

Dear Residents, Relatives, Staff, Volunteers and Fairway Members,

It is with great pleasure that I advise that the Board of Fairway has determined to proceed with the proposed expansion of Fairway.

A Construction Contract has now been signed with the builder.

In essence, the expansion when completed will involve the following:

1. An additional 20 new rooms (taking the total overall to 85), 17 of which will be in a new house 6, which will be on a first-floor level, and which will connect with the current house 5. The new house 6 will have new dining, lounge and sitting areas;
2. The construction of a new basement area (in the location of the existing car park at 195 Bluff Road) and which will provide:
 - a) 16 undercover car spaces, which will have a security-controlled entry, for use by residents' relatives;
 - b) A new commercial laundry based on best practice infection control; and
 - c) New storage areas.

Two lifts will service the basement area and provide access to all other levels of Fairway;

3. A separate loading bay for deliveries so that deliveries no longer need to come through the front entrance;
4. A new porte cochere entry with 2 short-term parking spaces;
5. An expansion of the current ground floor area, that will extend to near the Bluff Road frontage. The ground floor when completed will provide:
 - a) New administration offices;
 - b) A new staff room, separate training/meeting room, and a new staff change and shower facility;
 - c) A new internal café area located near the entrance to the premises;
 - d) A new sitting area near the entrance;
 - e) A new private dining room for use by residents and their families;
 - f) A new commercial kitchen, providing state-of-the-art facilities;
 - g) A new courtyard area (in addition to the existing outdoor courtyard area between houses 2 and 3, and which existing courtyard area will remain unaltered); and
 - h) New and expanded dining and lounge areas on the ground floor.

Please note the following:

- A. Plans showing what the expansion will entail will be displayed shortly in a prominent position at Fairway;

- B. It is proposed to hold a number of **Information Sessions** to take people through the plans in greater detail and answer any questions anyone may have. The Information Sessions will be as follows:
- a) For **Residents, Relatives, and Fairway members**:
 - (i) On **Monday 19 February 2024** commencing at **1 30 PM**; and
 - (ii) On **Thursday 22 February 2024** commencing at **6 PM**;
 - b) For **Fairway Staff and Volunteers**:
 - (i) On **Monday 19 February 2024** commencing at **3 PM**; and
 - (ii) On **Thursday 22 February 2024** commencing at **9 AM**.

All the Information Sessions will be held in the **Activities Room** at Fairway.

For administrative purposes, if you intend to attend an Information Session could you please advise Charles Crisostomo, Fairway's CEO, of this no later than **the day before** the scheduled Information Session;

- C. A list of **Frequently Asked Questions** accompanies this email for your assistance. If there are any other questions that you have, after the conclusion of the Information Sessions, then please provide these to our CEO;
- D. Management will provide monthly updates to residents and relatives, and to staff and volunteers, regarding progress of the works including providing information of what actions will be taken during that month so as to minimise any disturbance to residents;
- E. The **Construction Program**, by way of a short summary, provides for the following:
- (a) Commencement of preliminary works, and relocation of existing services, required for the excavation of the new basement area, will commence next week. The construction of the new temporary entrance area will also start around this time.
- The **existing** car park at 195 Bluff Road will **be closed** for use **from 15 February 2024**. As and from that time, staff and families will need to utilise the **new** car park at 206-208 Bluff Road, Sandringham (New Car Park).
- Please note that access to the New Car Park is via left turn in from Bluff Road only, and it is a secured car park with a boom gate. You will be required to enter a code into the access panel in order to gain access. Details of the access code have been emailed by the CEO to families.
- Please note that pedestrian access to Fairway will still be available from the Bluff Road frontage until such time as the new temporary entrance area is complete (and which is expected to be around mid to late March 2024). You will be advised by the CEO when this occurs.
- (b) The demolition of the current entry area will commence around mid to late March 2024 after the new temporary entrance area is completed;
 - (c) Construction works in respect the new basement area, including piling works, expanded ground floor area, and the new house 6, are expected to start in April 2024;

(d) The new expanded ground floor and the works set out in **points 5(a) to (g)** above, are expected to be completed by the end of May 2025;

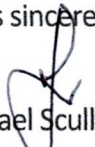
(e) Internal works on the new dining and lounge areas on the ground floor (**point 5(h)** above) will start in June 2025 and are expected to be completed by November 2025.

Please note the above dates are **indicative time frames** and are dependent on various matters including weather conditions, supply of materials, any latent defects discovered in the course of construction, and prompt responses being received from third parties in relation to matters. Management will keep people updated on a monthly basis of progress of the works. Information will also be displayed on Fairway's website.

The expansion works will clearly involve some inevitable disturbance to the normal operations of Fairway. Management, and the builder, will be taking all steps that are reasonably practicable to minimise disturbance to residents during the carrying out of the expansion works. I would ask for your understanding, patience, and cooperation during the expansion works which when completed will be of enormous benefit to Fairway's residents, relatives and staff and will provide for an even better Fairway.

Copies of the plans will be displayed on Fairway's website. If you would like an A4 hard copy of the plans, or for a set of the plans to be emailed to you, then please speak to our CEO.

Yours sincerely,



Michael Scully
Chairperson
Fairway Bayside Aged Care

15 February 2024