

## Important Information Mutual Eleven Residents Need to Know

All residents pay a monthly Condominium fee, which goes toward numerous disbursements such as, maintenance, landscaping, cable, community amenities, security, etc. But did you know that the **largest part of the fee** goes toward the **electricity** and **water** that we use in our Mutual? It is important that you are aware that Mutual Eleven is on a **Master Meter** with other mutuals in Leisure World, **and the amount of electricity that is consumed by all, is divided into equal parts and billed accordingly.** Therefore, it is very important that we all be prudent when we use water and electricity.

Please **do not leave your outside light on unless needed.** In the **summer**, turn your **A/C up to 77, and 80+ degrees if you are not home.** Turn it **off** if you are out of town for any length of time. **IN THE WINTER, TURN OFF the FAN SETTING** and set your heat at no higher than **78** degrees, and lower during the night. **IF not home**, set **YOUR HEAT** to **55** degrees. Do not leave windows and doors open if you have the A/C or heat on. **Keep your outside A/C unit clean/clear of debris and vegetation.** Have the A/C and furnace checked yearly and the condensation line also cleaned to prevent floods. Change all filters on a regular basis. **Turn lights out if not in use.** Use **compact fluorescent bulbs** in your fixtures.

**Using good judgment and common sense will help save energy and conserving and using water wisely will help keep our condo fees from going up.**

- Volunteers deliver the Leisure World News every two weeks.
- Mutual Eleven also has its own newsletter delivered by volunteers.
- Each **unit** is assigned **one** permanent parking space. Please park in your assigned space only. Units with **two** vehicles will be assigned a **temporary second** parking space **IF** available.
- Always park **your** vehicle **“head in”** and not over the curb.
- If you have an **emergency** (flood, leak, etc.) call Physical Properties directly at **301-598-1500.** After hours or weekends, call the main gate **301-598-1044.**
- If you have a **fire**, call **911** and **leave the building immediately.** Call from a neighbor's house. **Health emergencies** call the main gate **301-598-1044** or call **911** directly.
- **NEVER** lock your **storm door.** In an emergency, it prevents quick entry and the door will most likely be broken down. This takes time – Time means life or death!
- Make sure that you leave a key with Security, a reliable neighbor, or a local relative.
- Keep your **profile up to date** with our mutual assistant in Administration.
- Let someone know **when you will be away for any length of time** and arrange for someone to check your unit periodically for any leaks or problems. **Turn off the Main water valve and the circuit breaker to the water heater.** Leave a **contact number** with a neighbor or local relative.
- Be sure to locate your **main water turn-off** for your unit, in case of a leak.
- Check your **water heater periodically to assure that it does not leak.** If it is between **nine-12 years** old, consider replacing it. Floods are very costly and cause a lot of grief for all affected.
- In the **winter** before it freezes, please **disconnect outside hoses** and **turn off the water valve to the outside faucet.**

- **NEVER** leave your home with any appliances running (dryer, washer, dishwasher, etc) which could cause a flood or fire. **Clean the dryer vent filter** after each use and avoid using dryer softener sheets, which leave a waxy coating on the filter and vent.
- Check to make sure you have a **working smoke detector** and change the battery **twice** a year. Most smoke alarms have a **ten-year** life span.
- Make sure that you turn off all stove burners and do not leave anything on or near the stove that could catch fire. **Set a timer to remind you that you have something on the stove or in the oven.**
- **Do not** put grease, potato peelings, onionskins, corn silk, meat, bones, fibrous vegetables or fruits down the **garbage disposer**. Always flush with plenty of cold water after use.
- Please **do not flush any personal hygiene products including personal wipes down the toilet**. Many of our units have older pipes, which will not handle these products. **Sewage back-ups** are not a pleasant experience to deal with for all concerned!
- Trash and recycling is on **Tuesday** and **Friday**. Please put trash in a **trash container with a tight fitting lid**. **DO NOT** place trash in plastic bags. **Newspapers** and **cardboard** are picked up on **Wednesday**. **Do not** put newspapers in **plastic bags** for recycling. Please use a paper bag, cardboard box, or tie bundle with disposable string/twine.
- **Do not** dispose of **plastic bags** in trash. Recycle at your nearest grocery store.
- All **yard waste** will be picked-up on **Monday** and **Thursday** in **brown paper yard bags**. Please **do not over fill**. They should not weigh more than **40 lbs**. **Large branches or sticks should be tied with disposable twine/string in small bundles** no longer than **36"** long or weigh more than **40 lbs** and. Place curbside by **8:00am** and call **Grounds at 598-1314** to request a pick-up.
- All pets must be **registered with the Board, with proof of license and inoculations. Limit one dog per unit, weighing no more than 35 lbs and 24 inches from shoulders when full grown. Two Indoor cats per unit must also be licensed and inoculated.** Please do not allow your pets to run at large and clean up after them. **It's the law!** **Please use designated walk areas only: center island of LWB and center islands in parking lots ONLY.**
- **Do not nail, screw, tape or hang any items on to the vinyl siding of your unit, shed or fence.**
- Please keep your unit clean and neat and your foundation beds mulched and weed free. **Curbside appeal means everything. Be a good neighbor.**
- The common areas are for mutual residents and mutual Board approved events only. No food or food preparation is allowed in Common areas without Board approval.
- If you have any questions and are not sure about something, please call a member of the Board of Directors to help you find the answer.
- Mutual Board of Directors Meetings are the **second Wednesday** of each month at **3:00pm**. All residents are encouraged to attend.
- We welcome all volunteers who wish to participate in our mutual, please contact a board member for information.
- **HELPING HANDS** is a committee that has volunteers that provide support and help in an emergency. **Contact : Marilyn Watson 438-7891**

## Important Phone Numbers

- Administration - **598-1000**
- Accountant - **598-1363**
- Mutual Assistant - **598-1316**
- Physical Properties - **598-1500**
- Main Gate -**598-1044**, Norbeck Gate – **598-1066**, Conn. Gate – **598-1022**
- Security - **598-1355**
- Education & Recreation Office – **598-1300**
- Comcast Cable (Leisure World Bulk Account) – **301-920-9951**
- Leisure World TV Channel # **952**
- Grounds – **598-1314**, Trash/Recycling – **598-1343**
- Insurance - **598-1091**

**We want you to be happy and enjoy living in Mutual Eleven!**

Thank you,

### Mutual Eleven Board of Directors 2010-11

**Darlene Merry Hamilton**, President-PPD & Landscape Advisory Committee -598-1826

**Janet Tyler**, Vice President, Treasurer, Newsletter -301-646-9899

**Belle Cunningham**, Director, Mutual Information – 240-242-3566

**Phillip Horowitz** – Director, Grounds – 301-598-5399

**Martin Koronowski** – Director, Webmaster, Newsletter, Energy Advisory Committee-  
(240-669-6769)

**Lillian McClement** – Director, Welcome Committee, Mutual Information - 598-7558

**Raymond (Pat) Rinn** – Director, Physical Properties – 598-1774

**Peggy Life**, Health Advisory Committee – 438-7833

**Frank Morrone**- Chair, Budget Committee - 598-1816

**Judy Owen** – Education & Recreation Advisory Committee – 598-3853

**Marylin Watson**–Helping Hands, Emergency Preparedness Advisory Committee  
(438-7891)

**Jack Rich** – Insurance Advisory Committee – 438 - 3216

**Yvette Rich** - Hospitality Ad Hoc Committee – 438-3216

