November 18.

Cindy Brown reported on the use of an Apple Watch as a possible emergency medical alert device. Emergency medical alert devices are personal devices designed to summon help in an emergency.

- An Apple Watch is on the charger at night, so isn't available in case of a fall during that nighttime trip to the bathroom
- To call 911, the Apple Watch must be near your iPhone or have a phone chip; that means an Apple phone plan is required

A discussion about wayfinding on campus began with concerns about wayfinding for emergency response vehicles. The enhanced 911 program has addressed most of those concerns but other questions about wayfinding have been raised:

- possible circumstances where the responders aren't led or directed to a location by RV staff; Clackamas Fire vehicles carry maps which direct them to the emergency; AMR ambulances depend on site maps or staff to direct them to the emergency
- friends and family members need directions, especially after-hours
- caregivers and delivery people need directions.

The idea of a map kiosk near the RV main entrance was discussed. Tom W suggested that a box like realtors use with 8.5 by 11 inch maps under a lighted sign saying CAMPUS MAPS would help.

The Safety Committee approved asking the Resident Council to add the idea of a map kiosk at the main entrance as an agenda item for December.

Joe E circulated a list of steps to follow in the event that we see someone become unconscious. Various comments from the community seemed to focus on FINDING someone who is unconscious while the information sheet is dealing with SEEING someone pass out.

Other questions/comments included the following:

- would senior citizens remember what steps to take
- there was general agreement that some residents, the lifeguards for example, might be able to follow this protocol but many residents could not.

Discussion will continue at the December meeting.

ATTACHMENT #4 Madrona Grove Liaison Report December 2019

Activities of Madrona Grove Liaison during November 2019

- On November 4, attended with, introduced, and warmly welcomed Vivian Scheans, the new Madrona Grove Representative, to her first council meeting.
- Sorted through magazines now being regularly donated via a labeled basket in the Club Room. Incorporated new ones into the MG Bookmobile and recycled old ones. Improved cart labeling on magazines.
- Attended and participated in the very moving Boy Scout Flag Ceremony in honor of Veteran's Day in Madrona Grove on 11-11.
- Represented the Resident Council at Norrene Thompson's Memorial Services on Nov 9 and 13.
- MG residents, on Nov. 12 and 26, enjoyed perusing the Madrona Grove Bookmobile. Magazines continue to be the biggest draw. The cart book inventory is refreshed whenever there is an excess supply of books in the RV Library.
- With facilitator volunteer Gail Katagiri, the ongoing twice-monthly Tuesday Reminiscence Group gathers for 30 minutes just prior to lunch. The themes for recollection during November were "Places Lived" and "Thanksgiving".

ATTACHMENT #5 Rose Villa Foundation Report December 2019

As reported by Foundation Director Linda Reed in the latest issue of the RV News, our fall agenda is very full.

The Autumn Fund Raising program is roaring toward the finish line as illustrated by the Race Track knock-off in the South Building hallway. The Grand Prix campaign runs through December 31 and our goal is to raise \$32,600. At the end of November, I am pleased to report that we are closing in on the finish line and we feel confident that our goal for the year will be reached in coming weeks. Thanks to all who participate by making a contribution regardless of whether they play the race car game!

The annual Fall Arts and Food Festival raised more this year than ever before. A total of \$5850 was realized despite the absence of Barbara Siddall's jams & jellies and the Treasure House proceeds for the day, a departure of approximately \$1500 from 2018.

Many thanks to those who volunteered to serve in a variety of venues, signed up to exhibit or sell their art works, contributed goods for the raffle table to benefit programs that support financially at-risk residents, provide educational programs such as the Elder Law presentation or add needed enhancements to our lives in community, such as the Madrona Grove blanket warmer and the hospitality cart for family members caring for those on hospice, the cycling machine in the Exercise Room and the Reading Assist machine for those with compromised eyesight in the Library.

I am pleased to report that there was higher resident involvement this year than recently and plans are already underway for 2020's Fall Festival on November 14.

- Bill Cunitz, Foundation President 2019

ATTACHMENT #6 CAMPUS RENOVATION PROJECTS December 2019 Report

Classic Cottage renovations:

Cottage 61 is scheduled to complete 12-24-19

Cottage 319 began 9-23 and is scheduled to complete 1-28-2020

Temporary Laundry- Began 9-13 and is scheduled to complete 2-14-2020
(This includes time for Rose Villa to move current laundry equipment from current laundry to new location after contractor is complete)

Phase 3 early work

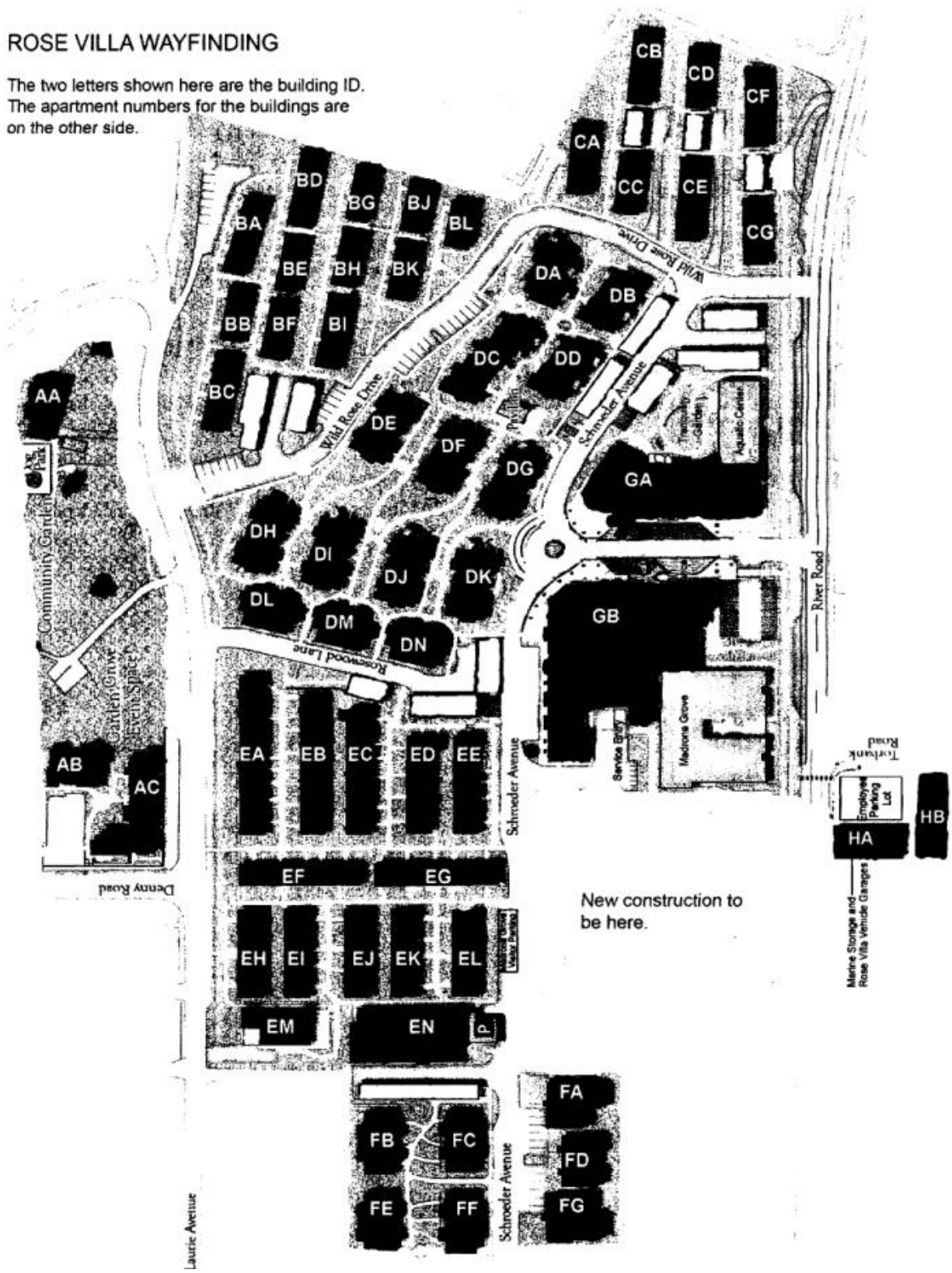
Hazardous building materials assessment is currently in progress and the onsite sample gathering will complete 11-26.

Note: This list contains the known large projects that are currently being tracked; the number and scope of projects taking place at Rose Villa are subject to change from day to day, and this list should not be viewed as comprehensive.

ATTACHMENT #7 FACILITIES OPERATIONS REPORT No report this month

ROSE VILLA WAYFINDING

The two letters shown here are the building ID.
The apartment numbers for the buildings are on the other side.



ROSE VILLA
APARTMENT NUMBER TO BUILDING ID

| Bldg. Apt. # | ID Level | Bldg. Apt. # | ID Level | Bldg. Apt. # | ID Level |
|--------------|----------|--------------|-----------|--------------|-----------|
| 56 to 60 | EG | 3001 to 3003 | DK upper | 6101 to 6103 | AC lower |
| 61 to 64 | EE | 3004 to 3005 | DK lower | 6201 to 6203 | AC Laurie |
| 71 to 74 | ED | 3006 to 3007 | DN | 6301 to 6302 | AC second |
| 82 to 87 | EC | 3008 to 3010 | DJ upper | 6104 to 6105 | AB |
| 94 to 97 | EF | 3011 to 3012 | DJ lower | 7101 to 7102 | FF first |
| 99 to 103 | EB | 3013 to 3014 | DM | 7201 | FF second |
| 111 to 117 | EA | 3016 to 3017 | DI upper | 7103 to 7104 | FC first |
| 208 to 209 | CG | 3018 to 3019 | DI lower | 7202 | FC second |
| 210 to 212 | CF | 3020 to 3021 | DL | 7105 to 7106 | FG first |
| 213 to 214 | CD | 3022 to 3024 | DH upper | 7203 | FG second |
| 215 to 217 | CE | 3025 to 3026 | DH lower | 7107 to 7108 | FD first |
| 218 to 219 | CC | 3027 to 3029 | DG upper | 7204 | FD second |
| 222 | CB | 3030 to 3031 | DG lower | 9201 TO 9202 | EM |
| 223 to 224 | CA | 3032 to 3034 | DF upper | | |
| 227 to 228 | BL | 3035 to 3036 | DF lower | | |
| 229 to 230 | BK | 3037 to 3039 | DE upper | | |
| 232 | BJ | 3040 to 3041 | DE lower | | |
| 233 to 234 | BG | 3042 to 3043 | DD upper | | |
| 235 to 236 | BH | 3044 to 3045 | DD lower | | |
| 237 to 238 | BI | 3046 to 3048 | DC upper | | |
| 239 to 240 | BF | 3049 to 3051 | DC lower | | |
| 241 to 242 | BE | 3052 to 3053 | DB upper | | |
| 244 to 245 | BD | 3054 to 3055 | DB lower | | |
| 246 to 248 | BA | 3056 to 3057 | DA upper | | |
| 249 to 250 | BB | 3058 to 3059 | DA lower | | |
| 251 to 253 | BC | 4201 to 4210 | GE second | | |
| 305 to 306 | EL | 4301 to 4306 | GE third | | |
| 307 to 309 | EK | 5201 to 5209 | GD second | | |
| 310 to 313 | EJ | 5301 to 5311 | GD third | | |
| 314 to 316 | EI | | | | |
| 317 to 319 | EH | | | | |
| 332 to 333 | FA | | | | |
| 334 to 335 | FD | | | | |
| 336 to 337 | FG | | | | |
| 338 to 343 | EN | | | | |



REPORT TO RESIDENTS COUNCIL

Rose Villa Board of Directors Meeting

October 24, 2019

Brad Smith called the meeting to order in the Training Room.

Consent & Meeting Agendas

The Consent and Meeting Agendas were unanimously approved with no abstentions. Consent agenda included September 26 meeting minutes along with reports from:

- CFO Finance (no change on IRS audit of Phase 1 2014 Bond Issue; Virtual Information Executives hired to review/assess technology systems & resources; Rose Villa purchased property at 1501 SE Courtney Ave; 41 of 42 new homes occupied; income & expenses met expectations),
- Sales and Marketing (1 new unit for sale), ongoing monthly Life Plan 101 events; Engagement Weave Email Marketing; Facebook campaign),
- Health Services (Madrona Grove census is 39 with 1 opening and a wait list; all CNA positions filled),
- Phase 2 (Complete except for remediation & warranty work),
- Phase 3 (Design development drawings in review).

Minutes of the September 26, 2019 Board of Directors meeting were unanimously approved with no abstentions.

Budget

The board discussed 2020 budget with proposed 3.75% resident rate increase and 5% Madrona Grove rate increase. The attached charts are pictorial representations for the Council of budget and personnel distributions among Rose Villa operating departments. **Board Action:** The Board approved the 2020 Rose Villa budget.

990 Review

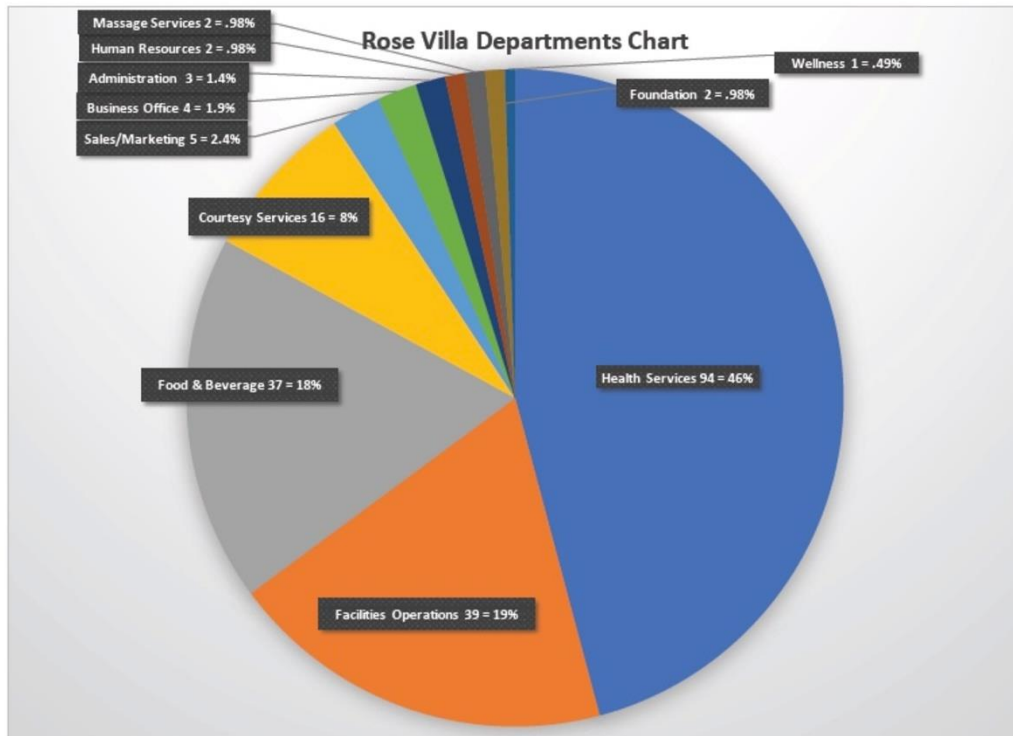
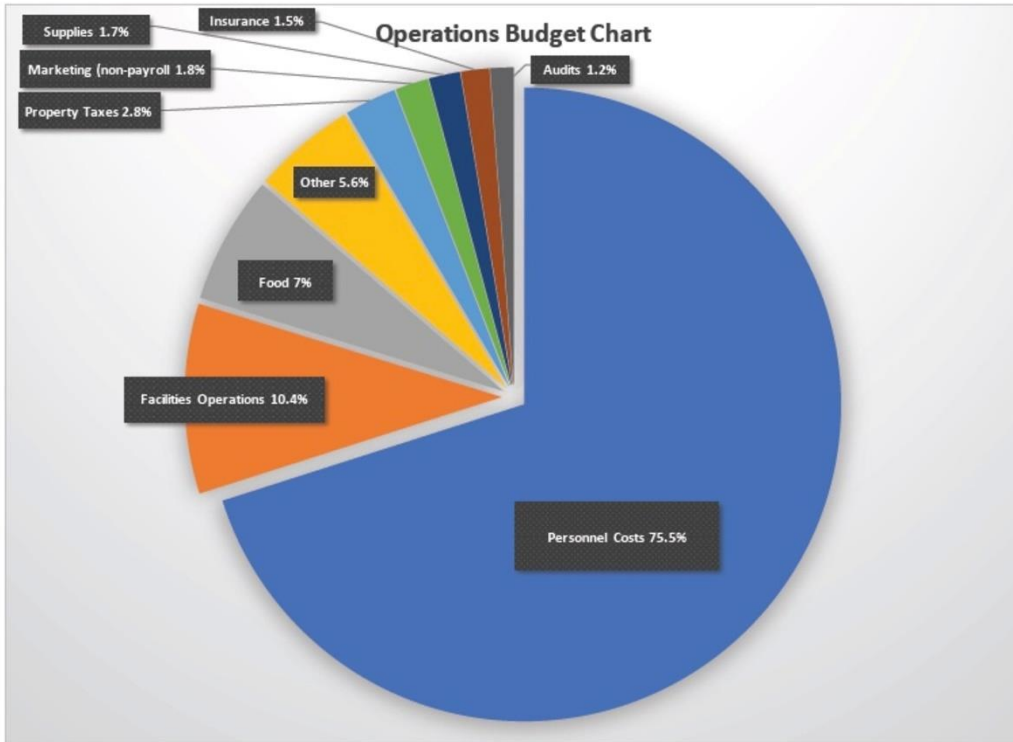
Board members reviewed the 2018 IRS Form 990 "Return of Organization Exempt from Income Tax."

Current Issues

Generational differences among residents and between residents and employees are becoming more clear.

Reporting to the Residents Council,

Eric Shawn
Council Chair





REPORT TO RESIDENTS COUNCIL
 Rose Villa Board of Directors Meeting

November 21, 2019

Chris Krenk called the meeting to order in the Training Room.

Consent & Meeting Agendas

The Consent and Meeting Agendas were unanimously approved with no abstentions. Consent agenda included October 24 meeting minutes along with reports from:

- CFO Finance (no change on IRS audit of Phase 1 2014 Bond Issue; Virtual Information Executives hired to review/assess technology systems & resources; Rose Villa purchased property at 1501 SE Courtney Ave; 41 of 42 new homes occupied; income & expenses met expectations with end of year expenses projected to be slightly under budget),
- Sales and Marketing (1 new unit for sale; Classic Cottage Waitlist @ 117; Phases 1&2 Waitlists @ 144; Phase 3 Priority 'Intent' deposits @ 43; ongoing monthly Life Plan 101 events average more than 20 guests with 2-3 becoming Future Resident Club members; Engagement Weave Email Marketing; Facebook campaign),
- Health Services (Madrona Grove census is 39 with 1 opening and a wait list; all CNA positions filled; DHS issued citations and fines for two incidents between residents; new systems implemented to prevent future incidents),
- Phase 2 (Complete except for remediation & warranty work). Rose Villa received a settlement check for the Phase 1 concrete issue. LMC is working to finalize repainting significant portion of Phase 2A homes. Green Hammer is working to address a difficult vertical sound issue.
- Phase 3 (Design development drawings in review.)

Minutes of the October 24, 2019 Board of Directors meeting were unanimously approved with no abstentions.

Phase 3 Financing

Vassar Byrd, Diane Gibson along with Zeigler representatives Sarkis Garabedian and Daren Bell made the Phase 3 Financing Presentation. The Finance Committee recommended that Rose Villa proceed with the Phase 3 project and move forward with construction drawings, financing commitments, preconstruction cost-readiness and receiving government approvals. **Board Action:** The Board unanimously approved the recommendation of the Finance Committee.

Reporting to the Residents Council,

Eric Shawn
Council Chair