

Preface

Welcome...

To Leisure World of Maryland
...Your new home and
community

Leisure World of Maryland is a private, age-restricted community located in Montgomery County, Maryland. The community was started in September of 1966. The 610-acre parcel is accessible by using any of the three manned gatehouses. The perimeter is fenced and entry is limited to residents and guests.



There are approximately 8,500 people residing in the community, which is sub-divided into 29 housing associations referred to as *Mutuals*.

The community amenities (which are held in Trust for benefit of the residents) include an 18-hole golf course, two clubhouses (with both indoor and outdoor swimming pools), tennis courts, dining facilities, bus transportation (both within the community and to outside shopping centers), a medical center and pharmacy, and complete maintenance services. A complete listing of amenities and services, along with other information about Leisure World, can be found on the community Web site: www.lwmc.com.

The Leisure World of Maryland Corporation (LWMC) manages the individual housing associations, as well as the Trust. There are approximately 260 full-time and part-time employees of the Leisure World of Maryland Corporation.

This booklet provides you with information relative to the community operations. Please take the time to read this document and familiarize yourself with the contents.

Introduction to Leisure World of Maryland

Your Role in the Community

As a resident of Leisure World of Maryland, you are encouraged to learn how the community functions and operates. This will enhance your ability to navigate your community.

As this is now your home, your living experience will be enriched by volunteering your time and attending meetings. Playing an active role can be both rewarding and educational, as well as enjoyable.

Community Organization

The residential areas are established under Maryland law, either as a Cooperative, a Condominium Association, or a Homeowners Association. Within Leisure World, the Cooperative, the Condominium Associations, and the Homeowners Association are known as Mutuals. Each Mutual is a separate legal entity, governed by a Board of Directors elected by the members.

The Mutual Board

Under the provisions of Maryland law, the terms of the Declaration, and the Bylaws of the Mutual, the Board manages the affairs of the Mutual, including the "common" properties, such as lobbies/hallways, sidewalks, lawns, parking lots, etc. In cooperation with the other Mutuals, the Board also participates in the operation of the community-wide facilities and services. Board responsibilities include: approval of the annual budgets for the care and maintenance of Mutual property, support of community services, and making known and enforcing policies and regulations about the use, occupancy, and maintenance of the property of the Mutual.

The Leisure World of Maryland Trust

The properties and facilities (clubhouses, golf course, etc.) provided for the benefit of all Mutuals are held in Trust. The Leisure World Community Corporation (LWCC) is the Trustee.

The Trustee contracts with the Leisure World of Maryland Corporation (LWMC), a wholly owned subsidiary of the LWCC, to manage the operations of the Trust facilities.

The Leisure World Community Corporation Board of Directors

The individual Mutual's Board of Directors appoints a member, or members, depending on the size of the Mutual, to represent it on the LWCC Board of Directors. The LWCC Board of Directors, among its functions, establishes policies for the management of the Trust properties, approves the annual operating budget of the Trust, and selects the General Manager to operate its subsidiary Management Corporation, the Leisure World of Maryland Corporation. The officers of the Board of Directors are: Chairman, Vice Chairman, and Executive Secretary. The meetings of the Board of Directors of the Leisure World Community Corporation, the Executive Committee, and the Advisory Committees are open meetings and may be attended by the members of the community.

The Executive Committee

Working between regular monthly meetings of the LWCC Board of Directors is an Executive Committee, composed of the LWCC Board Officers and 2-5 additional Board members elected by the Board. This Committee prepares, coordinates, and otherwise facilitates the work of the Board. It also serves as a conduit between Advisory Committees and the LWCC Board of Directors.

Advisory Committees

The Board of Directors has a number of Advisory Committees, which review community needs and assess potential problems. Based on the foregoing, the committees recommend policies, programs, and services to the Board. The Board approves residents to serve on these committees whose career experience and interests lie in fields closely related to each committee's responsibilities.

The Leisure World of Maryland Corporation

LWMC provides for the efficient and effective operation of the Mutuals and the management of the Trust properties and facilities. The General Manager's duties, among other things, include advising the LWCC Board of Directors, the Mutual Boards, and the various resident committees; assisting the community organizations; and representing the community before governmental agencies and other bodies.

Education and Recreation Department

The Education and Recreation Department (E&R) is located in Clubhouse I, with a subsidiary office in Clubhouse II. The objective of the E&R Department is to offer programs and manage facilities for the cultural, intellectual, physical and social enjoyment of all residents.

This information is intended to provide residents with knowledge of facilities and activities available in Leisure World. Copies of established rules and policies of the E&R Department (approved by the Board of Directors of Leisure World) are available in the E&R Offices, upon request.

Education

Many courses are offered throughout the year. Classes, operated on a self-sustaining basis, depend upon the interest and participation of the residents and are organized to allow for varying degrees of skill. Classes may include: art, bridge, ceramics, dancing, foreign languages, numerous exercise classes, dramatics, water classes, and religious studies.

Recreation

Recreation facilities and activities under the supervision of the E&R Department include swimming, lawn bowls, tennis, shuffleboard, billiards, and bocce ball. Specialists provide instruction and guidance in some areas.

Special Events

Entertainment and educational programs featuring outstanding performing artists and lecturers are scheduled throughout the year. Holiday events, activities, and parties are also planned.

Social Activities

The E&R Department approves and assists in coordinating social, service, and fraternal organizations. A list of existing clubs, including a contact person and telephone number (updated regularly), is available to residents in the E&R Office.

Resident Clubs and Organizations

The community is noted for many organized groups. Both social clubs and service groups meet on a regular basis, for the enjoyment of residents and the benefit of the community. Up-to-date information is published in the *Leisure World News*.

There are many opportunities for residents to volunteer time and assist within groups and organizations, according to their interests. Volunteers reap the rewards of friends, neighbors, and club members while contributing to the vitality of the community.

New Residents

The E&R Department distributes a community handbook and organization contact list to all new residents, which provides an introduction to the community, its facilities, and its rich opportunities for pleasant living and personal development. The information is useful in helping each newcomer determine where and how he or she may participate in community life. Welcome coffees are held to provide a more personalized introduction.

Communication

The Leisure World News

The community newspaper and closed circuit television are the official means of communicating information to residents of Leisure World. *Leisure World News* is published on the first and third Tuesday of each month and delivered by volunteers to residents.

The Closed Circuit TV System

Clubhouse activities and other pertinent and emergency information are broadcast daily over the Closed Circuit TV system.

Daily Clubhouse activities and emergency announcements are available by calling 301-598-1313.

Clubhouse I and II

Clubhouse I is home to a lobby, ballroom with dance floor, cocktail lounge, restaurant, classrooms, lending library, and woodworking shop. Outdoor facilities include shuffleboard, lawn bowls, bocce ball, outdoor swimming pool, and lanai area. Facilities can be reserved, for a fee, when regular events are not scheduled.

Clubhouse II houses an auditorium, fitness facility, indoor swim complex, computer center, billiards room, ceramics, lapidary, and several meeting rooms.

Fitness Facility

The Fitness Facility, located in Clubhouse II, is open daily. Users must complete and sign a "Fitness Facility Use Agreement" and sign in and out with each visit to the facility. Consult the E&R Office at Clubhouse II for hours, availability of fitness trainers, and complete rules.

Swimming Pools

Copies of the complete pool and fitness rules and information on ticket prices and hours are available in the E&R Offices and at the pools.

The Outdoor Pool, located at Clubhouse I, is open from Memorial Day through Labor Day.

The Indoor Swim Complex, in Clubhouse II, contains a lap pool, social pool, and whirlpool. It is open Tuesday through Sunday, year round.

Tennis Courts

Four courts are located adjacent to Clubhouse II and are open year round, weather permitting, from 7:30 a.m. to dusk. Written requests for times may be left in the Clubhouse II E&R Office.

Travel Office

Eyre at Leisure World Travel Office, located in Clubhouse I, is a department of Eyre Bus, Tour & Travel. They offer a full service travel agency that specializes in airline reservations, cruises, group tours, vacation packages, hotel accommodations, and auto rental. They also plan a variety of day and overnight excursions for Leisure World residents and their guests. ***Watch the Leisure World News or the Web site (www.lwmc.com) for information on upcoming trips.***

Garden Area

During the growing season, the garden area is open from sunrise to sunset. Annual applications and information are available in the E&R Office in Clubhouse I each fall for the following spring.

Food Service Operation

Leisure World of Maryland contracts the restaurant and catering facilities located in Clubhouse I. The Cascade Bistro, Terrace Room, and Stein Room offer a choice in atmosphere and variety of menus to residents. Hours of operation for the facilities are published regularly in the *Leisure World News*.

Banquet Service

The food service contractor offers full catering services for private functions, as well as for groups and organizations.

Foundation of Leisure World

The Foundation of Leisure World is an organization incorporated in the State of Maryland for charitable, health, educational, and cultural purposes. The Foundation is recognized by the Internal Revenue Service as tax exempt and eligible to receive contributions, which donors may claim as deductions on their income tax returns.

The Foundation was established by the residents of Leisure World and is independently managed by a Board of Directors composed of nine residents appointed by the Board of Directors of Leisure World.

The Foundation was created to help enhance the quality of life at Leisure World with supplemental funds, and to provide an extra dimension which marks an interesting and vibrant community. Contributions to support the Foundation's work can be made to:

*The Foundation of Leisure World
3701 Rossmoor Boulevard
Silver Spring, MD 20906.*

Golf Course

The Leisure World Golf Course is an 18-hole championship facility that is a true and fair test of golf for players of all ability levels. The course features slightly narrow, well-defined fairways, dramatic bunkering, and magnificent undulating greens. It plays a little less than 5200 yards from the white tees and just over 4700 yards from the red tees and is always superbly conditioned, year after year, by our G.C.S.A.A.-member Director of Golf.

Other amenities at the golf course include a well-stocked golf shop, driving range, putting green, practice bunker, locker room facilities, and a P.G.A. professional staff that is available for lessons and clinics throughout the season.

The course is available daily to residents of the community and their guests, with various tournaments and other group activities scheduled from April through October.

Medical Center

The Medical Center, located at 3305 N. Leisure World Boulevard, is a physician's office offering services *exclusively* to Leisure World residents. Board-certified internists experienced in the care of older adults provide primary care. The physicians are skilled in the management of current conditions, as well as diagnosis and preventative care. On weekdays, after-hours phone calls for urgent problems are forwarded to the individual physician through an answering service. The primary care physicians share emergency coverage on weekends and holidays.

Specialists work with primary care physicians to provide comprehensive care for most medical conditions. State-of-the-art equipment provides the capability to screen for osteoporosis and can diagnose a spinal fracture, if necessary. Ultrasound procedures for the diagnosis of cardiac and circulatory problems are available by appointment. Photodynamic Light Therapy is helpful in the treatment of precancerous skin conditions caused by exposure to the sun. Diabetes self-management classes are ADA-recognized and taught by a Certified Diabetes Educator. Although emergency facilities are not available, a nurse is available for telephone triage. A blood drawing station for laboratory services is staffed by Montgomery General Hospital. Additionally, microdermabrasion is offered (usually as a cosmetic procedure) for the removal of skin problems that may include sun damage, scars, fine lines, and wrinkles.

To access our services, you may call the Medical Center reception desk. If help is needed in selecting a physician, social workers and the Director of Nursing are available by appointment. It is recommended that all residents have a primary care physician in the community or nearby. The Medical Center participates with Medicare and accepts assignment. Billing questions may be directed to the billing office.

For the convenience of residents, a specially marked "sharps container" for the disposal of syringes and needles is located near the elevator. This disposal method is preferred to disposal in the regular trash. Expired or unwanted medications may also be disposed of in this container rather than flushing them into our water supply. Please add a small amount of water to capsules and tablets and replace the lid on the container before disposal.

Health-related seminars and programs are announced in the *Leisure World News*.

The community offers free blood pressure testing on the first and third Tuesdays of each month in Clubhouse I. Retired healthcare workers who are residents of the community provide this service.

Dental

The primary care dentists have many years of experience in the Leisure World community. They are skilled in the latest procedures, including implants, restorations, and some cosmetic procedures. Prevention of problems is primary to the care that is being offered. Dental hygienists provide the recommended preventative routine care. The services of an endodontist can be scheduled as needed.

Pharmacy

The pharmacy offers prescription-filling services and patient counseling. Prescription orders are accepted from physicians located throughout the Washington area. The facility participates in most insurance plans and also offers Medicare billing for diabetes supplies. Home delivery is available for a fee.

Social Services

The Leisure World Social Services Department offers service to all Leisure World residents and their families. The program is staffed by licensed and accredited social workers, who provide assessment of social and emotional situations. They offer information about a number of resources, such as mental health counseling, home health services, and Meals-on-Wheels, which are available to help residents maintain independent, safe living. The social workers are also well versed in topics of assisted living, adult day care, nursing homes, and advanced directives; and they work with residents and their families to utilize these resources appropriately. The social workers can be reached at the Leisure World Medical Center.

Physical Therapy

Atlantic Physical Therapy is a Medicare Certified Rehabilitation facility offering a full range of rehabilitation and health maintenance services. They specialize in the geriatric population. Their services include, but are not limited to, rehabilitation for walking and balance problems, sports injuries, joint replacements, back injuries, stroke, Parkinson's disease, and other neurological impairments. They offer exercise programs for patients who want to continue to have a monitored program after discharge from PT. Specialty services include aquatic therapy, incontinence therapy, osteoporosis management, and home therapy for the homebound.

Lifeline

Lifeline is a personal emergency response system offered by Leisure World to all residents of the community. The system is designed to provide coverage in a resident's home and consists of a communicator (small box tied into the telephone system) and a personal help button to be worn by the resident. The responders to a "help needed" call are the Leisure World security guards, who will either dispatch the Leisure World triage nurse (when on duty) or call 911. There is a minimal annual fee for Lifeline. The service can be arranged by contacting the Lifeline coordinator at the Leisure World Medical Center.

File of Life

File of Life is an envelope containing medical and personal information that is magnetically attached to a resident's refrigerator and is useful to emergency technicians and the triage nurse, should they need to come to the residence. The envelope contains information about a person's medical problems, medications, allergies, and people to notify in an emergency. File of Life envelopes and forms are available at the Leisure World Pharmacy at no charge.

Physical Properties

The Physical Properties Department (PPD) at Leisure World provides a wide variety of repair, maintenance, and emergency services to meet most of the needs of our residents. Services are offered to individual residents and to the Mutuals. PPD's service departments include: Appliances, Carpentry, Electrical, Heating and Air Conditioning, and Plumbing. Residents have the opportunity to purchase appliances, materials, supplies, and repair service, as needed. PPD's proximity to the residents allows them to provide prompt service. All pricing is very competitive with local merchants and discount suppliers. Labor rates are established on a break-even basis, not on a percentage profit basis. After the established minimum charge, charges for PPD personnel are made in 15-minute increments and travel time is not charged, which gives PPD a price advantage over most outside service providers. Mutuals have varying policies regarding PPD services covered by the Mutual and those that are the responsibility of the unit owner. Refer to your particular Mutual's governing documents or contact your Property Manager or Mutual Assistant with any questions regarding payment responsibility.

PPD can also remodel your kitchen or bathroom. The Kitchen and Bath Center Showroom located in the Physical Properties building at 3301 N. Leisure World Boulevard displays kitchen cabinets, vanities, countertops, tile, plumbing fixtures, HVAC equipment, and more. The Showroom is open Monday through Friday, from 8:30 a.m. to 12:00 noon, and from 1:00 p.m. to 4:30 p.m. Residents are welcome to browse through our catalogs and make an appointment to meet with a sales consultant. Leisure world residents are offered discounts on cabinets, countertops, and tile, making your remodeling project more affordable.

Materials and supplies commonly used by many residents, such as light bulbs, furnace filters, batteries, plumbing fixtures, and many other items are available "over the counter" in the PPD building at 3301 N. Leisure World Boulevard. The prices are competitive with those in the surrounding area and provide the added convenience of being available closer to your door.

To place a work order, or to inquire about a service, call 301-598-1500, Monday through Friday, during the hours of 8:30 a.m.–4:30 p.m. To obtain emergency assistance during non-standard hours, contact the Security Department's Main Gate at 301-598-1044. Security will dispatch help appropriately, depending upon the nature of your call.

After-Hours or Evening Department

Hours are Monday through Friday, from 4:30 p.m. to 12:00 midnight. Hours on Saturdays, Sundays, and holidays are from 8:00 a.m. until 12:00 midnight. One employee is on duty to respond to emergencies, such as uncontrolled water leaks, sewer backups, electrical outages, etc., during these hours. PPD can also schedule some minor routine service calls at these times, upon request.

Service Agreements

These annual, fixed-price Agreements are available to residents of *most* Mutuals. The Agreements offer maintenance and repairs for all standard appliances at multiple levels of coverage and pricing. Various Mutuals have an option to elect an Agreement that also covers maintenance and repairs for electrical, plumbing, hot water heater, ventilation, and air conditioning, for one annual labor fee. Please contact Physical Properties for additional information.

There are a number of services that are provided through the Physical Properties operation. Residents should read the *Leisure World News* to stay informed regarding services offered and current schedules with respect to those services. Schedules pertaining to grounds maintenance can also be viewed on the Closed Circuit TV. A copy of the complete PPD Information Handbook is available upon request at the PPD service counter and on the Leisure World Web site at www.lwmc.com, under Facilities - Physical Properties.

Helpful Hints for Recycling

This section provides helpful information regarding recycling at Leisure World of Maryland.

Some of the recycling practices in Leisure World differ from those of Montgomery County, in order to try to maintain condominium fees at an acceptable level. However, all recycling practices are approved by Montgomery County, and the efforts of the residents and staff have proven Leisure World to be one of the leaders in recycling in the State.

Materials You Must Recycle

Leisure World does not take newspapers to Montgomery County for recycling. Instead, as a cost-saving measure, newspapers are sold to an alternate recycling facility. As a result, the community saves the expense of paying to dispose of newsprint and receives payments that help to offset the cost of operating the department.

1. Magazines and phone books (pickup on the first Wednesday of the month).

Note: Please place magazines and newspapers outside for pickup, in separate bundles, in paper bags, or tied with string.
NO PLASTIC BAGS, PLEASE!

2. Aluminum, bi-metal (steel/tin) cans, and aluminum foil products.
3. Glass bottles and jars (green, clear and amber).
4. Yard trimmings (grass, leaves, brush, and Christmas trees). Call Grounds Department at 301-598-1314 to arrange for pickup. Pickup days are on Monday and Thursday only.
NO PLASTIC BAGS, PLEASE!
5. Plastics.

WE ACCEPT:

All clear and colored plastics, lids, jars, clean pails, clean buckets (with metal and plastic handles), and food-grade tubs.

WE DO NOT ACCEPT:

- Other plastics.

Examples: *salad bar containers made of plastic, Styrofoam containers, microwavable trays.*

- Bottles from hazardous products.

Examples: *automotive and garden products.*

Note: Aluminum, bi-metal (steel/tin) cans, glass, plastic and aluminum foil products that go into your blue recycling bin will be picked up on the same day as your trash.

How to Recycle/Dispose of Smoke Alarms

While there is indeed radioactive material in a smoke alarm, it is extremely weak. Therefore, it may be safely disposed of in your regular household trash.

Some smoke alarm manufacturers will take their own products back, but will not take alarms made by other companies. The postage is at the consumer's expense.

How to Recycle/Dispose of Fluorescent Light Tubes and Bulbs

The concern with fluorescent bulbs is that they contain a thin mercury layer, rendering them household hazardous waste when they burn out and require disposal. Fluorescent bulbs should be disposed of at a Household Hazardous Waste collection site.

Recycling of all light bulbs: Bring any burned-out light bulbs to Physical Properties and we will dispose of them properly.

How to Recycle/Dispose of Aluminum Foil Products

WE ACCEPT:

- Aluminum foil products.

Examples: *foil wrap, pie plates, and other food trays.*
Please clean and wipe off foil.

- Tins from cookies, fruit cakes, popcorn, and similar items.
Place these in your blue bin for collection.

WE DO NOT ACCEPT:

- Aerosol cans. Please dispose of these in your regular trash.

How to Recycle/Dispose of Batteries – Household vs. Rechargeable

Dry cell and alkaline batteries used in flashlights, toys, and appliances are no longer considered to be hazardous waste. Manufacturers responded to environmental concerns and now produce dry cell and alkaline batteries that are virtually free of mercury. Therefore, these batteries may be disposed of in your household trash.

Button batteries, nickel-cadmium (rechargeable) batteries, uninterruptible power supplies and lead acid (car) batteries continue to contain metals that are valuable and must be disposed of properly.

How to Recycle/Dispose of Fire Extinguishers

Aerosol type: Dispose of aerosol-type fire extinguishers in your normal household trash.

Cylinder type: Discharge your cylinder-type fire extinguisher in an open outdoor location into a moistened paper grocery bag until it is completely empty. Put the bag into your trash. Unscrew the top valve from the empty cylinder. Put the top and cylinder into your trash. The metal components are not recyclable in the blue bin.

How to Recycle/Dispose of Books

To prepare hardback books for recycling:

- Tear off the rigid book covers to separate the covers from the books' pages.
- Bundle the separated covers and pages for collection with your other paper recyclables. Remember - do not use plastic bags.

Summation

With your assistance, Leisure World can maintain its ranking as one of the leaders in recycling in the State. Thank you for your continuing support of our recycling program.

Disposal of 'Sharps' and Prescription Drugs

Items such as needles, syringes and lancets should not be disposed of with your regular trash or recyclables. Special containers for 'sharps' can be purchased at the pharmacy, but if you use other plastic containers, they should be sealed with tape. Old prescription drugs that are no longer needed should not be disposed of in the trash or flushed down the toilet, but should be left in their original container. Add a little water and replace the lid or cap. All of these items ('sharps' and prescription drugs) should then be brought to the Medical Center and placed in a specially marked trash receptacle, across the hall from the elevator on the first floor, for safe and proper disposal.

Holiday Schedule Trash and Recycling

Trash collection is made three times weekly, according to one of the following schedules, depending on your location.

Monday/Thursday	(Trash/Recycling)
Tuesday/Friday	(Trash/Recycling)
Wednesday	(Newspapers for the entire community)

Exceptions to the above schedule are the following legal holidays: Christmas Day, Columbus Day, Independence Day, Labor Day, Memorial Day, New Year's Day, Presidents' Day, and Thanksgiving Day.

Collections are not made on days when there are severe weather conditions.

There will be no make-up day when your scheduled pickup falls on one of the above-listed holidays. Trash collection will be made on the next regular day of your scheduled collection. Please have trash ready by 7:30 a.m. on your collection day.

Should a holiday fall on a Wednesday, newspapers will not be picked up until the following Wednesday.

Application for Building Modifications

As an owner of a home in Leisure World, you agree to abide by either an Occupancy Agreement or Bylaws of your Mutual. These documents assign responsibility for certain architectural controls to the Board of Directors, thus allowing homeowners the flexibility of change while protecting the interests of all. Any structural alterations or building modifications (including exterior color) require approval **before any work begins**. If an owner fails to obtain such approval, the Board of Directors may require the owner, at owner's personal expense, to return the residence to its original condition.

The positive results of this approach are, in large part, the outcome of the cooperation of all residents. Continued cooperation is essential to maintain Leisure World as an attractive environment that is enjoyed by all who live here.

Application Procedures

Forms can be obtained from the Physical Properties Department (PPD), your Mutual's Office, the receptionist in the Administration Building, and on the Leisure World Web site (www.lwmc.com).

Once the application has been completed, it should be delivered to PPD for review and approval, and then returned to the Mutual Board of Directors for a final decision. You will receive written notification of acceptance or denial of your request, along with any additional requirements or restrictions that may be associated with your request (i.e., building permits, easements, etc.). Residents are advised not to sign a contract or put down a deposit until they have received the Application for Building Modifications approval from their Mutual.

Security Department

The Security and Transportation Office is located in the northeast corner of the Administration Building. This office manages the overall operations of the Security and Transportation Services and ensures that all policies and procedures established by the community and the Security Department are accurately and efficiently carried out by Security personnel.

Special Police

Field Officers are commissioned Special Police Officers by the State of Maryland. These individuals have the power of arrest and are licensed to carry firearms. The basic responsibilities of these Officers are: protection of life and property, preservation of peace and order, prevention and detection of crime, and enforcement of all laws, ordinances, and rules of the State of Maryland, Montgomery County, and the Leisure World community.

Special Police Officers provide a constant patrol via vehicle and foot throughout the entire community 24 hours a day, seven days a week.

Gate Guards

The primary responsibility of the Gate Guards is to provide the community with security by allowing only authorized persons to enter and also to assist those who enter the community.

Entrance Gates – Hours of Operation

- MAIN GATE (*Georgia Avenue*)
Open 24 hours/7 days a week
- NORTH GATE (*Norbeck Road*)
Open 6:00 a.m. - 9:55 p.m., 7 days a week
- CONNECTICUT AVENUE GATE
Open 6:00 a.m. - 9:55 p.m., 7 days a week

Residents' Keys at the Main Gate

Residents are encouraged to leave a key to their unit at the Main Gate. The key will only be signed out to the unit owner, who must show identification. Keys will NOT be signed out to relatives, guests, domestic help, or vendors. Security Personnel may use the key should an emergency warrant it. Keys for Mutuals 6 C, 17 A, 17 B, 20 A, 20 B, 21, 23, 24, and 26 are already maintained at the Main Gate.

Exit and Entry into the Community

Vehicle Decals and I.D. Cards

Permanent residents who have vehicles are issued numbered decals by the Security Office. In order to obtain a decal, residents must present a Leisure World identification card, a valid driver's license, and a vehicle registration naming the resident as the vehicle owner. Decals must be removed when the resident moves or the vehicle changes hands. Residents are also issued identification cards displaying their name and address.

Guests or Employees of Residents

Residents should notify the Main Gate when guests or employees are expected.

Residents can obtain up to eight guest passes per calendar year from the receptionist in the Administration Building. These passes are for frequent guests.

Employees of a resident are issued a pass for a limited time. Up to three passes for employees can be obtained per calendar year.

Other Security Measures

For their own protection, residents are urged at all times to lock the doors to their unit, to secure sliding glass doors, and to lock windows. Lock your vehicle, and refrain from leaving golf clubs on golf carts and personal property in open or unprotected areas. You are urged to report promptly, to the Main Gate, the presence of solicitors, salespersons, and other intruders at your door, as well as questionable or suspicious circumstances anywhere on the premises.

Transportation Services

The Security and Transportation Department provides three levels of transportation.

Shuttle Bus

Free of Charge

Monday through Saturday, shuttle buses operate throughout the community and Leisure World Plaza. Trips to Aspen Hill and Olney are provided once a week.

Schedules are available from the E&R Office, Security Office, and the bus drivers.

Supplemental Transportation - "Dial-a-Ride"

(Within the Community Only)

Residents can call the Main Gate to receive transportation via Leisure World sedans. Service is provided anywhere within the community. There is a charge for this service.

Physically Challenged Transportation

(Mobility Limited by Wheel Chair or Motorized Scooter)

A Physically Challenged Van is available for non-ambulatory individuals. Individuals must call the North Gate for pickup requests. A four-hour advance notice is required to obtain transportation. A fee is charged for this service. However, this service is free of charge during the hours that the shuttle bus is in operation.

Community Policy on Move-Ins/Move-Outs and Deliveries

Move-ins/move-outs and deliveries are permitted only between the hours of 7 a.m. and 7 p.m., Monday through Saturday. No moves or deliveries are permitted on Sundays. Some Mutuals may have further restrictions. It is best to check with your Mutual Board or Association Office prior to confirming a move-in/move-out or special delivery.

Emergency Preparedness in Leisure World

Leisure World is comprised of many different types of housing, causing responses to an emergency to vary from Mutual to Mutual. The Emergency Preparedness Advisory Committee has recommended that each Mutual develop a system to communicate with the residents to alert them to an imminent or ongoing threat to our community from a natural or terrorist source. The residents would also be referred to radio and television for information and recommendations from the County and State. It is also recommended that each Mutual maintain an updated list of residents who may need assistance during an emergency.

Various types of emergencies require different responses. The following is therefore advised —

To prepare for any emergency, there are four major things to remember:

1. **Stay Calm** — avoid panic and trust the advice of crisis planners.
2. **Shelter in Place** — don't leave your home unless specifically told to do so.
3. **Keep in Touch** — county, security and community personnel will be on hand to advise you, depending on the situation. Radio, TV, Web sites, and internal communications will be there for you. Follow the recommendations of public officials.
4. **Plan Ahead** — if you are required to stay in your home for a few days, don't be caught without adequate supplies. If you are required to leave your home, know what to take with you.

Specific things (to cover most situations) that you can do to assure your safety will be detailed in this brochure. Keep it handy and remember that your wellbeing depends on following the directions given to you by the people in charge and avoiding the urge to take matters into your own hands.

Things You Should Know:

- Emergency phone numbers (security gate, relatives, doctor, neighbor, poison center, PEPCO, etc.). Check with the Leisure World phone book and the Web site.
- How to turn off the main water supply to your home.
- How to turn off the main electrical supply to your home.
- The best way to exit your home (don't go on balconies in case of fire).
- Emergency information Web sites (www.co.mo.md.us; www.mcfrcs.org; www.fema.org; www.cdc.gov; www.lwmc.com; www.ready.gov).
- Best radio and TV stations for emergency information.
- Location of all your important papers (passports, driver's license, insurance papers, etc.). These are best kept in a fire-proof safe, preferably away from your home.
- Names and doses of all your medications.
- Name and phone number of your doctor, dentist, pharmacy, etc.
- Basic first aid and, if possible, CPR.
- How to work a household fire extinguisher.
- To keep food from spoiling, keep below 40 degrees or over 140 degrees.
- Use perishable food from refrigerator first and freezer second.
- Every home should have at least one corded phone.
- Check smoke detectors and replace any that are over 10 years old.
- An A/B switch on your TV will allow you to get local stations when cable is out.

Things You Should Have on Hand:

- Battery operated radio.
- At least two flashlights.
- Extra supply of fresh batteries.
- First Aid kit.
- Extra medications, eyeglasses, and hearing aid batteries.
- Copies of all prescriptions, including eyeglasses.
- Enough non-perishable food (canned, powdered or freeze-dried) to last for 3-5 days. Do not depend on fresh or frozen foods. (Rotate supply.)
- 3-5 gallons of bottled water for each person. (Rotate every six months.)
- Manual can opener.

- Household fire extinguisher for use on small localized fires only. (Check each month for expiration.)
- NOAA emergency alert radio.
- Carbon monoxide detector.
- Pet supplies for 3-5 days for each animal you own.
- Keep your car fuel tank at least three-quarters full at all times.
- Keep a blanket, flashlight, tools, a shovel, First Aid kit, water, and non-perishable food in your car.
- File of Life on your refrigerator door, updated regularly.
- Medical insurance and Medicare cards.
- Personal hygiene supplies and clean clothing to last 3-5 days.

What to Do if Ordered to Shelter in Place:

- Close and stay away from all windows (seal, if possible).
- Turn off fans, heating, and air conditioners.
- Close all fireplace dampers and vents.
- Seal door frames (if possible).
- Do not leave your unit until you are told that it is safe to do so.
- Be prepared to stay in your home for 3–5 days (check above for things you should have on hand).

What to Do if Ordered to Evacuate

- Listen for specific instructions before leaving your home. If instructed to go to a specific place, go directly there. If told not to use your car or carpool, do not do so.
- Take enough medication to last 3-5 days.
- Take copies of all your prescriptions.
- Take cash, charge cards, driver's license, medical insurance and Medicare cards.
- Take extra eyeglasses and hearing aid batteries.
- Take your First Aid kit.
- Take clean clothing, comfortable shoes, and personal hygiene supplies.
- Lock your doors.

Things You Should Do Ahead of Time:

- Shut off water to appliances when going on vacation.
- Unplug appliances when not in use (microwave, toaster, etc.).
- Don't start appliances before leaving the house.
- Always close the bedroom door when going to sleep.
- Be aware of anyone who may need extra help in an emergency.
- Arrange for someone to check up on you regularly.
- Secure a Lifeline system if you are living alone.
- Secure a File of Life if you do not have one already (available free of charge at the Medical Center).
- Teach anyone who may be assisting you how to operate any necessary equipment.
- Keep emergency and relative contact numbers next to telephone.

Telephone Numbers to Keep on Hand:

- PEPCO power outages 1-800-PEPCO-62
- Washington Gas Emergency 1-800-750-1400
- Poison Control Center 1-800-222-1222
- WSSC Water Emergency 301-206-4002
- Medical Center Emergency 301-598-1055
- Leisure World Pharmacy 301-598-1005
- Security Gate 301-598-1044
- Emergency Radio Information WTOP – 103.5 FM

When there is a weather situation or other type of emergency situation in the community, management will post recorded messages on 301-598-1313 and 301-598-1000. Residents of high rise buildings should contact their property manager's office for recorded updates on emergency situations affecting their particular building.

This information does not cover every possible emergency. It is meant to provide Leisure World residents with basic preparedness guidelines which, when combined with any specific instructions given by your Mutual and/or professional personnel, should make you more secure in a crisis situation.

To help you better prepare for a possible evacuation order or prolonged sheltering in place, these additional suggestions have been compiled:

- Disaster kits should be assembled in a sealed plastic bag containing the following (which should also be scanned and put on a CD, if possible): copies of wills, estate planning papers, credit cards, passports, birth and marriage certificates, insurance information, real estate deeds, savings and checking account numbers, recent tax return, emergency contact list, driver's license, car registration, Social Security, Medicare and Medicaid cards, Power of Attorney, Health Directives and health proxy papers, list of current medications and copies of prescriptions, if possible, and inventory of household belongings.
- Also have handy in case of evacuation: safe deposit keys, extra eyeglasses, hearing aids, extra cash, extra rechargeable batteries and cell phone battery, clothing and bedding, basic tools, pet food and leashes.
- Keep your affairs up to date: change in assets, marital status, health status, or insurance.
- Consider storing pictures in an online photo site.
- Consider boarding pets if you may have to go to a shelter.
- Discuss with loved ones how you will communicate with them via an out-of-town contact in case of power failure.
- Back up essential computer files.
- Check your fire extinguisher.
- In case of a storm warning: recharge all rechargeable batteries, fill your bathtub with water for sanitary use, clear your yard of any potential flying objects, fill prescriptions and oxygen tanks (if needed for medical purposes).
- Consider purchasing a portable generator.

Community Rules and Regulations

The following briefly lists some general rules and regulations that are in place in the community.

- **RESTRICTED ACCESS TO TRUST PROPERTIES**
Management has the right to restrict access to Trust properties in order to preserve and protect community property and for public safety. Unit owners, residents/tenants, and guests are not permitted to invite motor coaches (buses) onto Trust property.
- **USE OF AMENITIES**
An owner who occupies a unit is entitled to use all Trust amenities, as are his/her guests, provided that they are escorted by the unit owner. An owner who does not occupy a unit transfers all rights to use of the amenities to the occupant identified and listed in the required lease/occupancy agreements.
- **FEEDING OF WILDLIFE**
Feeding of wildlife on Trust property is strictly prohibited. A fine of \$100.00 will be imposed on any person caught feeding wildlife.
- **MOTOR VEHICLE TRAFFIC LAWS**
In accordance with Montgomery County and Maryland State vehicle laws, the following traffic regulations are enforced by Montgomery County Police and Leisure World Security:
 - Obey all posted speed limit signs.
 - Come to a complete stop at STOP signs.
 - Yield the right-of-way to pedestrians at street crossings.
 - Conform to all parking regulations.

Violations include, but are not limited to:

Fire lanes, no parking zones, and handicapped spaces without a permit.

Violators are subject to fines/removal of illegally parked vehicles, at the owner's expense.

- **SPEED LIMIT WITHIN THE COMMUNITY**
Leisure World Boulevard is a one-lane roadway in both directions and NO passing is permitted. The speed limit on the Boulevard is **30 MPH**. Other roadways within the community have different speed limits. Violators are subject to fines by Montgomery County Police.

NOTES

- TRUST PARKING**
Trust parking facilities are available to residents and their guests for parking of **passenger** vehicles only. Management reserves the right to bar or prevent anyone from parking, for due cause.
- ADMINISTRATION PARKING LOT**
Residents are reminded that all the traffic lanes in the Administration Parking Lot are one-way. All vehicles are required to travel in the direction toward the lower end of the parking lot. **At no time are vehicles allowed to travel upward in the parking lot toward the Administration Building.** There are arrows painted on the roadway surface indicating the direction of travel. Drivers disregarding the established traffic pattern pose a serious risk to both pedestrians and vehicular traffic. The one-way requirement may at times be inconvenient, but it has been designed with the safety of all residents in mind.
- GOLF CARTS – Rules of the Road**
Golf carts are to be driven on the right hand side of the road nearest to the curb. Operators must obey all traffic rules and regulations. Carts are prohibited from being driven outside the community (*including Leisure World Plaza*). Parking or driving carts on any turf areas is prohibited, unless the areas have been designated for golf cart usage. Golf carts parked in unauthorized areas are subject to being towed at the owner’s expense.
- RECREATIONAL VEHICLE (RV) PARKING**
RV owners wishing to prepare for a trip or unload upon return from a trip must obtain an RV pass from the Main Gate or Security Office. RV passes for residents are valid for a 48-hour period. Passes for visitors are valid for a period of up to 7 days. RVs must be parked at Clubhouse II at the northern end, known as the swimming pool side of the lot. Proper blocking must be ensured to prevent any damage occurring to the surface of the lot. RVs are not permitted to use any outside power source, and no sleeping is permitted in the vehicle. Management reserves the right to bar or prevent anyone from parking for due cause.
- VIOLATION OF TRUST RULES**
Violation of Trust Rules may result in suspension of rights to use of the Trust amenities.