

Welcome To The Neighborhood

Useful information for new residents of The Cottages at Bradford Village

General Information

Trash and Recyclables Pickup

The City of Edmond provides a 96-gallon refuse (trash) cart and a 96-gallon recycling collection cart to each resident. Regular trash pickup is on Thursday mornings. Recycle trash is picked up on the 2nd and 4th Thursdays. Trash should be curbside by 7:00 a.m.

If the regular trash pick-up day is a holiday, the trash will be picked-up on the following day. Check the Edmond website or the notice mailed with the utility bill for holiday schedules.

Please bag your trash rather than throwing it into the collection cart loose. Trash which is not bagged is often blown out of the container when the truck empties the container and on windy days. Containers should be removed from curbside by the end of the pick-up day.

Voting

The Bradford Village Community Center is our voting location. It is possible to register to vote or to change your voting address by contacting the Oklahoma State Board of Elections online at www.ok.gov/elections. You may also obtain a voter registration form at the post office, a tag agency or the Edmond Public Library.

County:	Oklahoma
Precinct:	550047
Congressional:	05
State Senate:	041
State House:	081
County Commissioner:	03
School District:	Edmond, Board District 04
Municipality:	City of Edmond, Ward 1
Tech Center:	Francis Tuttle Technology Center

Tornado Information

The lowest level of the Health Care Center is available for storm emergencies. Entry is made from the parking lot on the east side of the building. The door is accessed via a ramp with a white metal railing which leads straight into the lower level. The key pad entry code is 0852#.

Libraries

The Bradford Village Library is located off the main lobby of the Community Center. Books

are donated by cottagers and friends of Bradford Village. A committee of cottagers maintains the collection. Check-out of books is on an honor system.

The public library of the City of Edmond is located on the corner of Boulevard and Main Street. A library card can be obtained by showing a city utility bill with the correct address. The library maintains an online presence at: <http://www.metrolibrary.org/edmond-library>.

Communication

Call Multiplier: Bradford Village uses an automated phone system, CallMultiplier, to deliver reminders about upcoming events, schedule changes, prayer requests, and other information of interest to cottagers.

When you receive a call, the caller ID should display "CallMultiplier" and the number calling will be 405-548-2251. If you are not home, the system will normally leave a message on your answering machine or voice mail. However, you may call 548-2251 anytime to replay the last message delivered to your phone.

If you have more than one phone, such as a home phone and a cell phone, you may request either or both to be added to the system. You can always opt-out of the system as well. Contact the Resident Programs Director at the Community Center for more information.

Mail Slots (Boxes) Each cottage address is assigned a mail slot (box) located on the wall along the hallway to the staff offices in the Community Center. Community information, schedules, weekly menus, announcements, etc. are routinely distributed via these mail slots.

MyBradfordVillage.net: Bradford Village maintains a website with information relative to residents. On the site you will find our resident and staff phone list and pictorial directory, dining menus, activity calendars, meeting minutes, and other news. You can also submit maintenance work orders and lawn services requests on the site.

To request an account on the site, complete an Account Request form. These forms are available in the library in the community center. The completed forms should be placed in the mail slot labeled "Drummond, 405 Jacobs."

Pet Policy

Bradford Village adheres to the City of Edmond's animal ordinances, as defined in Chapter 7 of the Edmond municipal code. The animal ordinances may be viewed in full at the following web address:

https://www2.municode.com/library/ok/edmond/codes/code_of_ordinances?nodeId=COOR_TIT7AN

This is a brief summary of Edmond's ordinances pertaining to animals and does not replace or amend any of the official ordinances:

1. No person shall permit any animal, including fowl and birds owned, harbored or kept by him, to be at large. It is unlawful for any such animal to be at large at any time within the city.
2. Defecating on sidewalks, public parks, alleys other places open to the public or on certain private property prohibited
3. No person having control of any animal or fowl shall permit such animal or fowl to

destroy or damage property of any kind or to deposit solid waste or to commit a similar nuisance on the private property of a person or the property of the City, including its parks and playgrounds, or any property other than that of the owner of the animal or fowl.

4. It is unlawful for any person to keep or harbor within the city any dog or other animal that, by barking, howling or otherwise, disturbs the peace and quiet of any person or persons.
5. Every stable, structure, pen, coop or place wherein an animal is kept or permitted to be, shall be maintained in a clean and sanitary condition and free from objectionable odors.
6. Dogs and cats shall be properly vaccinated against rabies. The owner or harbinger of the animal shall maintain a certificate of vaccination issued by a veterinarian or other individual authorized to vaccinate the animal.
7. Stray and/or wild animals may be reported to the Edmond Animal Services Unit at (405) 216-7615.

Edmond Animal Services maintains a website at:

<https://ok-edmond.civicplus.com/index.aspx?NID=558>

Bradford Village maintains a Dog Park on Hadwiger Lane adjacent to the Assistant Living parking lot. Residents are asked to leave the park clean and useable for other residents.

Utilities

The City of Edmond is the provider of electricity, water, garbage pick-up, and sewer services. Oklahoma Natural Gas provides natural gas.

With regard to water usage, Edmond participates in a mandatory regional water conservation plan. Stage 1 of the plan is the default stage. The City of Edmond currently is in Stage 1 which requires:

- If your street address ends in an odd number, you may water your lawn only on odd numbered days of the month.
- If your street address ends in an even number, you may water your lawn only on even numbered days of the month.

Changes in the water usage stages will be stated in the monthly bill, on local media or on the city website: <http://www.edmondok.com/index.aspx?nid=691>.

Yard Maintenance

Bradford Village contracts with a yard service to mow, edge and trim grass and shrubs. The work is usually done on Wednesdays. Residents are responsible for establishing and maintaining flower beds and for watering grass, flower beds, and shrubs around their cottage. Requests for specific yard service can be made by completing a written request form (located in the Library) and placing the completed request form in the Executive Director's mail slot.

Security

Security personnel are on duty at Bradford Village most evenings. They use unmarked

vehicles and may be parked at different places on the campus. Cottagers are urged to contact the Edmond Police Department via 911 in the event of any emergency or suspicious activity.

Cottage Maintenance

To request a repair to a cottage a written Maintenance Work Order be completed. Blank work orders are in the Library in the Community Center. Completed Work Orders should given to the concierge or put in the Maintenance mail box. In addition, work orders can be completed by using the MyBradfordVillage.net website.

Direct telephone requests for maintenance are unacceptable, unless in the case of an emergency. On-call maintenance contact numbers for emergencies are distributed to residents quarterly and are posted to the community bulletin board, located across the hall from the mail slots.

See "Yard Maintenance" for information regarding lawn and flowerbed services.

Cottage Maintenance services include:

Cottage Exterior

- Outside faucets
- Painting
- Brick and mortar repairs
- Deck and patio repairs (if damage is present at time of move in)
- Window and screen repairs
- Garage door repairs (does not include resident-caused damage to door panels)
- Exterior door repairs (may not include first responder forced entry)
- Gutter cleaning and repairs
- Concrete repairs
- Mail boxes or slots
- Roof repairs
- Attic vent repairs

Cottage Interior

- Ceiling and wall repairs (repair of wall damage caused by motorized carts/wheelchairs must be approved by the Executive Director)
- Tile and carpet repairs
- Room and closet door repairs
- Window blind repairs and installation (if present at move-in)
- Touch-up paint for maintenance-removed or replaced items
- Paint supplier and codes are available from maintenance for touch-up required after a resident has removed or installed a fixture or item

Electrical Systems

- Circuit breakers
- Wiring
- Switches and outlets (included cover plates)

- Ceiling and wall attached light fixtures and light bulbs (if present at move-in)
- Bathroom ceiling light, vent, and heater

Water Systems

- Water leak repairs for faucet and drain
- Faucet replacement (determined by maintenance)
- Hot water heater repairs or replacement (determined by maintenance)
- Dishwasher and refrigerator ice maker supply line water leaks
- Toilet repairs or replacement (determined by maintenance)
 - Stopped up toilets are not normally considered an emergency or a regular maintenance item. If the resident is physically unable to unstop the toilet by themselves, maintenance can perform the task; there may be a surcharge at the discretion of the Executive Director

Heating, Ventilation, and Air Conditioning (HVAC)

- HVAC system repairs or replacement (determined by maintenance)
- Annual spring and fall HVAC inspections are done by a contractor
- HVAC filters and smoke alarm batteries are changed semi-annually by maintenance

Kitchen Appliances

- Appliance repairs or replacement of appliances provided by Bradford Village (determined by maintenance)

Please note Maintenance services do not include:

Commercial carpet cleaning and tile steam cleaning

Resident-installed alarm systems

Light bulb replacement for table or free-standing lamps

HVAC duct cleaning

Housekeeping

Light housekeeping services include:

Bathroom(s)

- Shower walls, floor, and door and/or bathtub walls and floor
- Sink and countertop, mirror
- Toilet bowl inside and out, floor around and behind toilet
- Sweep and mop floor

Bedroom(s)

- Dust furniture
- Vacuum floor
- Check window sills for cobwebs and dust

Kitchen

- Clean microwave
- Wipe countertops
- Clean sink(s)
- Clean front of refrigerator, dishwasher, microwave, and stove
- Sweep and mop the floor

Living Room

- Dust and vacuum
- Check window sills for cobwebs and dust

Hallway, Dining Room, Entry Way, Other General Areas

- Sweep and mop and/or vacuum the floor

Meetings and Events

Executive Committee

All Independent Living residents are members of the Cottage Community of Bradford Village. The Executive Committee of the Cottage Community is comprised of officers and representatives elected from the community. The committee meets monthly with Bradford Village management to discuss quality of life issues and projects.

The meetings are held on the first Monday of each month at 10:00 a.m. in the Activity Center Activity Room. In the event that the first Monday of the month is a holiday, the meeting is held on the following business day.

All cottagers are welcome to attend, but only committee members may vote on issues.

Cottagers' Business & Information Meeting

These meetings are held quarterly, on the second Monday of the month in February, May, August, and November. The meetings occur in the Community Center dining room at 12:15 p.m. and all cottagers are encouraged to attend.

Bradford Village management and the Executive Committee provide updates on community projects and improvements, and other issues of interest to residents.

Meals

Meals are served buffet style in the Community Center dining room. There is no reserved seating. You may sit at any table where there is available seating. Meal times are:

-  **Breakfast:** Served Monday through Friday, 7:30 a.m. to 9:00 a.m.
-  **Lunch:** Served Monday through Friday, 11:30 a.m. to 1:00 p.m.
-  **Quarterly Saturday Brunch:** Check your Monthly Activity Calendar for date, time, and cost.
-  **Monthly Celebrations Meal:** Served at the tables and may be served either at the regular lunch time or at 5:00 p.m. Check your Monthly Activity Calendar.

You may bring guests to meals, but the dining staff must be notified at least 24 hours in advance (by calling 531-3441) so they may plan accordingly. There is a \$7.00 charge per guest for lunch and \$4.00 charge each for breakfast.

For those residents who require the use of walkers, wheelchairs, and scooters, following are a few dining etiquette practices we ask that you observe. Walkers should be placed against the dining room walls after seated and the staff will assist with moving these for you. Wheelchairs and scooters can be used to assist a resident to the dining table and, once transferred to a dining room chair, the staff will move the wheelchair or scooter to the lobby and will prepare a plate with your chosen menu items.

Socials, Pot Lucks, Birthday Party, Happy Hours, etc.

Various events are scheduled each month. There are other events such as book club, bingo, etc. that are scheduled each month. Check your Monthly Activity Calendar.

Monthly Activity Calendar

A calendar is produced monthly by our Resident Programs Director which lists all the activities, gatherings, meetings, and outings planned for the month.

Useful Telephone Numbers

These numbers are provided for your convenience and are subject to change. Please report any outdated numbers to a member of the Executive Committee.

Bradford Village

Bradford Village Health Care Center.....	341-0810
Community Center Front Desk.....	531-3444
Meal Delivery (call by 7:30a.m. for breakfast, 11:00a.m. for lunch).....	531-3441
Assisted Living Front Desk.....	276-9204

Utilities

City Utilities (Electric/Water/Sewer/Trash & Recycling).....	359-4541
Oklahoma Natural Gas – Customer Service.....	800-664-5463
Oklahoma Natural Gas – Report Leakage.....	800-458-4251
Cox Cable & Internet (Sales, Billing, & Tech. Support).....	600-7676

Newspapers

Edmond Sun.....	341-2121
The Oklahoman (Customer Service).....	478-7171

Hospitals

OU Medical Center Edmond.....	341-6100
AMG Specialty Hospital Edmond.....	341-8150
Integris Health Edmond.....	657-3000
McBride Orthopedic Hospital Edmond.....	230-9200
Mercy Health Center Edmond.....	216-8690
Mercy Health Center OKC.....	755-1515
Deaconess Hospital OKC.....	604-6000
Oklahoma Heart Hospital North.....	608-3200

Police & Fire

Oklahoma County Sheriff – General Information.....	713-1000
Oklahoma Highway Patrol.....	425-2424
Edmond Police – Non-Emergency.....	359-4338
Edmond Fire – Non-Emergency.....	216-7300
Fire EMERGENCY.....	911
Police EMERGENCY.....	911
EMSA.....	911

Road Conditions

Oklahoma.....	405-425-2385
Arkansas.....	800-245-1672
Texas.....	800-452-9292
Kansas.....	866-511-5368

Nearest Banking Locations

Citizens Bank of Edmond
32 N Broadway
(405) 341-6650

Bank of America Financial Center
333 N Bryant Ave
(405) 216-0436

Arvest Bank
1133 N Bryant Ave
(405) 677-8711

MidFirst Bank
1601 E Danforth Rd
(405) 943-8002

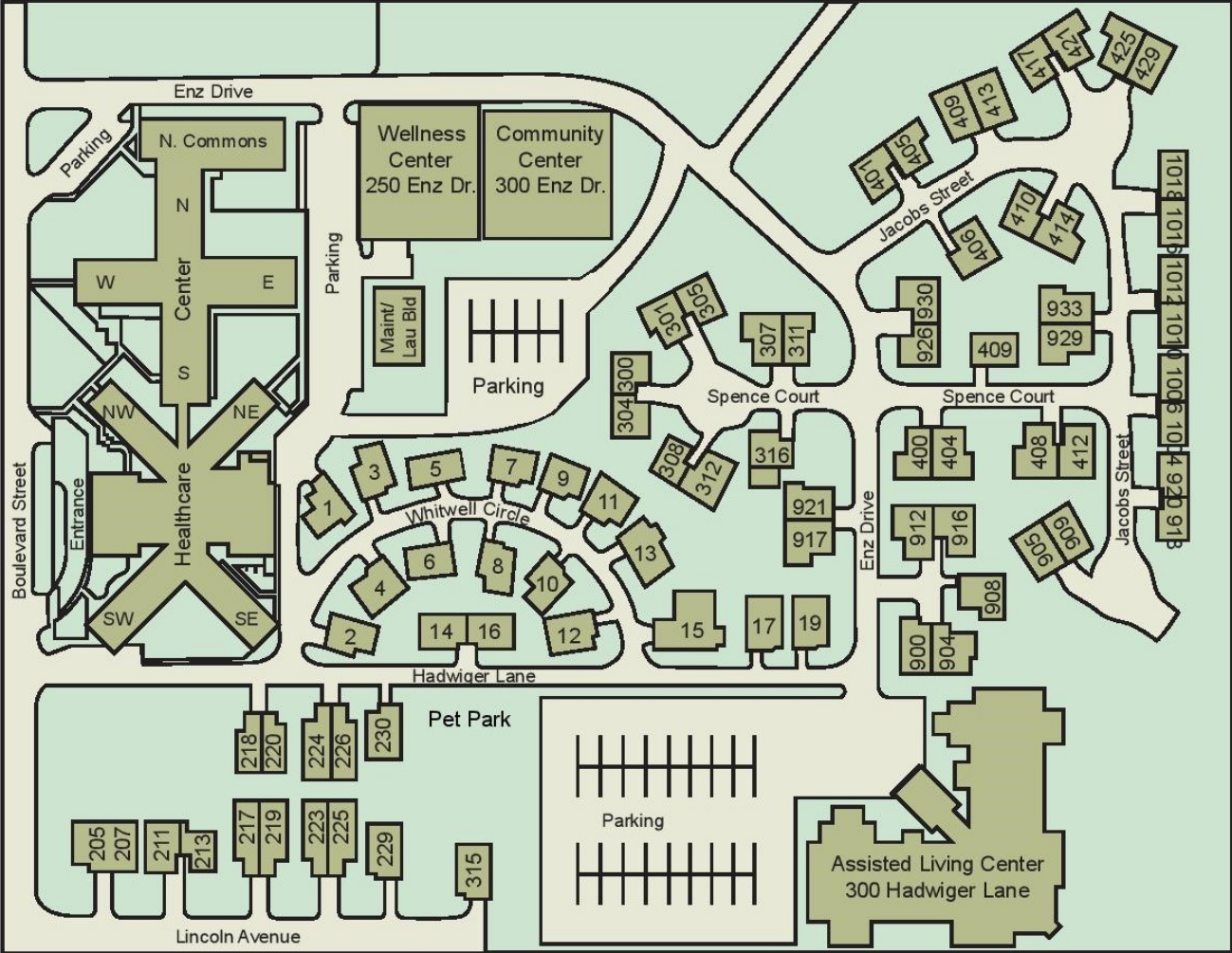
Chase Bank
Bryant Square Shopping Center
300 S Bryant Ave
(405) 715-7050

Arvest Bank
1501 W Edmond Rd
(405) 677-8711

Oklahoma Fidelity Bank
1127 E 2nd St
(800) 757-0464

Tinker Federal Credit Union
1401 N Kelly Ave
(405) 732-0324

Bradford Village Community Map



Note: The Wellness Center is also known as the Activity Center.