

# Important Reminders for Residents

## SAFETY AND EMERGENCIES

- **Emergency?** (flood, leak, etc.) Call Physical Properties directly at **301-598-1500**. After hours or weekends call the main gate 301-598-1044.
- **Fire?, call 911** Leave the building immediately then 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 this allows quick entry. Otherwise, the door may 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.
- Remember to **update your profile** 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 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.
- 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** (stove, oven, dryer, washer, dishwasher, etc) which could cause a flood or fire. **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.
- Check your to make sure you have a working **smoke alarm** and change the battery twice a year.

## SAVING ENERGY

- All residents pay a monthly Condominium fee, which is used to provide maintenance, landscaping, cable, community amenities, security, etc.

But did you know that the largest part of the fee now pays for the electricity and water used within our Mutual?

**Using good judgment and common sense will help save energy and help keep our condo fees as low as possible.** 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 electricity.

Please try to follow the following energy saving recommendations:

- Minimize the use of Heat in summer and A/C in winter by keeping the systems off.
- Please turn your A/C up to 80 degrees if you are not home and turn the system off if out of

town.

- Please turn your Heat down to 55 degrees if you are not home.
- Close open windows and doors when using A/C or heat.
- Turn off any indoor and outdoor lights if not in use. Also, try to use compact fluorescent bulbs in your fixtures.

#### **COMMUNITY NEWS AND INFORMATION**

- **Leisure World News** — delivered by volunteers every two weeks.
- **Mutual Eleven Newsletter** — also delivered by volunteers.
- Always park your vehicle “head in” and not over the curb.
- Do not put grease, potato peelings, meat, bones, fibrous vegetables or fruits down the garbage disposer. Flush with plenty of cold water.
- 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!
- Do not dispose of plastic bags in trash. Recycle at your nearest grocery store.
- Do not put newspapers in plastic bags for recycling.
- 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 in small bundles no longer than 36” long.
- Please do not allow your pets to run at large and clean up after them. It’s the law!
- Please keep your unit clean and neat and your foundation mulched and weed free. Curbside appeal means everything. Be a good neighbor.
- 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.

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

Thank you,  
Mutual Eleven Board of Directors