

HAVENSIDE CORPORATION

145 Main St., P.O. Box 1418
Vineyard Haven, MA 02568
(508) 693-2280 Office / Fax
www.havenside.org

What is Havenside?

Havenside is a 501(c)(3) non-profit rental apartment complex for island elders situated on a hillside overlooking Vineyard Haven harbor. There are twenty-nine apartments spread out in four buildings, where most apartments provide views of the water. There are 16 one-bedroom core apartments, 4 one-bedroom wing apartments, 1 studio lower level, 4 one-bedroom lower level and 4 two-bedroom wing apartments. The two-bedroom apartments are for double occupancy applicants only. Havenside is conveniently located about three blocks from downtown Vineyard Haven and the library, bordered by Main Street and Crocker Avenue.

Who owns and operates Havenside?

Havenside was constructed in 1966 with the mission to provide housing for elderly full-time residents of Martha's Vineyard. Margaret Love and her brother, Robert, purchased the property of the former Havenside Inn, and then designed and built the complex under the aegis of their Romarlo Foundation.

In 1973, the Loves donated the facility to the Episcopal Diocese of Massachusetts. In 1991, the Diocese created a separate non-profit corporation for the administration of Havenside. Although the complex remains affiliated with the Diocese, it is governed by a local Board of Directors, in accordance with the Corporation By-Laws.

The Board sets eligibility criteria and other policies according to the non-profit mission of the organization and in consideration of the needs of Havenside and the larger community. The Board employs a full-time property manager.

Who is eligible for Havenside?

To be eligible for the priority list, applicants must provide proof of year-round residency on Martha's Vineyard for at least the past two years, be committed to year-round residency at Havenside, approaching retirement and at least 65 years old.

Seniors who have close family members who will provide them support and can show evidence of the residency requirement may apply for the secondary "off-

islander reserve list". These seniors must also be committed to year-round island residency, approaching retirement and at least 65 years of age.

Applicants must meet the age and residency requirements before filing an application and be able to meet other requirements, such as ability to manage the financial commitments, before being accepted to Havenside. The Board of Directors maintains the right to waive one or more of the criteria and restrictions if there are no eligible applicants for an available apartment.

Tenants must be able to live independently, safely, and cooperatively within the constraints of the property and Havenside community. Most apartments are accessed by a few steps and sloping walkways. There is a shared laundry facility in the base of each building. Limited parking, as available, can be some distance from the apartment. No smoking is allowed on the property. Pets are not allowed. Full-time residency is required.

How much is the rent? Are utilities extra?

The rent schedule is attached. Rents are adjusted modestly each January 1 according to a Board-established long-range maintenance plan. Havenside is not subsidized by private, church, or government sources and residents are expected to pay full rent.

Tenants are responsible to pay their own heat, electric, phone, TV-cable and internet utilities. Town water is included in the rent. It is *estimated* that residents can expect to pay an additional \$200 - \$300 for utilities, depending on individual use and options.

Heat and hot water are gas-fired and are provided centrally. While hot water is included in the rent, heat is measured by meters wired for each apartment, zoned separately. Tenants are billed by Havenside monthly during the heating season (November to May) based on their meter readings.

Qualified Havenside residents may apply for government rental or fuel assistance programs and make appropriate arrangements with Havenside. Assuring full rent payment remains the responsibility of the tenant.

What services does Havenside provide?

The apartments are designed for independent living and tenants are responsible for arranging any assistance they may require. Elder Services of Cape Cod and the Islands, the Tisbury Council on Aging, and Martha's Vineyard Community Services are just a few of the resources available to elders where in-home support services are provided aimed at improving the quality of day-to-day living.

Services provided to all tenants include:

- ∞ 24-hour response to emergency property-related calls
- ∞ Seasonal installation and removal of storm windows and screens
- ∞ Removal of rubbish and recyclables from communal receptacles
- ∞ Snow removal, grounds and garden maintenance
- ∞ Lawn tables and benches
- ∞ Complimentary laundry facilities on the lower floor of each building
- ∞ Limited locked storage area
- ∞ Keyed mailbox
- ∞ Limited parking (max 1 car as assigned space becomes available)
- ∞ A meeting area with tables and chairs and small kitchenette attached to the office

What is the application process? How long is the wait list?

Preliminary Application forms are available by contacting Havenside Office via telephone 508.693.2280 or email havenside@vineyard.net to request your application. Tours can be arranged through the manager and are offered when applicant is close to admission.

Upon receipt of the Preliminary Application, it will be dated and filed according to date of receipt. Currently, there is an extensive waitlist though one never knows the rate of turnover or apartment acceptance by those on the list.

Apartments often come available suddenly and must be filled quickly so please keep your preferences, eligibility status, and contact information updated. We will try to contact you using information available from your application. If we do not hear from you in three days, we will call the next person in line and consider your application inactive until you call us.

As units become available, applicants will be asked to provide Havenside with more information about nearby relatives, as well as references and a medical form with a doctor's verification that the applicant is able to live safely and independently. When this final application is submitted, we will invite the candidate to sit down with the manager and a Board member to go over all the aspects of living at Havenside, to answer any questions which he or she may still have, and to confirm for both the candidate and Havenside that he or she will be able to live safely and contentedly here, as well as to manage the financial requirements of residency.

When an apartment becomes vacant, necessary renovations are made. During this time, applicants are contacted in chronological order, to determine which applicant is qualified and prepared to sign the Agreement of Lease, effective on the date the apartment is ready for occupancy. When an applicant is not prepared to occupy an available apartment, his/her place in the chronological order remains the same for the next available unit.

If an apartment is offered for the second time (which could be one month or one year after the first call) and the applicant is not ready to accept, his application will be dated as a new one, and the waiting process will begin again. The Board reserves the right to give consideration to the total circumstances of each applicant and to weigh factors other than the date of application in notifying a person that an apartment is available.

Attachments:

Preliminary Application Form
Rent and Heat Fee Schedule

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RENT SCHEDULE

In accordance with its non-profit mission, the Board of Directors at Havenside is committed to maintaining the lowest rates that allow for the proper maintenance of the property.

<u>UNITS</u>	<u>RENT</u> <u>1/2017</u>
∞ Studio Lower Level (about 425sq ft)	\$ 760
∞ 1 Bedroom Lower Level (about 500sq ft)	\$ 775
∞ 1 Bedroom Core (1 st & 2 nd floor, about 520sq ft)	\$ 925
∞ 1 Bedroom Wing (about 600sq ft)	\$1005
∞ 2 Bedroom Wing (about 780sq ft)	\$1160

Our lower level apartments are basement walk-out apartments. Because they are set into the ground, we allow applicants to choose or exclude them from their preferences. If included, we will call you and it will count as one of your offers. If excluded, we will only call you for a core or wing apartment.

HEAT FEE

Rate per hour of use, according to individual meter readings is currently at \$.70 per hour and may vary based on the cost of propane. To give you an example, tenants heating bills range from \$70 - \$250 per month depending personal heat usage. Heat is billed between November and May.

AFFORDABILITY

While Havenside provides quality housing at a reasonable cost, it is a private non-profit with no additional subsidies. Therefore, residents must be able to provide full rent compensation to Havenside for the duration of their tenure.

When calculating affordability, we suggest the following guidelines of keeping housing costs at ¼ of your total income with consideration of any additional expenses you may have as well as future rate increases. Full rent is the obligation of the tenant.

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PRELIMINARY APPLICATION

We now have two lists at Havenside, an "island resident list" and a "reserve list" for off-island residents with close relatives on island to provide support. If you wish to be placed on either waiting list for an apartment at Havenside, please complete this application, sign in the last section and mail it to the above address or call for an appointment to submit it in person.

When your turn to express interest and qualify for an open apartment comes up, we will ask for additional information on a separate form.

ISLAND RESIDENTS – Please fill out the following information:

Name(s): _____

Street Address: _____
Street City, State Zip

Mailing Address: _____
Street City, State Zip

Phone: (home) _____ (cell) _____

Email: _____

Date(s) of Birth: _____

If you live here currently, when did your legal residency begin? _____

OFF-ISLAND RESIDENTS WITH ON-ISLAND FAMILY - please provide the following in order to qualify for the "reserve list". The reserve list will be used only when the "island resident list" has been exhausted.

Name(s): _____

Street Address: _____
Street City, State Zip

Mailing Address: _____
Street City, State Zip

Phone: _____
Home Cell

Date(s) of Birth: _____

∞ Relative on-island: _____
Name

Street Address Town

Phone

∞ Relationship to you: _____

∞ Number of years this person has resided on island: _____

ALL APPLICANTS – please fill out the following information:

∞ Regarding lower level apartments as described on the rent page:
Please mark one: Call me _____ Don't call me _____

∞ Why do you want to move to Havenside? _____

∞ Additional comments or information that might be helpful to us:

I have received and read the information printed in the Havenside Corporation Description and Preliminary Application packet. I understand it and agree to abide by it. I will inform Havenside if circumstances change which would affect my application. Furthermore, I certify that I will be able to meet and sustain the rental obligation for my apartment when accepted.

Print Name(s)

Signature(s) Date: _____