

TABLE OF CONTENTS

Preface

CONTENT	PAGE #
Mission Statement:	4
Safety and Security:	5
Security	5
Vehicles	5
Personal Property	5
Emergency Telephones	6
Tag Boards	6
Fire Drills/Procedures	7
Severe Storm Procedures	8
Firearm & Weapon Policy	9
Ombudsman Council	9
Policies and Procedures:	10
Tobacco Use	10
Electric Cart & Wheelchair Policy	10
Leave of Absence	11
Guests in Resident Apartments	11
Monthly Service Fees	12
Donations, Bequests and Gifts	12
Tips and Gratuities	14
Employee Purchases of Resident Property	14
Pet Policy	15
Facility Services:	17
Transportation	17
Department of Pastoral Care	18
Social Services	19
Maintenance/Facilities	19
Housekeeping.....	20
Village Laundry	20
Trash Disposal	20
TV and Cable Services	21
Mail and Postal Services	21
Guest Apartments	22
Dining Services	22
Rehabilitation Services	24
Assisted Living Program	24
Med Center.....	24

Village Home Health.....	25
Pharmacy Services	27
Activities:	28
Activities	28
Knox News	29
Volunteer Opportunities	29
Amenities:	31
Common Areas	31
Wells Fargo Bank	31
Library Services	31
Convenience Stores	31
Beauty/Barber Salon	31
Gift Boutique & Chapel.....	31
Resident’s Rights:	32
Resident’s Bill of Rights:	35

PREFACE

Welcome to St. Joseph's John Knox of Tampa Bay, Inc.:

The Residents and staff of JKV welcome you to your new home. We are glad you have chosen to be with us. May your days be filled with peace, happiness and good health!

Your New Address in the Tower:
4100 East Fletcher Avenue, Apt. _____
Tampa, FL 33613

Your New Address in the Mid-Rise:
4000 East Fletcher Avenue, Apt. _____
Tampa, FL 33613

Front Desk Phone Number (813) 632-2327

Director of Resident Services (813) 632-2417
(813) 310-2582

Security Phone Number (813) 632-2372

This Handbook contains information and directive material that will provide you with knowledge that will assist you in your life at St. Joseph's John Knox of Tampa Bay, Inc., (JKV). It includes information that will define your responsibilities as well as those of the JKV staff.

It is in loose-leaf form to facilitate any additions, deletions or changes that may be necessary during the course of time. You will be advised when necessary and changed pages and instructions will be provided for you to insert in the Handbook.

Each copy of the Handbook is the property of JKV and is assigned to a specific Resident/residence at where it should remain.

MISSION STATEMENT

St. Joseph's John Knox of Tampa Bay, Inc., is a Franciscan sponsored not-for-profit life care community that exists for the primary purpose of preserving the highest physical, emotional, and spiritual quality of life for its Residents. We are guided by compassion and respect for every individual's dignity and worth.

In fulfilling our mission, we have a commitment to our employees. We endeavor to make just and ethical decisions and to provide equal opportunity for employment, development, and advancement. We will foster a sense of unity and teamwork and encourage the free expression of ideas.

We recognize the responsibility inherent in the lifetime commitment to our Residents to provide for their future security by practicing sound financial management.

We also believe that our concern and commitment extends to the community in which we live, work and serve. We practice good citizenship---cooperate with religious, charitable and educational groups in encouraging civic improvements, better health and education and in promoting human rights and social justice.

SAFETY AND SECURITY

Security

JKV maintains a security staff on duty twenty-four (24) hours a day, seven days a week. Nonetheless, we believe the JKV security is a shared responsibility among Residents and staff. Residents seeing anything of a suspicious or questionable nature are encouraged to report it immediately to the Front Desk receptionist at 977-4950, or security at 632-2372.

As with any private residence, Residents are encouraged to lock their doors when leaving their apartment. The residence will be locked with a knob lock when a Resident is admitted to the hospital, or plans to be away from the Village for an extended period of time. Keys to the residence are ONLY provided to specified persons as listed on the Resident information sheet. The keys are available for sign-out at the Front Desk.

Use of Security Locks for any other reason will delay emergency response. Any Resident using a security lock assumes full responsibility for delays in responding to emergencies relating to the use of a security lock.

Residents are encouraged to advise the security gate of any guests or visitors they may expect. This will reduce their delay at the gate.

Vehicles

The maximum speed limit throughout JKV is 10 mph. Please observe this for the safety of other Residents, guests and employees.

Residents who own automobiles are assigned one reserved Resident parking space. Resident must have a current valid driver's license to qualify for a parking space. Parking spaces are Non-transferrable. Family members are NOT assigned a parking space. Parking for family and guests is provided in marked areas, or where otherwise instructed by the security guard at the gate upon entering JKV. All guests and visitors are requested to register with the front gate security officer.

Reserved parking spaces are available in the parking garage for a reasonable fee. Contact the Marketing Department Move-In Coordinator for information on availability and rates for reserved parking.

Please inform the Marketing Department Move-In Coordinator immediately if you purchase a new car, or if your license tag number changes. If you sell your car you must also notify the Marketing Department. All vehicles must have a current registration. Parking spaces and vehicle identification stickers denoting "John Knox Village Resident" are assigned by the Marketing Department.

Personal Property

JKV is not responsible for theft, damages or destruction by any cause out of its control to the Residents' personal property or the personal property of Resident guests. The Resident is responsible and JKV recommends that the Resident obtain personal property damage insurance (Renter's Insurance). JKV participates in the Senior Crime Stoppers Program. For more information, please contact the Security Office and/or Resident Service Office.

Emergency Telephones

Centrally located, **RED** emergency telephones may be utilized by following the specific directions listed on or near the telephones. Please read and follow these directions and you will be automatically connected to the monitoring company who will notify the Front Desk. These red emergency phones are located in both dining rooms, all elevators, and in the public areas of the JKV buildings. Remember, these emergency phones are **RED**.

Tag Boards

Tag Boards provide a daily means for assuring the well being of each Resident. Boards are located on the each independent living floor in both the Tower and Mid-Rise communities.

Each Resident is requested to turn his or her own tag every day prior to 10:30 a.m. **Please do this personally!** Do not ask someone to turn it for you. If it is not convenient for you to go and turn your tag, it is safer and very acceptable to call the Front Desk at 977-4950 to let them know you are okay.

If your tag has not been turned, Security will knock on your apartment door, If you do not answer the door they will enter your apartment to see if you need assistance.

A red tag over your green tag indicates that you have special mail at the Front Desk in the Tower. Please bring the tag with you when responding to this message. Due to the number of packages received daily, please respond promptly.

Fire Drills/Procedures

The Facilities Department routinely conducts fire drills to ensure response readiness. Some are announced, but some may not be. Please treat each alarm as if there were an actual fire. **STAY IN YOUR APARTMENT WITH THE APARTMENT DOOR AND WINDOWS CLOSED** and wait for further instructions by JKV personnel.

- Stay calm
- Do NOT use elevators

- Close windows, turn off stove, extinguish cigarettes
 - Stay in your apartment unless instructed otherwise
 - If you must leave your apartment, close the door behind you
 - If necessary, Residents in the Tower should vacate to the nearest stairway
-
- If necessary, Residents in the Mid-Rise should vacate through to the nearest exit/stairway
 - All fire alarms are real until otherwise advised
 - The fire department assumes complete authority upon their arrival
 - Return to apartment only when an "ALL CLEAR" is given

Severe Storm Procedures

JKV residence buildings are designed and built to safely withstand high winds. However, as our Florida storms are often very unpredictable, some precautions are in order. Regardless of the status of hurricane warnings or watches, if there is a HIGH WIND warning in this area, take a blanket and pillow with you out into the hallway so you will be safe from flying glass should a window be affected by the winds.

Since safe areas are limited in space and creature comforts, it would be wise to consider alternate safe evacuation locations, such as at the home of friends or relatives who do not live in an evacuation zone. **This should be planned well in advance of the storm** and your plan communicated to, and on file, at the Front Desk. If you do in fact plan to leave the premises, **be sure to fill out a Leave of Absence form at the Front Desk.** If sustained winds in excess of 100 mph are anticipated, evacuation of Residents from their apartments will commence as quickly as possible. Staff members, who will provide assistance as necessary to make the evacuation run smoothly, will notify Residents. The two primary evacuation safe areas are the Skylight Dining Room in the Tower, and the Crystal Dining Room in the Mid-Rise area. These two areas are fully protected by retractable storm shutters. Residents will be assisted as necessary to the Dining Rooms according to the location of their apartment:

The Skylight Dining Room (Located in The Tower at John Knox)

- Tower – All Floors
- Buildings "E" and "F" – All Floors
- Buildings "J" and "K" – All floors

The Crystal Dining Room (Located in The Mid-Rise at John Knox)

- Buildings "A", "B", "C" – All floors
- Buildings "D", "G", "H", "I" – All floors

Since both safe rooms would be accommodating large numbers of people, some shifting of Residents may be required in the interests of comfort.

The Skylight Dining Room has emergency generator power available for kitchen lights, cooking, food refrigeration and air conditioning. The Crystal Dining Room has temporary emergency lighting, and can be equipped with portable generators for lights, tools, fans, radios, etc. There is also power for air conditioning.

Should an evacuation to the dining rooms (“safe areas”) take place, you should take along a few small items to make your stay there more comfortable. You might want to take the following items with you:

- A pillow and blanket;
- Books, cards or games for entertainment;
- A small amount of cash;
- Personal papers and identification;
- And, of course, any medications or special need items.

Since evacuation could last several days, you should plan what specifically you will need during that time, and make sure it is readily available to you throughout hurricane season.

Anytime during a storm situation, even if an evacuation has not been called for, Residents who do not feel comfortable in their apartments are free to go to the dining rooms (“safe areas”) if they desire. Remember that JKV staff and volunteers will do all they can in an emergency to assure the safety of our Residents, but it is ultimately up to each person to make sure he or she has done everything possible to prepare for an emergency in advance.

NO PROVISIONS WILL BE MADE FOR RESIDENTS WHO CHOOSE NOT TO FOLLOW EVACUATION RECOMMENDATIONS.

THINGS TO HAVE AND THINGS TO KNOW FOR SAFE WEATHERING OF A SEVERE STORM

The following items should be available in case needed during the storm and upon your return following an evacuation:

- **DO NOT USE CANDLES!**
- Have a flashlight with extra (fresh) batteries
- Have bottled drinking water
- Have canned food
- Have manual can opener
- Have paper plates and disposable eating utensils
- Have a battery-operated radio

- Have MEDICATIONS and items for personal needs

ACTION STEPS TO TAKE IF EVACUATION IS NECESSARY

- Close ALL windows and drapes
 - Set moveable items on the floor (lamps, pictures, etc.)
 - Turn off electrical appliances and water
 - LOCK apartment WHEN YOU LEAVE
 - DO NOT use the telephone
 - DO NOT use stairs---DO USE the elevators if the power is still on.
 - Any Residents **leaving** the campus, to stay with friends and family, please **check out at the front desk before leaving**.
 - ALL Residents remaining on campus will be notified when to move to another area.
 - We have a generator back up system for the Skylight Dining Room and the Crystal Dining Room.
-
- Staff will be available to assist Residents.
 - The Director of Facilities, Director of Health Services/Administrator and the Safety Committee will direct and supervise all hurricane preparedness procedures.
 - Check the Channel 9 News and/or the Vital Channel 5 on your TV (if available) for storm updates.

Firearms and Weapons Policy

PURPOSE: To ensure the protection of JKV Residents, employees, and visitors from harm related to the discharge of a firearm or the use of a weapon. A weapon is defined as an object manufactured for the purpose of inflicting injury or harm.

Possession of a firearm or weapon by a Resident, visitor, or employee on JKV property **WILL NOT** be permitted and it is the description of Management on any action that needs to be taken to ensure the safety of all on JKV property. This includes ALL Resident apartments.

Current Residents found to be in possession of a weapon will be required to immediately relinquish the item to Security personnel, and make arrangements for disposal.

Ombudsman Council The Long Term Care Ombudsman Council is a voice for Residents of adult congregate living facilities and adult foster homes to help them resolve their problems and complaints. This program is a part of Florida's continuing effort to improve conditions for, and services to the elderly Residents of long term care facilities.

What is our service? We will thoroughly review and attempt to resolve all problems we receive about long-term care facilities. We will take whatever steps are necessary to resolve problems. We will work with all interested citizens and professional groups to define issues in long-term care and work with such groups to implement needed changes in legislation or regulations.

Who are the ombudsman council members? The ombudsman council members are a group of citizens throughout Florida who are appointed by the Governor. Each district ombudsman council has fifteen members: a physician, a nurse, a nursing home administrator, an owner or administrator of an adult congregate living facility, a pharmacist, a dietitian, an attorney, a social worker, five nursing home Residents or consumer advocates for nursing home Residents, and two long-term care facility Residents or consumer advocates for long-term care facility Residents. They volunteer their time to investigate and resolve the problems and grievances of individuals residing in adult congregate living facilities and adult foster homes.

You can use our Ombudsman services if you are:

- A Resident in an adult congregate living facility or an adult foster home and have a question about your living arrangements, your rights, or your financial assistance.
- A relative or friend of a Resident and have a question about the facility, the care, or related problems.
- A facility employee, operator, owner or administrator with a problem whose resolution will improve the Residents' living situation.
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Contact Information: Call Toll Free: 1-888-831-0404 or visit on line: <http://ombudsman.myflorida.com>

POLICIES AND PROCEDURES

Tobacco Use

To comply with the Clean Air Act established by the State of Florida, JKV restricts smoking to designated areas ONLY. Smoking areas are located outside JKV buildings, and is prohibited anywhere not designated as a smoking area. Please carefully dispose of smoking material in receptacles. Fires can start by careless disposal of cigarette butts.

Employees may only smoke in the employee (outside) break area. Guest may smoke in the designated smoking areas on campus.

Smoking is **not** permitted in Assisted Living or the Med Center.

Because the choice to smoke is an individual decision, and is not considered to support a healthy lifestyle, JKV reserves the right to ask a Resident who smokes to relocate to another apartment in JKV should the smoking create a nuisance or impair the health of their neighbors. This relocation will be at the sole expense of the Resident relocating. Three buildings have been designated as Non-Smoking in the Mid-Rise. They are Building C, I and G.

Electric Cart & Electric Wheelchair (Motorized Vehicles)

JKV administration supports Resident independence and recognizes that motorized vehicles are important to the quality-of-life of those Residents needing assistance with mobility. Our objective in developing these policies is to promote and encourage the safe operation of these vehicles and to protect community property.

Residents owning and operating motorized vehicles are required to follow the guidelines listed below. Administration may limit or prohibit the use of a motorized vehicle when the operation of such vehicle is detrimental to the health, safety, and peaceful welfare of the driver or other Residents. **Safe operation of motorized vehicles is the responsibility of the Resident driving the vehicle. Any accidents or property damage resulting from the operation of a motorized vehicle will be the responsibility of the Resident.**

All motorized vehicles must be registered at the Front Desk. All registration tags must be visible. When a Resident initially purchases a motorized vehicle, it is essential that they receive proper training in the operation and maintenance of the vehicle from the manufacturer or manufacturer's representative. Residents are to drive to the right side of the corridor, always allowing pedestrians the right of way. All Residents are required a safety training program for the use of motorized scooters and chairs.

Residents are to drive at a safe and cautious speed (no greater than walking speed), throughout JKV, and must be mindful that when driving outdoors, debris collects on the tires of the cart. Residents on motorized vehicles must be very careful getting in and out of elevators, going

around blind corners, traveling in the dining room or other close quarters...All drivers need to sound their horns to alert others when approaching a "blind spot."

Parking motorized vehicles in the hallways is prohibited. Residents may park their motorized vehicles in safe, out-of-the-way lounge areas being mindful not to block exits.

JKV is not responsible for motorized vehicles left in common areas. Any damage to carpet and walls in common areas where the motorized vehicle is parked or operated will be the responsibility of the owner.

Battery chargers that are not attached to the motorized vehicle are prohibited in the common areas.

If it is determined that a Resident is not operating the motorized vehicle safely or disregarding JKV policy, the Resident may be asked to discontinue use of the motorized vehicle.

Motorized vehicles should not be left unattended in areas that obstruct services or access to services. In the Crystal Dining Room motorized vehicles must be parked in a safe area outside of the dining area.

Please do not ask or expect Maintenance personnel to make any repairs to your motorized vehicle. The Maintenance Department does not have a qualified person to do so, and JKV will not accept the liability for repairs.

Please contact the Med Center Administrator before driving a motorized vehicle in the Med Center.

Leave of Absence

If you are planning to be away overnight or for an extended period of time, please complete a Leave of Absence (LOA) form at the Front Desk. You will need to sign out prior to leaving and check in at the Front Desk upon your return to JKV.

Completion of the LOA form must be done in person and not over the telephone.

If you are planning to be away for more than one week you may want to fill out an authorization to hold form with the United States Postal Service (USPS). If you plan to be away for more than one month you may want to fill out a temporary change of address form.

Guests in Resident Apartments

Residents hosting guests in their apartments for an extended period of time should realize that the use of JKV facilities and services adds to the costs borne by JKV. No individual stay should be greater than 14 days. A fee will be charged should a Resident have guests in excess of the 14-day allowance.

All guests staying in a Resident's apartment must register with the Front Desk receptionist. Children under the age of eighteen must be accompanied by the Resident at all times and be mindful of other Residents and property.

Monthly Service Fees

For your convenience, your monthly JKV statement will be delivered under your apartment door, or mailed to a forwarding party, at the beginning of each month. Drop boxes for your payment are located in each mailbox area and at the Front Desk, ground floor in the Tower. JKV may charge a \$50 late fee if payment is not received by the 15th of each month. Also, there will be a \$25 charge for any check returned for non sufficient funds.

You also have the option to take advantage of JKV's Direct Pay Program. This program allows for your monthly fees to be taken directly out of an account designated by you. In this case you will still receive a statement at the beginning of each month but you will not need to return a payment. To find out more about this convenient method of paying your monthly service fee, please contact the Accounting Department at 632-2399.

Donations, Bequests and Gifts

Gifts of an immediate nature and remembering JKV in your Will can both be of direct and indirect help to current and future Residents of the community.

Tax Exempt Giving: The Board of Directors, in concert with the officers of the Residents' Association, has established a means which both Residents and non-Residents may make tax-exempt gifts and bequests to JKV.

JKV is exempt from federal income taxes under section 501(c)(3) of the Internal Revenue Code, and from state income taxes under the provisions of Chapter 220.13 of the Florida Income Tax Code.

Bequest and Gift Committee: The Board of Directors has established a permanent bequest and gift committee. To receive, account for, invest, and disburse gifts and bequests. The following three funds have been established:

- Benevolent Fund – to provide direct and discreet support as individual circumstances may require.
- Special Purpose Fund – to be used as specified by the donor and accepted by the Board of Directors.
- Unrestricted Fund – To be used as recommended by the Bequest and Gift Committee and approved by the Board of Directors.

Memorial Gifts Encouraged: The opportunity to make bequests and gifts in memory of specific individuals is available and encouraged.

Bequests and Gifts: Gifts may be immediate donations of cash and or property for which you could receive a current year deduction. Bequests may include cash, property, securities,

insurance, trusts, or remainder interests created through trusts as well as other transfer techniques. Regardless of the format, such bequests could have a significant tax and administrative cost benefit to the estate of the donor.

Expert Advice: For either method of giving, particularly when sizable sums are involved, consultation with your attorney and financial advisor should be considered. Only you and they know the details of your particular situation and can develop a strategy appropriate for you.

Gifts and Procedures: The mechanics of making a direct and immediate cash or property donation are simple. Make all checks payable to: John Knox Village. Indicate your desire that the gift is unrestricted, for special purpose, or for the Benevolent Fund. If sent by mail, address it to the attention of the Bequest and Gift Committee. If delivered personally, please contact any board or Resident member of this committee, or see the Executive Director, the Controller. A letter will be provided as desired.

Bequests – Options: The mechanics of designating a gift or bequest in your Will to JKV are not complex. Your attorney should be familiar with appropriate procedures. If you have any questions or concerns about procedures, you may contact the Executive Director or the legal counsel for JKV whose name the Executive Director can provide to you.

- *Unrestricted Bequest* (cash, securities, property for a will): “I give, devise and bequeath to St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit Florida corporation, or its successors, the sum of _____ and/or securities or other property described herein, namely _____ to be used by its Board of Directors as it may deem advisable. (The Will may designate to the corporation a specific amount, a percentage of the estate or the residual or remainder of the estate after allocations are made to specific beneficiaries).
- *Endowment Bequest* (for Will): “I give devise and bequeath the sum of _____ to St. Joseph’s John Knox Village of Tampa Bay, a non-profit Florida corporation, or its successors in interest. The principal of the devise shall be known as the _____ Memorial Fund of John Knox Village. This devise is to be used for _____. The principal of this devise shall be held in perpetuity by corporation, and only the income therefore shall be used for the specified purposes.”
- *Resident Bequest* (for a Will): “I give, devise, and bequeath the rest, residue, and remainder of my estate of whatsoever property, real or personal, tangible or intangible, and wherever situated, to St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit corporation, or its successors in interest.” (Additional purposes, Memorial fund designation, and/or endowment stipulation may be added).
- *Contingent Residuary Bequest* (for a Will): “If _____ does not survive me, then I give, devise and bequeath the rest, residue and remainder of my estate, of whatsoever property, real or personal, tangible or intangible to St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit Florida corporation, or its successors in interest.”
- *Restricted Cash Gift* (for a Will): “I give, devise and bequeath the sum of _____ dollars to St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit Florida corporation, or its successors in interest. This devise is to be used only for _____.”
- *Testamentary Trust* (for a Will): A Testamentary Trust established under a Will could provide one or more individuals with income for a specific period (or their lifetime), with St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit Florida
-
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- corporation, or its successors in interest, being named as the ultimate charitable recipient.

Memorial Cash Bequest (for a Will): “I give, devise, and bequeath the sum of _____ dollars to St. Joseph’s John Knox of Tampa Bay, Inc., a non-profit Florida corporation, or its successors in interest. The principal of this devise shall be known as the _____ Memorial Fund of John Knox Village. This devise should be used for _____.”

When specific uses are to be designated, it would be highly desirable to consult with the Bequest and Gift Committee or the Executive Director prior to making the gift or Will. All Bequests and

Gifts will be considered; however, those for the unrestricted use and for the Benevolent Fund are particularly welcome.

As you consider immediate gifts and bequests made through your Will, do not underestimate the value of a modest gift or bequest. Each may have some advantage to the income tax or estate tax situation of the donor. Each will directly or indirectly affect all Residents of JKV. Each gift will be appreciated.

St. Joseph's John Knox of Tampa Bay, Inc., is an:

- Independent
- Non-Denominational
- Not-for-profit
- Florida Corporation

As such, the corporation is:

- Exempt from Federal Income Taxes under Section 501(c) (3) of the internal revenue code.
- Exempt from State Income Taxes under Chapter 220.13 of the Florida income tax code.

Bequests and gifts: all for the enjoyment and benefit of current and future Residents – may be:

- *Benevolent Fund:* To provide direct and discreet support to LifeCare and Extensive Benefit Residents as individual hardship circumstances arise.
- *Special Purpose Funds:* Regarding current JKV projects.
- *Unrestricted Fund:* To be used at the discretion of Administration and for the fulfillment of the mission of JKV.

Tips and Gratuities

JKV has a very firm policy regarding tips and gratuities. We request that Residents and their families not tip or give gifts to individual employees. Our policies prohibit employees from accepting any tips or gratuities.

Any employee accepting a tip or gratuity is subject to dismissal. Small consumable items such as cookies or cakes are permitted on holidays or special events.

The Residents' Association sponsors an annual Employee Christmas Gift Fund drive. These gifts are distributed to all employees based on their number of years of service.

Employee Purchases of Resident Property

In order to ensure that all employees have equal opportunity, the purchase of furniture or other personal items from a Resident is permissible under the following conditions:

The item(s) for sale has been advertised through a posted notice on the JKV bulletin board for a period of no less than five (5) days. Following the posting period, any employee may contact the Resident and make an offer for purchase.

The item(s) are purchased at a "Resident apartment or estate sale" that has been duly advertised through posting, and is open to ALL employees. No advance arrangements are to be made with either the Resident or a family member.

The Resident Assistance Service (RAS) sponsors several sales that are open to employees. Among them: RAS Flea Market, RAS Furniture Sale, and RAS Bazaar. Notices advertising these sales are posted weekly on the JKV bulletin boards. No advance arrangements are to be made with either the Resident or family member, or those Residents operating the RAS. All employees purchasing from these RAS sales must obtain a "Property Removal Pass" from the seller. All employees must present this pass to the Security guard when he/she removes the item from JKV property. A description of the item, the sale price, and the seller's signature must appear on the pass.

PLEASE NOTE: Any employee found to be in violation of these rules regarding purchases from Residents will be subject to immediate discipline, up to and including termination.

The above policy has been included in the Resident Handbook for the purposes of educating each Resident and family member.

Pet Policy

JKV management recognizes that a pet can be an integral part of a person's life, and we support that relationship. Therefore, in order to respect the quality of life for both Residents with a pet and their neighbors, it is necessary to adhere to the following Pet Policy.

Residents living at JKV are permitted to keep a small household pet, one per residence, if they agree to comply with the following rules:

1. Acceptable pets include a small (a range of 1 to 35 pounds) dog, cat, and caged bird. (Increases in the pet weight will be assessed during the license renewal period). The pet owner is responsible for assigning two persons who will assume immediate responsibility for the pet in case of an emergency or in the event Resident is away or is in the hospital.
2. A PET FEE OF \$200.00 is required for EACH pet. This fee will be used to cover the costs of any damage or odors that may be present at the time of vacancy. The PET FEE IS NON-REFUNDABLE.
3. If at any time, it is determined that a Resident's flooring or furniture needs to be cleaned and/or replaced due to pet stains or odors, such action will be strongly encouraged and the charges will be incurred by the Resident. (This includes any
- 4 damage done by a pet in common areas as well.) All costs to repair, clean, or replace said damaged area, will be the responsibility of the Resident pet owner.

- 5 JKV administration will maintain on file current Pet Registration, which will include a copy of the pet's license and current immunizations. It is the responsibility of the Resident to update this information annually.
- 6 All pets must be kept indoors or walked on a leash no longer than 6 ft. in length.
- 7 Residents shall not permit any disturbance by their pet, which would interfere with the activities of other Residents or staff members. This includes, but is not limited to, loud barking howling, biting, scratching, improper elimination or excessive odor.
- 8 Should JKV management determine that the pet is a threat to the health and/or safety of other Residents or staff, JKV management has the right to remove the pet within twenty-four (24) hours through the County Animal Control Department or designated emergency pet care contact.
- 9 If it is determined that the animal's health is questionable, the Resident is responsible for taking appropriate medical action in a timely manner. If the Resident does not take appropriate action, JKV management will begin to work with the Resident to assure that the pet's needs are being met.
- 10 The Resident shall be responsible for maintaining regular grooming services for the pet. If maintenance is not performed in a timely, routine manner, JKV management shall arrange such services from an outside vendor. All charges will be incurred at the Resident's expense.
- 11 Residents shall not ask staff to perform any pet care services, (i.e., walk pet, clean litter boxes).
- 12 Pet owners must maintain an acceptable tick and flea control program for fur-bearing pets.
- 13 While walking his or her pet, every Resident is required to place fecal waste in a receptacle, such as a bag, which should be placed in sanitary garbage containers. Scoopable, clumping litter is required. Dirty cat litter shall be placed in double plastic bags, secured, and thrown in the trash. Please do not flush litter down the toilet.
- 14 Visitors and guests are NOT permitted to bring pets to JKV.
- 15 We encourage the neutering and spaying of your pet. Do not feed stray animals on the campus. Report them to Security immediately.

FACILITY SERVICES

Transportation

JKV provides Residents with scheduled transportation at no additional cost to the Resident. (Exception: extended area) To participate, you simply sign up in the Transportation Book located at the front desk prior to the date of travel need.

Scheduled transportation includes trips to select shopping malls, grocery stores, and special functions, as well as appointments to visit physicians, dentists and clinics during normal business hours (see below).

The Transportation Book includes an updated schedule of routine trips and fees charged for planned off-campus functions. Please check this book often, as trips and schedules are subject to change.

Particulars you need to know: Transportation for all health related appointments is provided between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday. Please schedule your appointments and return to fall within that time frame. Any Resident returning after 4:00pm will have a \$15.00 charge added to their account.

You **must** sign up twenty-four (24) hours prior to any appointment. Emergency medical appointments arranged through the JKV Home Health office are the only exception. Please contact the JKV Home Health office so they can make emergency transportation arrangements for you.

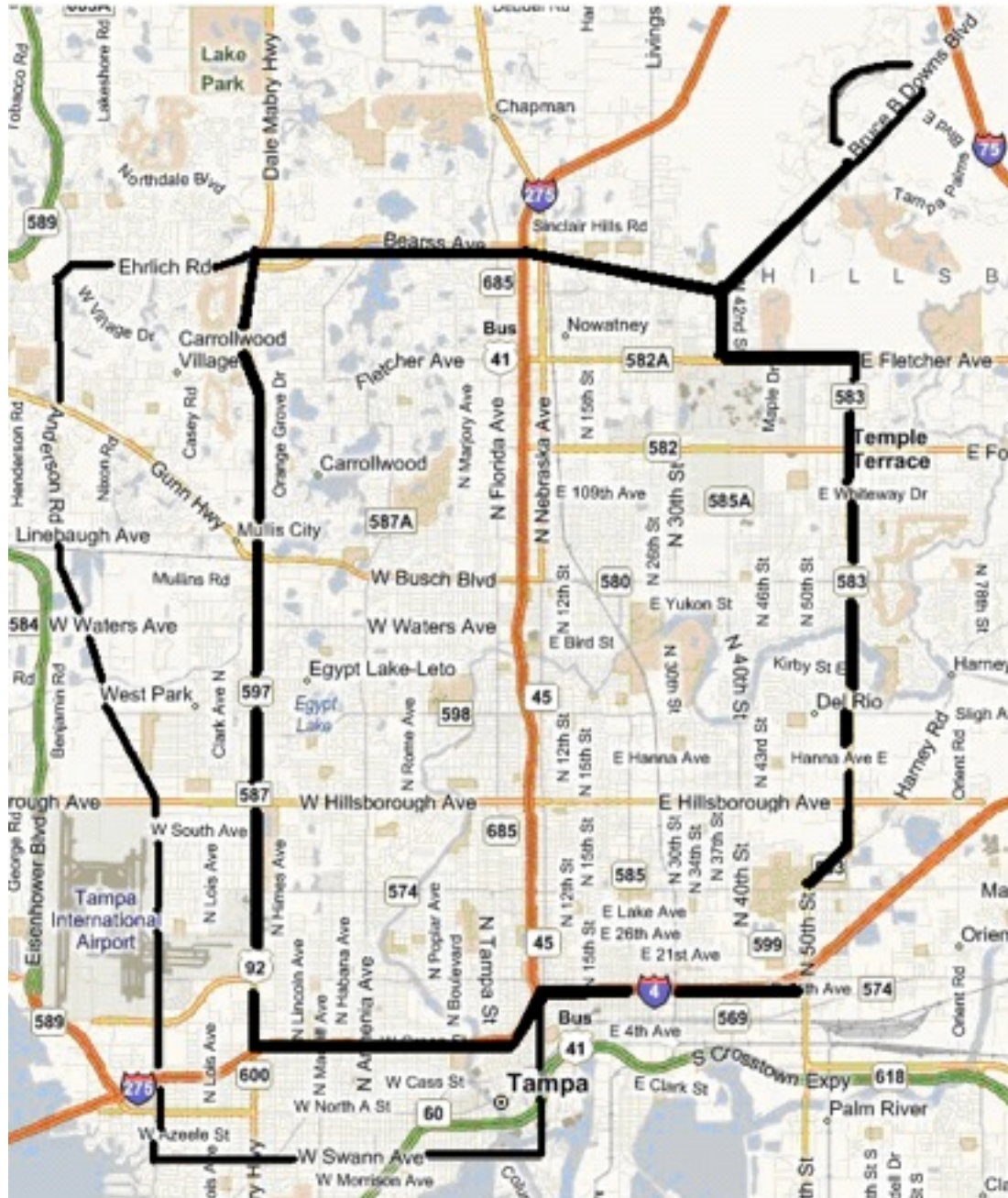
You are required to be at the pick-up area at least forty-five (45) minutes before your local appointment. If your appointment is outside the normal service area, please be at the pick-up area one hour before your scheduled appointment. If in doubt, check with the transportation supervisor. There will be a \$15.00 charge for the extended service area.

Main entrances to the Tower and Mid-Rise are used as pick-up areas for all health related appointments. Check with the Front Desk receptionist for the most appropriate pick-up area for you. If you need wheelchair assistance to get to the pick-up area, request should be made through the Home Health Office and ask for assistance from a companion forty-five (45) minutes before your scheduled pick up time. We require wheelchair Residents have a family member or friend accompany them on a medical visit. JKV may require that Residents be accompanied when using transportation services. JKV Home Health will make such determination. Please note that drivers are not permitted to leave their vehicles unattended at any time. Therefore they will not be able to assist you to the entrance or office.

Activity trips may be cancelled if less than five (5) Residents sign up. The Transportation Department will begin transporting motorized vehicles, electric scooters, and electric wheelchairs. This will be on a first come first serve basis. Effective January 1, 2010.

SPECIAL NOTE: Although we require Residents to be ready for pick up at given times before their "Shared Rides", there may be times that transportation will ask a Resident to come earlier, or adjust the pick up time to accommodate emergencies, a busy schedule or for efficient purposes.

Transportation Boundaries



Transportation is available to you at no additional charge for medical appointments as far North as Amberly Drive, as far East as Gillette Avenue, as far South as I-275 and as far West as Dale Mabry Hwy.

Transportation is also available, at an additional charge of \$15.00:

- ❖ As far North as Primrose Lake Circle on Tuesdays and Thursdays
- ❖ As far South as Swann Ave. on Mondays, Wednesdays and Fridays
- ❖ As far West as Anderson Rd. on Mondays, Wednesdays and Fridays

Please contact the transportation department for details (813) 632-2311.

Department of Pastoral Care

Spiritual care for all JKV Residents is provided in partnership with St. Joseph's Hospital. The Chaplains at JKV are part of the larger Department of Spiritual Care. Currently, one full-time chaplain is available to provide spiritual care to all Residents. Additionally, the Department has Spiritual Care Volunteers who minister to the needs of Residents as well.

The Department of Spiritual Care is located in the Tower on the ground floor. Residents are always welcome to visit with the chaplains when they are in office. Or, if preferred, a chaplain will be happy to visit you in your residence if an appointment is made.

The Department sponsors religious services throughout the week. Daily Mass, for Roman Catholics is held every day. Service schedules are posted on the in-house cable television network and outside the Spiritual Care office.

Ecumenical Vesper services are held each Sunday in the Medical Center and again in the Tower Skylight Dining Room. Times are available on the in-house cable television network and outside the Spiritual Care office.

The Department of Spiritual Care also arranges for area pastors to hold denominational services on a regular basis as well. Pastors from local congregation are scheduled to meet the needs and requests of many Residents. Days and times are available on the in-house cable television network. Seasonal retreats and weekly Bible studies are also scheduled.

Chaplains also assist Residents with reviewing or initializing Advance Directives for End of Life care.

For Residents who want to attend Sunday services off-campus, the Transportation Department offers transportation to many area churches. Residents wanting to take advantage of this free service need to sign up at the Front Desk in advance.

The Spiritual Care office phone number is (813) 632-2426.

Social Services

Social workers are available to assist you with any concerns or needs regarding Medicare, Medicaid, Advance Directives, Living Wills, etc. They are also available as a referral source if a need should arise. The Social Service office is located in the Med Center. However, an

appointment for a home visit can be arranged with one of our contracted Social Workers by calling in advance our Home Health Department (813) 632-2383.

Maintenance Services

Our maintenance staff is available to provide the required services to ensure that your apartment is trouble free.

Call the Facilities Office at 632-2316 for all maintenance requests (after hours contact the front desk) such as:

- Plumbing problems
- Heating/Cooling problems
- Replacement of Light Bulbs and Filters

Please report a problem as soon as it occurs. A delay could make the problem worse.

Every new Resident is eligible for four (4) complimentary hours of maintenance or housekeeping services to assist with making their move more comfortable. Please note you may only use these hours after you move into your new apartment. Requests for service must be made and services used within the first thirty days (30) of move in. Contact the Facilities department to schedule these services.

Listed below are examples of tasks that can be performed:

Maintenance will:

- Hang pictures/ mirrors
- Install light fixtures
- Install towel bars
- Install grab bars
- Rearrange furniture within room
- Remove boxes and trash
- Hook up cable to TV and Connect VCR
- One time programming of TV/Remote
- Install curtain rods

Housekeeping will:

- Unpack
- Dust
- Arrange trinkets
- Rinse chinaware/ glasses
- Hang clothes

Some repairs of the residence either cannot be performed by our Maintenance staff, or will be done for a fee covering time and materials. You will be informed in advance if either the case is.

Housekeeping

Housekeeping service is provided on an every other week basis. Changing of Bed Linens is included in this service. Details of the service, including the schedule for your apartment, will be explained to you shortly after you move in.

Contact the Facilities Office to request any special cleaning, i.e., inside windows, or carpets. If you wish extra housekeeping, please contact the Facilities Department. These special requests can be scheduled for an additional charge.

Tower Residents are asked **not to use any products containing ammonia on the windows**, as this will damage the solar film.

Laundry Services

Flat linen laundry service is provided weekly to all Residents. This includes bed sheets, pillowcases, bath and hand towels, washcloths, terry cloth bath mats (no rugs), kitchen dishtowels and cloths. Laundry service is limited to 10 pounds clean dry weight per Resident per week. If this limit is exceeded, there will be a \$.76 cent per pound charge. A JKV Representative will provide you with a laundry bag and laundry slips, explain the procedures and give you the pick-up days designated for your floor. All laundry must be clearly marked with the apartment number in indelible, permanent ink preferably in at least ½ inch letters and numbers in the right or left upper corner. If you need assistance, please contact the Laundry Department at 632-2313.

For your convenience, prepaid laundry cards for use in Campus Laundry Centers are available for purchase at the Front Desk. Laundry Centers are located on the 12th floor of the Tower, and on each floor of the Mid-Rise buildings “B”, “E”, and “J”.

Trash Disposal

Your housekeeper provides plastic bags for trash disposal every two (2) weeks at the time of her scheduled cleaning visit. In the Tower, every floor has a trash chute near the West elevators. In the Mid Rise buildings, trash is picked up every Monday and Thursday. Place the plastic bag outside your door by 7:30 a.m. Do not put trash out the night before. Outside dumpsters are located at the West end of “G” building, East end of the “H” building and on the Northwest side of the “I” building.

JKV supports the recycling environmental conservation program. JKV has three (3) solar trash compactors located north end of “G” building, East end of “F” building and south end of the “J” building. Please refer to the Residents’ Association Manual for details and current status of projects.

Television and Satellite Services

Each apartment is provided with television/satellite hook-up. The New Resident Liason will connect your television(s) when you move in. There is no charge to Residents for the basic satellite service. Should you experience an interruption of service, feel free to report this to the Front Desk and/or the Facilities Office.

Mail and Postal Services

Personal mailboxes are located on the ground floor of the Tower and the first floor of the Mid Rise between the "H" and "D" buildings. Your mailbox number is the same as your apartment number.

Assisted Living and Med Center Residents' mail is delivered directly to the Resident by designated volunteers.

Packages may be sent via UPS, U.S. Postal Service, or Fed Ex from the Front Desk in the Tower. UPS and Fed Ex can be charged to your Resident account. Check the Front Desk for details. Stamps may be purchased at the Front Desk twenty four hours a day. The Mobile Post Office is here every other Thursday, 1:00pm- 1:30pm.

Please be aware of the different street address for various locations at JKV. The Mid-Rise apartments have a different street number than the Tower apartments:

Tower Independent Living Residents:

Your Name
Apt. #
4100 E. Fletcher Avenue

Mid Rise Independent Living Residents:

Your Name
Apt. #
4000 E. Fletcher Avenue

***ALL** Assisted Living Residents:*

Your Name
Assisted Living (NO APARTMENT NUMBER)
4100 E. Fletcher Avenue

Med Center (Permanent/Long Term Care) Residents:

Your Name
Med Center, Room #
4100 E. Fletcher Avenue

Special Note: It is very important that Residents complete a change-of-address form when permanently relocating within JKV. These forms are available at the Front Desk.

Guest Apartments

JKV is pleased to offer guest apartments to friends and relatives of Residents. Registration procedures and fees are available from the Front Desk receptionist. There **is no smoking or pets** permitted in any guest apartment. There is a daily charge for guest apartments which can be charged to your account.

Dining Services

Our goal is to provide each Resident with nutritionally sound meals, prompt friendly service and comfortable, pleasant surroundings.

A **Discretionary Dollar** allowance is included for each Resident of an independent living Residential Unit. Such Discretionary Dollars may be used for a variety of services to include meals, private party catering, hair salon services, certain activities, additional housekeeping and maintenance assistance, and other services. Unused Discretionary Dollars do not roll over or accrue to the next month and are non-transferable. The Discretionary Dollar allowance is subject to change with thirty (30) days notice. The cost of additional meals and services that exceed the monthly Discretionary Dollar allowance will be billed to You on a monthly basis. Upon permanent transfer to the Medical Center or Assisted Living, the Discretionary Dollar allowance will be suspended.

JKV has two Independent Living Dining Rooms (dining rooms are available for Assisted Living and Med Center Residents). The Skylight Dining Room is located in the Tower at John Knox and the Crystal Dining Room is located on the ground floor in the Mid-Rise of John Knox between buildings "B" and "C". Residents are welcome to use both Dining Rooms and may take their daily meals at breakfast, lunch, or dinner. Please note below that the Crystal Dining Room is open for dinner only.

We have a Registered Dietician on staff. All of our menus are approved by the dietician. We are glad to take suggestions whenever possible. The Food Service Director's office is located in the Skylight Dining Room and he can be reached at 632-2318.

Hours of Dining Room Operation:**Monday thru Saturday**

	<i>Skylight Dining Room</i>	<i>Crystal Dining Room</i>
Breakfast:	7:00 am-10:00 am	Closed
Lunch:	10:30 am-3:00 pm	Closed
Dinner:	3:30 pm-6:00 pm	Dinner 4:00 pm-6:30 pm

Sunday's and Holiday's

	<i>Skylight Dining Room</i>	<i>Crystal Dining Room</i>
Sunday	07:30 a,m-11:00 am	
Sunday Brunch	11:00 am-2:00 pm	11:00 am-1:30 pm
Holidays 1	1:00 am-2:00 pm	11:00 am-1:30 pm

Both Dining Rooms offer a serving line and a full waited service. The serving line is for those Residents who wish to choose their entire meal and carry it to the table. Tray assistance is available if needed. Waited service may be obtained in any area of the Dining Room by signaling a wait staff team member.

Dining Room Dress Code: Residents, guests, and caregivers are requested to follow these guidelines:

- More formal attire in the dining rooms is customary for evening meals, Sunday meals, and holiday meals.
- Shorts are not acceptable attire at evening meals, Sundays, or holidays, but shorts are acceptable attire at breakfast and lunch meals in the Skylight Dining Room only.
- Swimwear (including cover-ups) is not acceptable in any dining room at any meal.
- Men must wear shirts in all public places, including the dining rooms.
- Footwear is required in all common areas, including the dining rooms.
- Diners who tend to find public room temperatures cold are encouraged to bring a wrap.

Room Service: Residents can have their evening meal delivered to their apartment. There is a \$3.00 service fee for delivery. Selections can be made from the dinner menu and orders should be placed between 2pm-4pm, Monday thru Saturday, and between 9am and 11am on Sunday. Residents in buildings "A" thru "K" should call the Crystal Dining Room at 632-2325, and Residents in the Tower should call the Skylight Dining Room at 632-2318. If Tower Residents have a problem getting through on weekends they can call 632-2322 to place their order. Again, there is a \$3.00 charge for room service, and this will be added to your monthly account. Staffing schedules prohibit room service deliveries for breakfast and lunch.

Wheelchair Service: Wheelchair service to and from the dining rooms is available at the evening meal for those Residents who need assistance. To make arrangements for wheelchair service,

please contact the Dining Room supervisor in either the Crystal Dining Room at 632-2325 or the Skylight Dining Room at 632-2318. A charge of \$3.00 will be added to your monthly statement.

Sick Tray Service: Sick Tray Service is provided only for medical reasons. The sick tray menu is limited to clear liquids (broth, gelatin, juice and tea), or bland (chicken or fish, baked potato, carrots, juice and gelatin) with no menu substitutions. There is no delivery charge for a maximum of five days in a calendar month. After the fifth delivery, regular room service fees apply. This service is only available for the dinner meal.

Because we know that you will enjoy your dining experience with us, and you will have guests joining you for meals from time-to-time, the following guest meal charges will apply:

Breakfast and Lunch are served in the Skylight Dining Room and prices are A-La-Carte.

We have a Private Dining Room that is available to Residents who want to have a meeting, limited menu or the utmost of fine dining; the Private Dining Dining Room is located in the southwest corner of the Skylight Dining Room. We can plan a menu to meet any needs and ask that you give us as much notice as possible. Please call the food service coordinator at 632-2318 for an appointment to set up your special function request.

We also offer to our Residents a scrumptious array of foods for personal entertaining in your apartment. From appetizers to beverages and desserts we can help plan your special event.

Food Service Special Events: We hold special events for the Residents with themed menus and entertainment on a regular basis. These events are fun for all and guests are welcome. Guest tickets can be purchased at the Front Desk. Notices of these events will be available in both Dining Rooms and in theKnox News.

Rehabilitation Services

With physical, speech, and occupational therapy services, we are dedicated to providing an individualized treatment program designed to maximize a patient's potential, and assist them in reaching their rehabilitation goals in both an in-patient and out-patient setting. Our teams approach to rehabilitation allows us to carefully monitor, assess, and adjust each and every plan as necessary. Our interdisciplinary team meets regularly to evaluate our Resident progress.

Assisted Living Program

The Assisted Living Program provides an interim step between total independent living and skilled nursing care. By providing 24-hour monitored care and limited assistance with activities of daily living, Residents are encouraged to continue as independently as possible. The apartments are not furnished, so the Resident is able to bring their own furniture and belongings,

making the transition a little easier. The program is designed to meet individual Resident needs by offering a three-tiered service and price structure. Upon evaluation, the Level of Assistance will be determined for the Resident. Included with each level are three (3) meals a day served in a common dining room, weekly housekeeping, 24-hour staffing by licensed personnel, 24-hour security, 24-hour support staff, weekly laundering of linens and personal items, all utilities except for the telephone, and other amenities. As your need for assistance increases, your Level will be adjusted to reflect more services.

New Beginnings and The Vineyards, are our secured Alzheimer's and Dementia Facilities, in the Assisted Living facility. The Vineyards hosts a specialized program tailored to the needs of the Residents living with diseases of cognitive impairment, but who can still function in a socially acceptable manner.

Med Center

The Med Center is a 163 bed Skilled Nursing Facility fully licensed by the State of Florida. We are certified to provide services under the Federal Medicare and State Medicaid programs, and participate in most HMO/insurance programs. The Med Center offers not only long-term stays, but also short term rehabilitative stays. Physical, occupational, and speech therapy is offered as part of the wide variety of services on an in-patient and outpatient basis.

The Med Center also provides services through its' 22 bed secure Dementia/Alzheimer's CARE Unit.

The Med Center earned the Governor's Gold Seal Award for Excellence in Long Term Care in 2002. At that time we were the only facility in Hillsborough County to have earned this award, and were in a small group of seventeen out of seven hundred facilities in the State of Florida.

We are proud of the quality of care we continue to provide in the Med Center and encourage new Residents to visit. Residents are invited to join the very active Med Center Auxiliary for meaningful and fulfilling volunteer activity.

The Family Council is comprised of family members of Med Center Residents. We are dedicated to getting the best care and living conditions for our loved ones. Members have the opportunity to meet privately with other family members to discuss and consolidate common concerns, come up with ideas to address issues, and focus on purposeful goals. No facility staff is present at meetings except by invitation.

The Family Council meets the third Tuesday of each month, in the living room opposite the Med Center reception desk at 7:00pm.

John Knox Village Home Health

- *Nursing Services*
- *Personal Services Program*
- *Private Pay Home Health Services*
- *Skilled Home Health Services*
- *Clinics*
- *Emergency Health Care*
- *JKV Home Health Care*
- *Third Party Caregiver/Companion Services*

Nursing Services

A qualified staff of licensed nurses is available to assist Residents living independently. Feel free to call on them in the JKV Home Health Office located on the first floor of the Tower.

Listed below are some of the nursing services provided at no additional charge:

- Emergency calls to the apartment
- Emergency care on campus
- Emergency first aid
- Following through on tag checks
- Assistance with scheduling Medical/Dental appointments
- Assistance with ordering sick trays from the dining room
- Consultation and Referral
- Maintaining medical record cards
- Scheduling lab work
- Maintaining Resident health related information
- Blood pressure monitoring

Private Pay Home Health Services

There are times when a Resident may need long-term custodial nursing care that may not be covered by insurance. When occasions such as this arise JKV does have a private Home Health agency on campus that provides basic nursing and support services. The JKV Home Health Agency does not accept Medicare/Medicaid or private insurance, and provides care on a fee-for-service basis. Details about services and pricing are available from the JKV Home Health office at 632-2383.

Skilled Home Health Services

Baycare and other Home Health Agencies provide home health services when warranted and ordered by a Physician. Payment for these services may be covered if Medicare-certified, or if you have an HMO that is contracted with the agency you choose. The home health agencies work closely with the JKV Home Health Office.

Clinics

Physicians, podiatrists and Massage Therapists are available for routine appointments in our on-site clinics located on the first floor of the Tower near the JKV Home Health office. Appointments are scheduled through the JKV Home Health Office at 632-2383.

Emergency Healthcare

The JKV Home Health Care Office maintains an emergency health information card on every Resident. Residents are encouraged to update the nurses of any changes in their physician, major health status, insurance changes, or phone number and address changes of whom to call in case of an emergency.

Residents must notify the JKV Home Health Office if an overnight hospital stay is planned.

Please be aware that emergency pull cords do not ring or buzz in an apartment when pulled, but are activated at the Front Desk. The receptionist immediately responds by calling the Resident. Next, JKV Home Health and Security are contacted, and together they respond to the emergency call.

JKV Home Health Care

JKV Home Health employs personal caregivers/companions. JKV Home Health Care and Social Services in the Med Center will be pleased to provide assistance in this matter.

Third Party Caregiver/Companion Services

Residents have the right to receive services from third-party contractors consistent with JKV's policies and state law. All third-party contractors must register with JKV Home Health and they must also abide with JKV's rules and policies and Residents are responsible for enforcing that compliance. JKV has no responsibility to screen third-party contractors and JKV is not responsible for care provided to Resident by third-party contractors. JKV reserves the right to bar any third-party contractor from JKV should it become aware that said third-party contractor is in violation of JKV's rules and policies.

Resident hereby indemnifies, holds harmless and releases JKV and its owners, directors, officers, agents, employees, and contractors from any and all loss, expense, claim, damage, judgment, liability, cost, and responsibility for injury and damage, including attorneys' fees, arising from or which may be asserted against, imposed upon or incurred by JKV as a result of the negligence or intentional conduct of any party, including a Resident's third-party contractor, including, but not limited to, professional sitters, and from Resident's failure to obtain, or from the failure of others to furnish, nursing health care or personal care services, and from all injury and damages which could have been avoided or reduced if such services had been obtained or furnished or as a result

of Resident or any Personal Representative's negligence, intentional wrongdoing or breach of his/her contractual obligations.

Any Resident who uses a third-party private contractor/caregiver/companion will be required to sign a "Waiver of Liability/Indemnification" Agreement and contact the Director of Independent Living and the Front Desk as to the services being provided. This notification will serve several purposes including authorization for entry onto the campus.

Pharmacy Services

Several local drug stores provide free delivery service to JKV Monday thru Friday. (Call the JKV Home Health Office for details.)

Monday through Friday, nurses are available to assist with calling in new prescriptions; the Resident usually calls in refills. Payment is made by leaving a check for the correct amount in an envelope at the Front Desk before 4:00 p.m. Your name, the name of the pharmacy and the enclosed amount should be clearly printed on the outside of the envelope.

Some pharmacies allow our Residents to establish a charge account with monthly billing if they choose to do so. JKV is in no way responsible for this service.

The John Knox Village Med Center uses PharMerica for the provision of pharmaceutical services.

ACTIVITIES**Activities**

JKV provides for a full range of activities including recreational events, special entertainment both on and off campus, fitness programs, and opportunities to contribute your talents and intellectually stimulating opinions.

There are many different ways to find out what is going on at JKV:

- *Monthly calendar.* The calendars are located in the activity office by the pool, mid-rise mailroom, marketing department and outside the country store.
- There are 7 activity boards located throughout JKV.
 - Tower – 2 activity boards
 - Mid-Rise Store – 1 board
 - 4 located throughout the Mid-Rise buildings
- *The Happenings.* This is published weekly and is located by the front desk, marketing department and on all activity boards throughout JKV.
- *Knox News*, our in-house TV station, which can be found on Channel 9.
- *Vital 5*, our in-house TV station, which can be found on Channel 10.
- *Audio version of Knox News* can be accessed by dialing 632-2375.
- *Pancake Breakfast* hosted by the Activities Department. This monthly activity is a great way to review upcoming events and make suggestions for the activities department.

- *Activity Advisory Committee*, a committee to discuss and plan the upcoming events for the month. Everyone is invited. The meeting is announced on Vital 5 and bulletin boards.

The Activity Department is always open for suggestions. You can write your suggestions and put them in the drop box in the activity office by the pool or call Laurie at 632-2407 or Elle at 632-2409.

Recreation Center/ Fitness Room/ Swimming Pool

All Residents are encouraged to take full advantage of the Recreation Center, Fitness Room, and Swimming Pool. This area is located behind the "A" and "B" buildings in the Courtyard area, and is complete with an Olympic length, heated lap pool, Jacuzzi, barbecue area, showering and changing area, and fitness center with state-of-the-art equipment. It is advised that you contact the Activities Department to make arrangements to have someone familiarize you with the equipment.

While we encourage all Residents to participate in these activities, it is important to use these areas responsibly. There is no lifeguard on duty at the pool area.

Use of the pool, spa and all exercise equipment is "at your own risk." Please consult your physician prior to engaging in these activities. Children under 18 years of age are not permitted in the recreation/fitness center, or pool area unless accompanied by an adult. **ABSOLUTELY NO PETS ARE ALLOWED IN THE POOL OR FITNESS AREA!!**

Political Activity

JKV encourages Residents to exercise their right to vote.

As a 501(c) 3 not-for-profit organization and a designated voting precinct, JKV has certain responsibilities. We are also a Residential community. We share common areas that include dining and recreational space. This creates challenges with respect to campaigning on the campus.

The Internal Revenue Service (IRS) has determined that 501 (c) 3 organizations may not engage in certain political activities. Failure to follow the rules, the IRS warns, could result in the loss of tax-exempt status. Activities that 501 (c) 3 organizations may not engage in include:

- Endorsing any candidates.
- Donating money to campaigns.
- Engaging in fundraising.
- Distributing statements about any candidate.
- Engaging in any other activities that may be beneficial or detrimental to specific candidates.

In order to ensure compliance with the above requirements and additional rules associated with maintaining a voting precinct, JKV has established the following policy:

With the approval of JKV Administration, candidates may be invited to JKV to participate in candidate forums. Candidate forums will be conducted in accordance with the rules for candidate forums maintained in Administration (copies are available to interested Residents). JKV will not sponsor other candidate visits.

Elected officials may periodically desire to visit JKV to fulfill their responsibilities as elected representatives. Any such visits within three months of a scheduled election will be considered a campaign visit and should include a reciprocal invitation to all competing candidates.

In order to respect the fact that JKV is the home of people of various political persuasions, JKV does not permit the posting of signs or endorsements of specific candidates or parties other than in a designated solicitation area on Election Day. Distribution of all candidate promotional materials should be through the U.S. Postal Service.

Knox News

The Knox News is our Resident newsletter published once a month. Copies are available in all main lounge areas of the Mid-Rise and the Tower every other Friday. The Knox News is an excellent resource for learning about upcoming events and Residents' Association activities, as well as other matters of interest.

If you would like to contribute an article or have an idea for the improvement of the Knox News, please contact the Activities Director at 632-2407.

Volunteer Opportunities

Mission of the Volunteers: "The volunteer program is a vital part of St. Joseph's John Knox of Tampa Bay, Inc. Our mission is to render quality service to its Residents, patients, and team members. The contribution of time, talent and companionship enables staff to provide comprehensive health and wellness services to Residents and patients." If you are interested in volunteering at JKV or have any question in reference to the following please contact the Director of Activities at (813) 632-2409. Below are just a few of the many volunteer opportunities available.

Med Center Auxiliary

Our Med Center enjoys the enthusiastic support of a well-organized group of Residents who meet monthly to plan, conduct, and evaluate activities and provide valuable services. The Med Center Auxiliary is a committee of the Residents' Association composed of both Residents and staff. Those interested should contact the Med Center Auxiliary PResident.

Residents' Association Volunteers

In addition to the auxiliary, the Residents' Association provides many opportunities for Residents to serve other Residents. Examples include activities such as serving on committees, floor representatives, reading or writing letters, social visits, or accompanying to meals. Consult your Residents' Association Manual for further information. Those interested should contact the PResident of the JKV Residents' Association.

St. Joseph's Hospital Auxiliary at John Knox Village

JKV Auxiliary Volunteers are available to assist all Residents with various tasks. Those interested should call 870-4188.

John Knox Village Resident's Association

We are proud of an active Residents' Association committed to promoting friendship among the Residents and cooperation with administration and staff. All Residents are considered members; meetings are scheduled in January, April, July, and October. The Residents' Association By-Laws provide details about the very significant programs of the Association.

Every floor has a volunteer Floor Representative chosen by the Residents of that floor to assist with communication and distribution of written materials for their specific floor.

The Residents' Association sponsors many activities independently; others are sponsored in cooperation with JKV staff. Dues are collected annually at \$2.00 per Resident.

AMENITIES

Common Areas

The condition of JKV common areas makes a strong impression on our guests and fellow Residents. It is very important that we maintain our common areas in a clean and safe condition. Please help by disposing of trash, cigarette butts and other items in appropriate containers.

Wells Fargo Bank Branch

Wells Fargo Bank operates a full-service branch located in the Tower for the convenience of Residents, employees and invited guests. The branch is open Monday thru Friday from 9:00 a.m. to 2:00 p.m. and by appointment from 3:00 p.m. to 5:00 p.m.

Library Services

Resident volunteers manage our two (2) libraries---the Dr. Adiel Moncrief Memorial Library located on the ground floor of the Tower, and the Mid-Rise Library located in the common area on the second floor between "D" and "H" buildings. Books may be checked out on the honor system. Also, the Tampa-Hillsborough Bookmobile visits JKV. Watch theKnox News for details. A library card is required and no time limit on books is imposed. You may call the librarian at The Tampa Library at 223-8184 to request a particular book prior to the scheduled visit. The Dr. Adiel Moncrief Memorial Library located on the ground floor of the Tower also hosts a computer with Internet access.

Convenience Stores

The Resident's Association operates two (2) stores. The Country Store is located on the ground floor of the Tower and the Mid-Rise Store is located on the first floor of the common area between the "H" and "D" buildings. Volunteers exclusively staff stores and all profits are donated to the Benevolent Fund or other Resident projects. The Country Store is open Monday thru Saturday from 9:30 a.m. to noon; the Village Store is open Monday thru Saturday from 10:00 a.m. to noon.

Beauty/Barber Salon

The Beauty/Barber Salons are located on the ground floor of both the Tower and the Med Center. Appointments must be made directly with the beautician. Services may be charged to the Resident's account or paid by check. Cash payments for services will not be accepted. The Tower beauty salon phone number is 632-2384 and 632-2457 for the Med Center beauty salon.

Gift Boutique and Chapel

The gift boutique is located in the Tower. The chapel is located on the third (3rd) floor of the "C" building in the Mid-Rise. Hours are posted on the doors for both amenity spaces.

Movie Theater

The movie theater is located on the third (3rd) floor, between the "B" and "C" buildings. This custom made room has 14 theater style chairs and a surround sound audio system. Complimentary popcorn, soda, and candy are available when movies are being shown. Please see the activity calendar for scheduled movies.

Computer Learning Center

This center is located on the third (3rd) floor, between the “B” and “C” buildings. This center contains 5 computers with flat screen monitors, internet access and printing capabilities. Open seven days a week this center is available to Residents and their families.

RESIDENT'S RIGHTS (Chapter 651.083)

- I. No Resident of any facility shall be deprived of any civil or legal rights, benefits, or privileges guaranteed by law, by the State Constitution, or by the United States Constitution solely by reason of status as a Resident of a facility. Each Resident of a facility has the right to:
 1. Live in a safe and decent living environment, free from abuse and neglect.
 2. Be treated with consideration and respect with due recognition of personal dignity, individuality, and the need for privacy.
 3. Unrestricted private communication, including receiving and sending unopened correspondence.
 4. Freedom to participate in and benefit from community services and activities and to achieve the highest possible level of independence, autonomy, and interaction within the community.
 5. Exercise civil and religious liberties. No religious beliefs or practices, and no requirement of attendance at religious services, may be imposed upon any Resident.
 6. Present grievances and recommend changes in policies, procedures, and services to the staff of the facility, governing officials, or any other person without restraint, interference, coercion, discrimination, or reprisal. This right includes access to ombudsman volunteers and advocates and the right to be a member of, and active in, and to associate with, advocacy or special interest groups.
 7. Freedom from governmental intrusion into the private life of the Resident, as provided in s.23, Art. I of the United Constitution.
- II. The provider shall provide a copy of the bill of rights provided by subsection (1) to each Resident at or before the Resident's admission to the facility.
- III. Any violation of the Residents' rights set forth in subsection (1) constitutes grounds for disciplinary action by the department under ss.651.106 and 651.108.
- IV. Any person who submits or reports a complaint concerning a suspected violation of a Resident's rights or concerning services or conditions in a facility or who testifies in any administrative or judicial proceeding arising from such complaint is immune from any civil or criminal liability therefore, unless such person has acted in bad faith or with malicious purpose or if the court finds that there was a complete absence of a justifiable issue of either law or fact raised by the losing party.
- V. This section does not supersede any bill of rights provided by law for Residents of nursing homes or adult congregate living facilities.

RESIDENT'S BILL OF RIGHTS (ACLF Law Chapter 400.428)

- I. No Resident of a facility shall be deprived of any civil or legal rights, or privileges guaranteed by law, the Constitution of the State of Florida, or the Constitution of the United States solely by reason of status as a Resident of a facility. Every Resident of a facility shall have the right to:
1. Live in a safe and decent living environment, free from abuse and neglect.
 2. Be treated with consideration and respect and due recognition of personal dignity, individuality, and the need for privacy.
 3. Retain and use his own clothes and other personal property in his immediate living quarters, so as to maintain individuality and personal dignity, except where the facility can demonstrate that such would be unsafe, impractical, or an infringement upon the rights of the other Residents.
 4. Unrestricted private communication, including receiving and sending unopened correspondence, access to a telephone, and visiting with any person of his choice, at any time between 9:00 a.m. and 9:00 p.m. at a minimum.
 5. Freedom to participate in and benefit from community services and activities and the right to achieve the highest possible level of independence, autonomy, and interaction within the community.
 6. Manage his own financial affairs unless he or his guardian authorizes the administrator of the facility to provide safekeeping for funds as provided in S. 400.427.
 7. Share a room with his spouse if both are Residents of the facility.
 8. Reasonable opportunity for regular exercise several times a week and to be outdoors at regular and frequent intervals.
 9. Exercise civil and religious liberties, including the right to independent personal decisions. No religious beliefs or practices, nor any attendance at religious services, shall be imposed upon any Resident.
 10. Access to adequate and appropriate health care consistent with established and recognized standards within the community.
 11. At least 45 days' notice of relocation or termination of residency from the facility unless, for medical reasons, the Resident is certified by a physician to require an emergency relocation to a facility providing a more skilled level of care or the Resident engages in a pattern of conduct that is harmful or offensive to other Residents. In the case of a Resident who has been adjudicated mentally incompetent, the guardian shall be given at least 45 days' notice of a non-emergency relocation or residency termination. Reasons for relocation shall be set forth in writing. In order for a facility to terminate the residency of an individual without notice as provided herein, the facility shall show good cause in a court of competent jurisdiction.
 12. Present grievances and recommend changes in policies, procedures, and services to the staff of the facility, governing officials, or any other person without restraint, interference, coercion, discrimination, or reprisal. This right includes

access to ombudsman volunteers and advocates and the right to be a member of, to be active in, and to associate with advocacy or special interest groups.

- II. The administrator of a facility shall ensure that a written notice of the rights, obligations and prohibitions set forth in this part is posted in a prominent place in each facility and read or explained to Residents who cannot read. This notice shall include the name, address, and telephone numbers of the district ombudsman committee and adult abuse register where complaints may be lodged.
- III. In order to determine whether the facility is adequately protecting Residents' rights, the annual inspection of the facility shall include private informal conversations with a sample of Residents and consultation with the ombudsman committee in the district in which the facility is located to discuss Residents' experiences within the facility with respect to rights specified in this section and general compliance with standards.
- IV. The facility shall not hamper or prevent Residents from exercising their rights as specified in this section.
- V. No facility or employee of a facility may serve notice upon a Resident to leave the premises or take any other retaliatory action against any person who:
 1. Exercises any right set forth in this section.
 2. Appears as a witness in any hearing, inside or outside the facility.
 3. Files a civil action alleging a violation of the provisions of this part or notifies a state attorney or the attorney general of a possible violation of such provisions.
- VI. Any facility which terminates the residency of an individual who participated in activities specified in subsection (5) shall show good cause in a court of competent jurisdiction.
- VII. Any person who submits or reports a complaint concerning a suspected violation of the provisions of this part concerning services and conditions in facilities, or who testifies in any administrative or judicial proceeding arising from such a complaint, shall have immunity from any civil or criminal liability therefore, unless such person has acted in bad faith or with malicious purpose or if the court finds that there was a complete absence of a justifiable issue of either law or fact raised by the losing party.
- VIII. Any person specified in S. 410.106 who suspects that a Resident is subject to abuse, maltreatment, or exploitation shall report or cause reports to be made to the department in accordance with S.415.103.

RESIDENT'S BY-LAWS – Revised Effective date of October 2006***ARTICLE I. NAME***

THE NAME OF THE ORGANIZATION SHALL BE "RESIDENTS' ASSOCIATION OF JOHN KNOX VILLAGE OF TAMPA BAY, INC." (HEREAFTER REFERRED TO AS THE "ASSOCIATION").

ARTICLE II. PURPOSE

THE PURPOSES FOR WHICH THIS ASSOCIATION IS ORGANIZED ARE:

- A. TO REPRESENT ALL RESIDENTS OF JOHN KNOX VILLAGE IN MATTERS OF COMMON INTEREST.
- B. TO PROVIDE ACTIVITIES AND SERVICES TO MEET THE SOCIAL, PHYSICAL, PSYCHOLOGICAL, AND SECURITY NEEDS OF THE RESIDENTS.
- C. TO SERVE AS A CHANNEL FOR THE EXCHANGE OF IDEAS BETWEEN THE RESIDENTS AND THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR, AND STAFF; AND TO KEEP THE RESIDENTS INFORMED OF PRACTICES WHICH AFFECT THEIR WELFARE.
- D. TO WORK FOR THE HIGHEST STANDARDS OF RETIREMENT HOME OPERATION IN COOPERATION WITH THE BOARD OF DIRECTORS, EXECUTIVE DIRECTOR AND STAFF.
- E. TO ASSURE FOR RESIDENTS THE PROVISIONS OF THE FLORIDA STATUTES, 1993, CHAPTER 651.081; THE RESIDENTS' BILL OF RIGHTS AS SPECIFIED IN 1993 FLORIDA STATUTES AND OTHER FEDERAL AND/OR FLORIDA STATUTES THAT APPLY TO THE ELDERLY.
- F. TO ASSIST AS PROCURER, PROVIDER AND FACILITATOR, IN COOPERATION WITH THE JKV BOARD OF DIRECTORS AND ADMINISTRATION, IN MEETING THE BENEVOLENT NEEDS OF THE RESIDENTS OF JKV AND FOR OTHER CHARITABLE PURPOSES.
- G. THE MENTION HEREIN OF SPECIFIC PURPOSES IS NOT TO BE CONSTRUED AS EXCLUDING ANY NOT MENTIONED, OR IN ANY MANNER LIMITING THE PURPOSES GENERALLY STATED.

ARTICLE III. MEMBERSHIP

ALL RESIDENTS OF JKV ARE MEMBERS OF THE ASSOCIATION AND EACH SHALL BE ENTITLED TO ONE VOTE.

ARTICLE IV. MEETINGS

- A. THERE SHALL BE FOUR (4) REGULAR QUARTERLY MEETINGS OF THE ASSOCIATION EACH YEAR. THE PRESIDENT HAS THE AUTHORITY TO CHANGE THE DATE, PLACE, AND/OR TIME OF THE SCHEDULED MEETING IF IT IS IN CONFLICT WITH OTHER ACTIVITIES AND IS IN THE BEST INTEREST OF THE ASSOCIATION TO MAKE THE CHANGE.
- B. A QUORUM FOR THE ASSOCIATION MEETING SHALL BE EIGHTY (80)

ARTICLE V. GOVERNMENT

- A. MANAGEMENT: THE AFFAIRS OF THE ASSOCIATION SHALL BE MANAGED BY AN EXECUTIVE BOARD WHOSE MEMBERS SHALL RECEIVE NO COMPENSATION FOR THEIR SERVICES.
- B. THE EXECUTIVE BOARD SHALL CONSIST OF THE PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, TREASURER, ASSISTANT TREASURER, SECRETARY, ASSISTANT SECRETARY, IMMEDIATE PAST PRESIDENT AND EIGHT (8) DELEGATES AND A PARLIAMENTARIAN, WHO SHALL BE AN EX-OFFICIO MEMBER HAVING NO VOTE, WITH THE DUTY TO SEE THAT ALL BUSINESS IS CONDUCTED IN PROPER ORDER.

1. A QUORUM SHALL BE NINE (9) OF THE MEMBERS, AT LEAST THREE (3) OF WHOM ARE OFFICERS.
 2. REGULARLY SCHEDULED MEETINGS SHALL BE HELD IN THE FOLLOWING MONTHS: FEBRUARY, MARCH, MAY, JUNE, SEPTEMBER, NOVEMBER, AND DECEMBER. RESIDENTS MAY ATTEND AS OBSERVERS.
 3. SPECIAL MEETINGS OF THE EXECUTIVE BOARD MAY BE CALLED BY THE PRESIDENT TO CONSIDER DESIGNATED ITEMS OF BUSINESS. NO OTHER ITEMS OF BUSINESS MAY BE CONSIDERED WITHOUT THE UNANIMOUS CONSENT OF THE MEMBERS PRESENT. THE BOARD MAY MAKE SUCH OTHER RULES AND REGULATIONS AS MAY BE CONSIDERED NECESSARY.
 4. THE EXECUTIVE BOARD AT A REGULAR OR CALLED MEETING MAY, BY TWO-THIRDS (2/3) VOTE, TERMINATE A MEMBER OF THE BOARD WHEN THAT MEMBER IS ABSENT FROM THREE (3) CONSECUTIVE MEETINGS. A MEETING IS DEFINED AS A REGULAR OR SPECIAL MEETING CALLED BY THE EXECUTIVE BOARD.
 5. VACANCIES IN THE EXECUTIVE BOARD SHALL BE FILLED BY A RECOMMENDATION OF THE PRESIDENT, FOLLOWED BY A VOTE OF THE REMAINING MEMBERS OF THE EXECUTIVE BOARD, EXCEPT IN A CASE OF A VACANCY AMONG THE DELEGATES; SUCH A DELEGATE VACANCY SHALL BE FILLED AS SPECIFIED FOR THE ELECTION OF DELEGATES IN ARTICLE VI. K. 2. AND THE VACANCY REPLACEMENT SHALL COMPLETE THE ELECTED TERM OF OFFICE.
 6. IT SHALL HIRE AND FIX COMPENSATION OF ANY AND ALL EMPLOYEES WHOM IT, IN ITS DISCRETION, MAY DETERMINE TO BE NECESSARY IN THE CONDUCT OF THE BUSINESS OF THE ASSOCIATION.
 7. IT SHALL REVIEW, APPROVE, AND PUBLISH THE ASSOCIATION'S ANNUAL BUDGET. OPERATIONS-FUNDS BUDGET INCREASES OR REQUESTS FOR WITHDRAWALS FOR NON-BUDGETED ITEMS IN EXCESS OF \$12,000.00 MAY BE MADE UPON RECOMMENDATION OF THE EXECUTIVE BOARD AND ADOPTION BY RESIDENTS AT A REGULAR SCHEDULED MEETING.
 8. IT SHALL HAVE THE ASSOCIATION ACCOUNTS, INCLUDING THOSE OF FUND-RAISING COMMITTEES, AUDITED ANNUALLY. THE AUDIT REPORT SHALL BE AVAILABLE TO THE MEMBERS OF THE ASSOCIATION AT THE APRIL QUARTERLY MEETING.
 9. IT SHALL REVIEW THE PROGRAM OF WORK AND REPORTS OF COMMITTEES AS NEEDED.
 10. IT SHALL DECIDE UPON MATTERS OF COOPERATION WITH JKV ADMINISTRATION, STAFF, AND OTHER ORGANIZATIONS.
- C.
1. ASSOCIATION FUNDS MANAGEMENT WILL BE BY THE BUDGETARY PROCESS, INCLUDING BOTH RECEIPTS AND EXPENSES. THE AUTHORITY TO ADOPT THE BUDGET RESTS WITH THE ASSOCIATION MEMBERS. EXPENDITURE INCREASES OVER THE BUDGET ALSO REQUIRE ASSOCIATION MEMBERS AUTHORIZATION.
 2. ARTICLE II. F. SHALL PREVAIL IN FUNDS MANAGEMENT DECISIONS.

ARTICLE VI. OFFICERS' RESPONSIBILITIES

- A. THE OFFICERS SHALL BE ELECTED BY THE MEMBERSHIP AT THE OCTOBER QUARTERLY MEETING OF THE ASSOCIATION. THE OFFICERS SHALL BE: PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, TREASURER, ASSISTANT TREASURER, SECRETARY, AND ASSISTANT SECRETARY.
- B. ALL OFFICERS SHALL TAKE OFFICE IN JANUARY AND SERVE FOR ONE YEAR UNTILL JANUARY OF THE FOLLOWING YEAR OR UNTIL A SUCCESOR IS ELECTED. OFFICERS MAY RUN FOR ELECTION.

C. PRESIDENT

1. THE PRESIDENT SHALL BE THE CHIEF EXECUTIVE OFFICER OF THE ASSOCIATION, SHALL SERVE AS THE CHAIRPERSON OF THE EXECUTIVE BOARD, AND SHALL BE AN EX-OFFICIO MEMBER OF ALL COMMITTEES HEREIN PROVIDED, EXCEPT THE NOMINATION, BENEVOLENCE, AND RELIGION COUNCIL COMMITTEES.
2. SHALL ARRANGE FOR THE MEETINGS OF THE ASSOCIATION AND EXECUTIVE BOARD; SHALL REQUIRE FROM THE VICE PRESIDENTS THE SUBMISSION OF RELEVANT REPORTS FROM THE COMMITTEES UNDER THEIR RESPECTIVE ASSIGNMENTS.
3. SHALL HAVE THE AUTHORITY, WITH THE APPROVAL OF THE EXECUTIVE BOARD, TO APPOINT THE AUDITING COMMITTEE, WHOSE REPORT SHALL BE AVAILABLE FOR THE QUARTERLY MEETING OF THE ASSOCIATION IN APRIL.
4. SHALL SEE THAT ALL REQUESTS AND RECOMMENDATIONS OF DELEGATES AND COMMITTEES ARE DULY CONSIDERED BY THE EXECUTIVE BOARD.
5. THE PRESIDENT, OR OTHER QUALIFIED INDIVIDUAL, AS APPROVED BY THE EXECUTIVE BOARD, SHALL SERVE AS LIAISON BETWEEN THE EXECUTIVE DIRECTOR AND THE ASSOCIATION.

D. FIRST VICE PRESIDENT

1. THE FIRST VICE PRESIDENT SHALL, IN THE ABSENCE OF THE PRESIDENT, ASSUME THE RESPONSIBILITIES OF THE PRESIDENCY, AND SHALL BECOME PRESIDENT, AUTOMATICALLY, IN CASE THAT OFFICE BECOMES VACANT BEFORE THE END OF THE TERM.
2. SHALL ACT AS COORDINATOR OF THE FOLLOWING COMMITTEES, WHICH MAY BE PARTLY COMPRISED OF EMPLOYEES OF JOHN KNOX VILLAGE WHO ARE IN MANAGEMENT POSITIONS. THE COMMITTEES ARE: COURIER SERVICE, GROUNDS, MED-CENTER AUXILIARY, NUTRITION, SAFETY, SOCIAL ACTIVITIES AND WELCOME.
3. SHALL COORDINATE THE ELECTION OF DELEGATES.

E. SECOND VICE PRESIDENT

1. THE SECOND VICE PRESIDENT SHALL, IN THE ABSENCE OF THE FIRST VICE PRESIDENT, ASSUME THE RESPONSIBILITIES OF THAT OFFICE, AND SHALL BECOME FIRST VICE PRESIDENT, AUTOMATICALLY, IN CASE THAT OFFICE BECOMES VACANT, BEFORE THE END OF THE TERM.
2. SHALL SERVE AS COORDINATOR OF THE FOLLOWING COMMITTEES: ARTS AND CRAFTS, BINGO, HISTORY, LIBRARY, RECLAMATION, RESIDENTS' ASSISTANCE SERVICE AND FLEA MARKET AND STORES.

F. TREASURER

1. THE TREASURER SHALL DEPOSIT, IN THE NAME OF THE ASSOCIATION, ALL MISCELLANEOUS AND DONATED FUNDS, INCLUDING DONATIONS BY FUND-RAISING COMMITTEES.
2. SHALL PAY BY CHECK ALL FINANCIAL OBLIGATIONS INCURRED BY THE ASSOCIATION.
3. SHALL BE RESPONSIBLE FOR ALL ACCOUNTS.
4. AT QUARTERLY MEETINGS, SHALL PRESENT A WRITTEN, ITEMIZED STATEMENT OF ALL RECEIPTS AND DISBURSEMENTS, AND THE SOURCE OF EACH.
5. AT THE JANUARY MEETING, SHALL SUBMIT FOR APPROVAL, THE ASSOCIATION'S BUDGET FOR THE COMING YEAR.

G. ASSISTANT TREASURER

1. THE ASSISTANT TREASURER SHALL BECOME ACQUAINTED WITH ALL THE FINANCIAL RESPONSIBILITIES OF THE TREASURER, AND SHALL BECOME

TREASURER, AUTOMATICALLY, IN CASE THAT OFFICE BECOMES VACANT BEFORE THE END OF THE TERM.

2. SHALL PREPARE AND FILE THE ASSOCIATION'S ANNUAL IRS REPORTS WHEN DUE.
3. SHALL BE RESPONSIBLE FOR COORDINATING THE EMPLOYEES CHRISTMAS GIFT FUND.

H. SECRETARY

1. THE SECRETARY SHALL RECORD THE MINUTES OF ALL REGULAR AND SPECIAL MEETINGS OF THE EXECUTIVE BOARD OF THE ASSOCIATION AND QUARTERLY MEETINGS OF THE ASSOCIATION.
2. SHALL PROVIDE MEMBERS OF THE EXECUTIVE BOARD WITH COPIES OF THOSE MINUTES.
3. SHALL BE RESPONSIBLE FOR THE PRESERVATION OF THE MINUTES AND ALL ASSOCIATION DOCUMENTS.
4. SHALL ALSO SERVE AS SECRETARY OF THE FINANCE COMMITTEE AND RECORD AND PROVIDE COPIES OF THE MINUTES TO THE MEMBERS OF THE FINANCE COMMITTEE.
5. SHALL KEEP THE CORPORATE SEAL.

I. ASSISTANT SECRETARY

1. THE ASSISTANT SECRETARY SHALL HANDLE THE CORRESPONDENCE OF BOTH THE ASSOCIATION AND THE EXECUTIVE BOARD, AND SHALL BECOME SECRETARY, AUTOMATICALLY, IN CASE THAT OFFICE BECOMES VACANT BEFORE THE END OF THE TERM.
2. SHALL BE IN CHARGE OF THE SUGGESTION BOXES AND DISTRIBUTE THE CONTENTS PROPERLY.
3. SHALL SEE THAT NAME PLATES OF FLOOR REPRESENTATIVES ARE PREPARED AND POSTED.
4. SHALL PREPARE AND FILE THE ANNUAL FLORIDA CORPORATION REPORT WHEN DUE.

J. DIRECTOR'S ADVISORY COMMITTEE

THE DIRECTOR'S ADVISORY COMMITTEE, CONSISTING OF THE PRESIDENT, FIRST VICE PRESIDENT, SECOND VICE PRESIDENT, SECRETARY, ASSISTANT SECRETARY, TREASURER, ASSISTANT TREASURER, CHAIRPERSON OF THE DELEGATE COMMITTEE, AND ALL DELEGATES SHALL MEET REGULARLY WITH THE EXECUTIVE DIRECTOR.

K. DELEGATES

1. ONE DELEGATE SHALL BE ELECTED BY THE RESIDENTS FROM AMONG THE RESIDENTS OF THE DESIGNATED AREAS AS FOLLOWS:

HIGH-RISE:	THE SIXTH THROUGH THE EIGHTH FLOORS. THE ELEVENTH AND THE TWELFTH FLOORS.
MID-RISE:	BUILDINGS A AND B, BUILDINGS C AND D, BUILDINGS E AND F, BUILDINGS G AND H, BUILDINGS J AND K, BUILDINGS I.
2. UNDER THE COORDINATION OF THE FIRST VICE PRESIDENT, THE FLOOR RESIDENTS FROM EACH DELEGATE AREA SHALL MEET AND ELECT ONE DELEGATE. THIS SHALL BE DONE BY OCTOBER 15TH. IN THE FAILURE OF A DELEGATE TO BE ELECTED, THE PRESIDENT, WITH THE APPROVAL OF THE EXECUTIVE BOARD, SHALL APPOINT A DELEGATE.

3. THE DELEGATE MEMBERS SHALL CONSTITUTE THE DELEGATE COMMITTEE AND THE NOMINATING COMMITTEE. THIS COMMITTEE SHALL ELECT ITS OWN CHAIRPERSON AND ASSISTANT CHAIRPERSON, WHO WILL ALSO SERVE AS CHAIRPERSONS OF THE NOMINATING COMMITTEE.
 4. THE DELEGATE COMMITTEE SHALL SERVE AS A LIAISON BETWEEN THE RESIDENTS WHOM THEY REPRESENT, THE JOHN KNOX VILLAGE ADMINISTRATION, AND THE EXECUTIVE BOARD OF THE ASSOCIATION.
- L. FLOOR REPRESENTATIVES
1. SESSIONS OF THE RESIDENTS OF EACH FLOOR SHALL BE CALLED BY THE INCUMBENT FLOOR REPRESENTATIVE, BEFORE OCTOBER 15TH, FOR THE PURPOSE OF ELECTING FLOOR REPRESENTATIVES AND ASSISTANT FLOOR REPRESENTATIVES TO SERVE FOR THE NEXT ANNUAL YEAR OF THE ASSOCIATION.
 2. IF A FLOOR REPRESENTATIVE'S OFFICE BECOMES VACANT, THE DELEGATE FROM THAT AREA SHALL CALL A MEETING OF THE RESIDENTS OF THE FLOOR INVOLVED TO FILL THE VACANCY.
 3. FLOOR REPRESENTATIVES SHALL CONVENE MEETINGS OF THEIR FLOORS AS NEEDED AND SHALL ACT AS LIAISON, THROUGH THE DELEGATES, WITH THE ASSOCIATION.

ARTICLE VII. ELECTIONS

- A. THE CHAIRPERSON OF THE NOMINATING COMMITTEE SHALL SUBMIT THE SLATE OF NOMINEES TO THE PRESIDENT, IN WRITING, AT THE SEPTEMBER EXECUTIVE BOARD MEETING.
- B. THE NOMINATING COMMITTEE SHALL PUBLISH THE SLATE OF CANDIDATES IN THE Knox News NO LESS THAN TEN (10) DAYS PRIOR TO THE OCTOBER ELECTION. ADDITIONAL NOMINATIONS MAY BE MADE FROM THE FLOOR, PROVIDED THEY ARE MADE BEFORE NOMINATIONS ARE CLOSED. THE CANDIDATES MUST GIVE THEIR CONSENT TO SERVE BEFORE BEING PLACED IN NOMINATION, EITHER BY COMMITTEE OR FROM THE FLOOR.

ARTICLE VIII. COMMITTEES

- A. THE ACTIVITIES OF THE ASSOCIATION SHALL BE CONDUCTED BY THE EXECUTIVE BOARD AND COMMITTEES.
- B. COMMITTEE MEMBERS SHALL BE SELECTED UNDER THE DIRECTION OF THE VICE PRESIDENTS, AND DELEGATE COMMITTEE CHAIRPERSON. EACH COMMITTEE SHALL ELECT ITS OWN CHAIRPERSON UNLESS OTHERWISE STATED.
- C. MEMBERS OF THE EXECUTIVE BOARD AND COMMITTEE CHAIRPERSONS WHO NEED FUNDS, OR PRODUCE FUNDS, TO BE INCLUDED IN THE BUDGET, SHALL SUBMIT WRITTEN REQUESTS TO THE TREASURER. SUCH REQUESTS SHALL BE SUBMITTED BY THE NOVEMBER MEETING OF THE FINANCE COMMITTEE FOR THEIR CONSIDERATION AND FOR THE CONSIDERATION OF THE EXECUTIVE BOARD AT THEIR DECEMBER MEETING.
- D. EACH FUND-RAISING COMMITTEE SHALL REMIT ITS INCOME TO THE ASSOCIATION FOR DEPOSIT AS FOLLOWS; TEN PERCENT (10%) OF ALL INCOME, EXCEPT MEMORIAL GIFTS AND SPECIAL OFFERINGS APPROVED BY THE EXECUTIVE BOARD, TO THE ASSOCIATION OPERATIONS ACCOUNT; THE REMAINDER SHALL GO INTO THE COMMITTEE ACCOUNT

WHICH SHALL BE CONTROLLED BY THE COMMITTEE. WITHDRAWALS FROM COMMITTEE ACCOUNTS, WITHIN THE LIMITS OF THEIR BUDGETS SHALL BE HONORED BY THE ASSOCIATION TREASURER UPON PROPERLY WRITTEN REQUESTS.

- E. THE CHAIRPERSON OF EACH COMMITTEE SHALL MAKE WRITTEN PROGRESS REPORTS AS CALLED FOR BY THE PRESIDENT OR VICE PRESIDENTS.
- F. ANNUAL REPORTS OF THE PRECEDING YEAR OF ALL COMMITTEES SHALL BE PRESENTED AT THE JANUARY ANNUAL MEETING AND A COPY FILED WITH THE SECRETARY.
- G. THE QUORUM OF ALL COMMITTEES SHALL BE A MAJORITY OF THE MEMBERS.

H. BASIC RESPONSIBILITIES

1. ARTS AND CRAFTS: PRODUCES ARTICLES FOR SALE IN THE BAZAAR.
2. BENEVOLENCE: WORKS WITH JKV ADMINISTRATION AND THE BEQUESTS AND GIFTS COMMITTEE IN MAKING DECISIONS REGARDING THE ALLOCATION OF BENEVOLENT FUNDS TO LIFE CARE RESIDENTS IN NEED OF FINANCIAL ASSISTANCE, AND DECISIONS REGARDING INVESTMENTS OF BENEVOLENT FUNDS AND ASSETS. IT SHALL MAKE MONTHLY REPORTS TO THE EXECUTIVE BOARD OF THE ASSOCIATION AND TO THE RESIDENTS AT THE QUARTERLY MEETINGS. THE REPORTS SHALL COVER INCOME BY SOURCE, INVESTMENTS, NATURE AND AMOUNT OF EXPENDITURES, AND THE NUMBER OF RECIPIENTS. NO ACCOUNTING OF INDIVIDUAL CASES IS TO BE MADE TO THE ASSOCIATION.
3. BINGO: SCHEDULES AND OPERATES BINGO GAMES.
4. COURIER SERVICE: THE CHAIRPERSON SHALL OBTAIN THE COMMUNICATIONS FROM THE FRONT DESK AND DELIVER THEM TO AREA COURIERS WHO THEN DISTRIBUTE THEM TO THE FLOOR REPRESENTATIVES FOR DISTRIBUTION TO RESIDENTS.
5. DELEGATES: SEE ARTICLE VI. K. 2., 3. AND 4.
6. FINANCE: COMPOSED OF THE ELECTED OFFICERS AND CHAIRPERSONS OF THE FUND-RAISING AND HANDLING COMMITTEES, WITH THE TREASURER SERVING AS CHAIRPERSON. THE FINANCE COMMITTEE SHALL BE RESPONSIBLE FOR BUDGETING, PLANNING, AND SUPERVISING ASSOCIATION FINANCIAL MATTERS, SUBJECT TO EXECUTIVE BOARD APPROVAL. THE TREASURER OR ASSISTANT TREASURER SHALL SIGN ALL CHECKS AND WITHDRAWALS OF ASSOCIATION FUNDS.
7. GROUNDS: SHALL WORK WITH JKV ADMINISTRATION, GROUNDS, AND HOUSEKEEPING SUPERVISORS RELATIVE TO ALL ASPECTS OF OUTDOOR AND INDOOR PLANT SELECTION, USAGE AND CARE.
8. HISTORY: SHALL COLLECT, COMPILE, AND PRESERVE HISTORICAL DATA ABOUT THE ASSOCIATION AND JKV EVENTS.
9. LIBRARY: HIGH-RISE AND MID-RISE COMMITTEES SHALL OVERSEE THE FURNISHING, PURCHASING AND ORGANIZATION OF LIBRARY MATERIAL, THE ISSUANCE OF BOOKS, AND DISPOSAL OF UNNEEDED ITEMS FROM THEIR RESPECTIVE FACILITIES.
10. MED-CENTER AUXILIARY: SHALL ORGANIZE DONATED ITEMS AND ACCEPTS DONATIONS IN EXCHANGE FOR USABLE ITEMS, SHALL WORK WITH THE ADMINISTRATOR AND MED-CENTER STAFF TO DETERMINE RESIDENTS' SOCIAL NEEDS; AND SHALL HELP PLAN AND CONDUCT MED-CENTER ACTIVITIES.
11. NOMINATING: SEE ARTICLE VI. K. 3. AND ARTICLE VII. A. AND B.
12. NUTRITION: SHALL CONSIST OF ONE REPRESENTATIVE FROM EACH DELEGATE AREA. SHALL WORK WITH THE JKV ADMINISTRATION AND THE FOOD DEPARTMENT CONCERNING ALL ASPECTS OF THE FOOD SERVICE.
13. RECLAMATION: ORGANIZES AND CONDUCTS THE COLLECTION AND DISPOSAL OF SALVAGE ITEMS SUCH AS NEWSPAPERS AND ALUMINUM PRODUCTS.
14. RELIGION COUNCIL: SHALL, UNDER THE DIRECTOR OF PASTORAL CARE, COORDINATE ALL ASPECTS OF RELIGIOUS SERVICES AND ACTIVITIES OF THE VILLAGE. IT SHALL ELECT ITS OWN OFFICERS AND MEMBERS. THE COUNCIL TREASURER SHALL DEPOSIT ALL RECEIPTS IN THE RAJKV CHARITABLE AND RELIGION COUNCIL FUND. THIS FUND WAS ESTABLISHED AND IS RECOGNIZED AS AN ORGANIZATION PERMITTED TO RECEIVE TAX DEDUCTIBLE CONTRIBUTIONS. THE OFFICERS OF THE ASSOCIATION ARE ALSO THE OFFICERS OF THE RAJKV CHARITABLE AND RELIGION COUNCIL FUND. THE ARTICLES OF ASSOCIATION FOR

THIS FUND ARE HEREBY AND HEREWITH MADE A PART OF THE ASSOCIATION BY-LAWS. (SEE LAST PAGE)

15. RESIDENTS' ASSISTANCE SERVICE (RAS) AND FLEA MARKET: COLLECTS AND ORGANIZES DONATED ITEMS, I.E. FURNITURE, HOUSEHOLD GOODS, CLOTHING. ACCEPTS DONATIONS IN EXCHANGE FOR USABLE ITEMS AND DISPOSES OF UNUSABLE ITEMS ACCORDING TO THE REGULATIONS APPROVED BY THE ADMINISTRATION WHICH ARE ON FILE WITH THE ASSOCIATION SECRETARY.
16. SAFETY: WORKS WITH THE JKV ADMINISTRATOR AND STAFF IN FIRE, SAFETY, AND DISASTER MATTERS.
17. SOCIAL ACTIVITIES: WORKS WITH THE JKV ADMINISTRATOR AND IS ADVISORY TO THE ACTIVITIES DEPARTMENT IN ALL ASPECTS OF THE ACTIVITIES PROGRAM.
- 18- STORES: PROCURES, PRICES, DISPLAYS AND SELLS GROCERY AND HOUSEHOLD-TYPE ITEMS FOR THE CONVENIENCE OF THE RESIDENTS.
19. WELCOME: SHALL WORK WITH THE ADMINISTRATION IN ORGANIZING WELCOME, HOSPITALITY, AND ORIENTATION ACTIVITIES FOR NEW RESIDENTS. FLOOR REPRESENTATIVES AND DELEGATES SHALL ASSIST IN THE WORK OF THIS COMMITTEE.

ARTICLE IX. DUES AND ASSESSMENTS

MEMBERSHIP DUES, AND ANY SPECIAL ASSESSMENTS, OF THE ASSOCIATION SHALL BE RECOMMENDED BY THE FINANCE COMMITTEE AND THE EXECUTIVE BOARD, AND APPROVED BY THE MEMBERSHIP AT A REGULAR OR SPECIAL MEETING OF THE ASSOCIATION. NO SPECIAL ASSESSMENTS SHALL BE MADE AS LONG AS THERE ARE FUNDS IN THE TREASURY TO PAY FOR THE PROPOSED EXPENDITURES.

ARTICLE X. FISCAL YEAR

THE FISCAL YEAR OF THE ASSOCIATION SHALL BE THE CALENDAR YEAR.

ARTICLE XI. PARLIAMENTARY AUTHORITY

THE BUSINESS OF THE ASSOCIATION, IN ALL CASES NOT OTHERWISE STATED IN THESE BY-LAWS, SHALL BE CONDUCTED BY ROBERT'S RULES OF ORDER NEWLY REVISED

ARTICLE XII. AMENDMENTS

- A. AMENDMENTS TO THE BY-LAWS AND THE ARTICLES OF INCORPORATION MAY BE PROPOSED IN WRITING, IN EITHER OF THE FOLLOWING WAYS:
 1. MAJORITY VOTE OF THE EXECUTIVE BOARD.
 2. AT THE OFFICIAL REQUEST OF AN ASSOCIATION COMMITTEE.
- B. AMENDMENTS SHALL BE ADOPTED BY A TWO-THIRDS (2/3) VOTE OF THE MEMBERS PRESENT AT A REGULAR OR SPECIAL MEETING OF THE ASSOCIATION, PROVIDED COPIES

OF THE PROPOSED AMENDMENTS HAVE BEEN MADE AVAILABLE TO ALL MEMBERS AT LEAST TWO (2) WEEKS PRIOR TO THE VOTING DATE.

- C. THESE BY-LAWS SHALL BE EFFECTIVE UPON THEIR ADOPTION BY THE ASSOCIATION.

ARTICLES OF ASSOCIATION

RAJKV CHARITABLE AND RELIGION COUNCIL FUND

THE RESIDENTS' ASSOCIATION OF JOHN KNOX VILLAGE OF TAMPA BAY, INC., A NON-PROFIT CORPORATION OF THE STATE OF FLORIDA, RECOGNIZED AS EXEMPT FROM FEDERAL INCOME TAX UNDER INTERNAL REVENUE CODE SECTION 501 (C) (4), DESIRING TO FORM A SEPARATE FUND, CONTRIBUTIONS TO WHICH ARE TAX DEDUCTIBLE, HEREBY ESTABLISHES THIS FUND.

THE NAME OF THE FUND SHALL BE "RAJKV CHARITABLE AND RELIGION COUNCIL FUND."

THE FUND SHALL BE USED EXCLUSIVELY FOR CHARITABLE, RELIGIOUS, EDUCATIONAL, AND LITERARY PURPOSES, INCLUDING, FOR SUCH PURPOSES, THE MAKING OF DISTRIBUTIONS TO ORGANIZATIONS THAT QUALIFY AS EXEMPT ORGANIZATIONS UNDER SECTION 501 (C) (3) OF THE INTERNAL REVENUE CODE.

THE PERSONS RESPONSIBLE FOR THE ADMINISTRATION OF THE FUND SHALL BE THE OFFICERS OF THE RESIDENTS' ASSOCIATION OF JOHN KNOX VILLAGE OF TAMPA BAY, INC.

NO PART OF THE FUND SHALL INURE TO THE BENEFIT OF, OR BE DISTRIBUTABLE TO THE MEMBERS OR OFFICERS OF THE RESIDENTS' ASSOCIATION, OR OTHER PRIVATE PERSONS. THE FUND SHALL BE USED FOR THE PURPOSES SPECIFIED WITHIN THE MEANING OF IRS 501 (C) (3).

UPON DISSOLUTION OF THE FUND, OR THE CORPORATION HOLDING THE FUND, ASSETS OF THE FUND SHALL BE DISTRIBUTED FOR ONE OR MORE EXEMPT PURPOSES WITHIN THE MEANING OF IRS 501 (C) (3).

THE TREASURER OF THE RESIDENTS' ASSOCIATION AND/OR THE JKV ACCOUNTING DEPARTMENT SHALL KEEP SEPARATE RECORDS OF ALL FINANCIAL TRANSACTIONS AFFECTING THE RAJKV CHARITABLE AND RELIGION COUNCIL FUND.

INCOME SHALL INCLUDE ALL OFFERINGS AND GIFTS TO THE RELIGION COUNCIL (I.E.; VESPER OFFERINGS, MEMORIAL GIFTS, AND SPECIAL PURPOSE GIFTS).

EXPENDITURES SHALL INCLUDE THE OPERATING EXPENSES OF THE RELIGION COUNCIL AND THE CHARITABLE GIFTS OF THE RELIGION COUNCIL.

THESE ARTICLES OF ASSOCIATION ARE ADOPTED AS OF JULY 23, 1987.

IN WITNESS THEREOF, THE UNDERSIGNED, BEING THE PRIMARY OFFICERS, HAVE EXECUTED THESE ARTICLES OF ASSOCIATION.

PRESIDENT, JEAN JONES
SECRETARY, FLORENCE WAGNER
TREASURER, KENNETH MCBROOM

VICE PRESIDENT, J. WM.GREENLEAF
ASST. SECRETARY, GENEVIEVE GEIGER
ASST.TREASURER WILLIAM P. KEY