

## Table of Contents

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Welcome .....	2
Your Londonderry Board of Directors .....	3 – 5
Your Londonderry Team .....	6 – 9
Life at Londonderry .....	10
Site Plan .....	11
Apartment Site Plan .....	12
Activities and Events .....	13
Tred Avon Tavern .....	13
Mail .....	14
Newspapers .....	14
Cable Television and Internet .....	14
Landline Telephone Service .....	14
Smoking Policy .....	14
Solicitation Policy .....	15
Housekeeping .....	15
Front Desk .....	16
Copy and Fax Services .....	16
Postage and Notary Services .....	16
Salon .....	16
Building and Grounds .....	17 – 18
Health and Wellness .....	19
SARA System and CATIE .....	20
Security and Transportation .....	21
Vehicle and Golf Cart Registration and Parking .....	21
Important Documents and Numbers .....	22
Fire Drill .....	23 – 25
Notification of Absence .....	26 – 27
Overnight Guests .....	28 – 29
Trash and Recycling .....	30 – 31
Magnolia Manor .....	32



## Welcome

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Welcome to Londonderry on the Tred Avon!

On behalf of the Board of Directors, our wonderful residents, and the entire Londonderry team, we are absolutely delighted that you have chosen to make Londonderry your new home. Congratulations on embarking on this exciting new chapter, and we are thrilled to welcome you into our vibrant and close-knit community.

We understand that moving can be a challenging process, filled with both excitement and stress. Please know that our entire team is here to support you every step of the way, whether it's answering questions, helping you settle in, or simply providing a friendly smile as you adjust to your new surroundings. We take great pride in ensuring that each new resident feels at ease and at home as quickly as possible.

One of the most wonderful things about Londonderry is the sense of community that thrives here. Our residents often speak about how they truly feel like family, and we are confident that you will experience this warmth and camaraderie in no time. We can't wait to get to know you and your family personally, whether it's through casual conversations as we pass each other on our scenic walkways, or while participating in one of the many events and activities that fill our calendar.

Speaking of activities, we hope you will dive right in and take advantage of the wide variety of programs, clubs, and gatherings we offer. From fitness classes to book clubs, from happy hours to educational seminars, there is truly something for everyone. Our community is built on the idea that staying active, engaged, and socially connected is key to living a fulfilling retirement. We believe the possibilities here at Londonderry are endless, and we encourage you to explore all that we have to offer.

Thank you again for choosing Londonderry as your home. We are honored that you've decided to join us and look forward to many years of friendship, shared experiences, and memorable moments. If there is anything we can do to assist you during this transition, please don't hesitate to reach out. We're here to make your life at Londonderry everything you hope it to be—and more!

Welcome home!

Warm regards,

The Londonderry Team



## **Londonderry Board of Directors**

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The Board of Directors is made up of ten total members, including five elected Stockholder representatives and five members who are non-stockholders. These non-stockholder members are selected and approved by the current Board.

Each Board member serves a three-year term, with a limit of two consecutive terms. Members may be re-elected or re-appointed after a one-year break in service.

The Board provides essential oversight for Londonderry, helping to guide its long-term direction and ensuring goals are met. Board meetings are held on the fourth Wednesday of each month, and residents and shareholders are welcome to attend as observers.

A complete list of the current Board members can be found in this book.

## **Annual Meeting**

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The annual Stockholders meeting is held in August. This meeting is for the election of new board members, committee reports, review of the annual audit and other business as needed.

Londonderry's fiscal year runs from July 1st to June 30th.

## **Residents Meeting**

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Residents meetings are held on the second Wednesday of each month beginning at 3:00 p.m. We encourage ALL residents to attend these monthly meetings. This is your opportunity to present questions, suggestions, and concerns to your resident board members.



## **Londonderry on the Tred Avon Board of Directors as of September 2024**

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To reach a board member please call 410-820-8732 and leave a message or mail a letter to the board member's attention at 700 Port Street, Suite 148 Easton, MD 21601.



**John Flohr**

**President**

Term(s) of Service

May 2021 - May 2024

May 2024 - May 2027



**Jean Rhian**

**Vice-President**

Term(s) of Service

Aug. 2023 - Aug. 2026



**Beth Horner**

**Treasurer**

Term(s) of Service

June 2024 - June 2027



**Steven Cades**

**Secretary**

Term(s) of Service

Jan. 2023 - Aug. 2023

Aug. 2023 - Aug. 2026



**Dirck Bartlett**

Term(s) of Service

April 2023 - April 2026

**Londonderry on the Tred Avon  
Board of Directors  
as of September 2024 (continued)**

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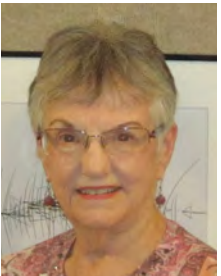
**Roger Bollman**

Term(s) of Service  
Aug. 2022 - Aug. 2025



**Dr. Brian Cotter**

Term(s) of Service  
Jan. 2024 - Jan. 2027



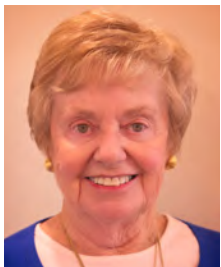
**Nancy Henry**

Term(s) of Service  
Aug. 2024 - Aug. 2027



**Graham Lee**

Term(s) of Service  
Aug. 2024 - Aug. 2027



**Pat Lewers**

Term(s) of Service  
Aug. 2022 - Aug. 2025

## Your Londonderry Team

### Administration

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#### **Chief Executive Officer: Christine Harrington**

The CEO has the full responsibility for the efficient operation of Londonderry on the Tred Avon. The CEO reports to the Board of Directors.

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#### **Administrative Assistant: Erika Taylor**

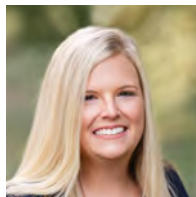
#### **Receptionist/Administrative Assistant: Michelle Pepper**

#### **Receptionist/Administrative Assistant: Kathy Ross (not pictured)**



The Administrative Assistant greets residents and visitors. The Administrative Assistant distributes all incoming phone calls to their proper destinations. The Administrative Assistant also assists residents by scheduling transportation for medical and personal appointments, filling their copying and fax requests, answering their questions, filling out work orders for repairs they have requested, and weighing small packages or heavy envelopes they wish to mail.

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#### **Controller: Jennifer Hughes**

#### **Accounting Coordinator: Tammy Moldoch (not pictured)**

The Accounting Department provides coordination in the business planning, accounting, and budgeting efforts of the community. The Controller coordinates and/or prepares the monthly financial statements and cash analysis. The Controller presents the monthly financial reports to the CEO and board of directors. The Accounting Department is responsible for monthly invoicing, monitoring accounts receivable, recording cash receipts, recording and monitoring accounts payable, and preparation and reconciliation of various checking and general ledger accounts. The Accounting Department is also responsible for Human Resources and IT services.

## Sales and Marketing

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### **Director of Sales and Marketing: Rachel Smith** **Sales and Marketing Coordinator: Kristina Carson**

The Sales and Marketing department is responsible for all aspects of marketing and sales of the apartments and cottages. This includes tours, advertising, re-sales, and community outreach.

## Health and Wellness

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### **Director of Health and Wellness: Lorraine Fisher, RN** **Health and Wellness (part time): Liz Whitby, RN**

The Director of Health and Wellness monitors the medical, social, and psychological needs of all residents. The coordination of health care services and house calls during illnesses and recovery are also provided. Blood pressure screenings are given to all residents when requested. The Director of Health and Wellness offers educational meetings related to health issues.

## Tred Avon Tavern

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### **Director of Dining Services: Chelsea Harris**

The Director of Dining Services oversees all aspects of the kitchen and dining room. The Director of Dining Services is responsible for ensuring the dining menu items are tasty, nutritious, well balanced and enjoyable for residents and guests.





## Activities

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### **Director of Community Engagement: Erica Hardeo**

Activities at Londonderry are planned by the Director of Community Engagement with the help of a Resident Activity Advisory Group. A monthly activity calendar is published and distributed to all residents.

## Building and Grounds

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### **Director of Buildings and Grounds: James Brooks**

The Director of Buildings and Grounds is responsible for scheduling, planning, organizing, managing, and facilitating the repairs and maintenance of all the Cooperative's appliances, buildings, equipment, company vehicles, residents' units, community center, maintenance buildings, and Manor House.

## Housekeeping

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### **Director of Housekeeping Services: Lacre Brown**

The Director of Housekeeping Services supervises the housekeeping team on a daily basis and works to accommodate the needs of all residents.

## Security and Transportation

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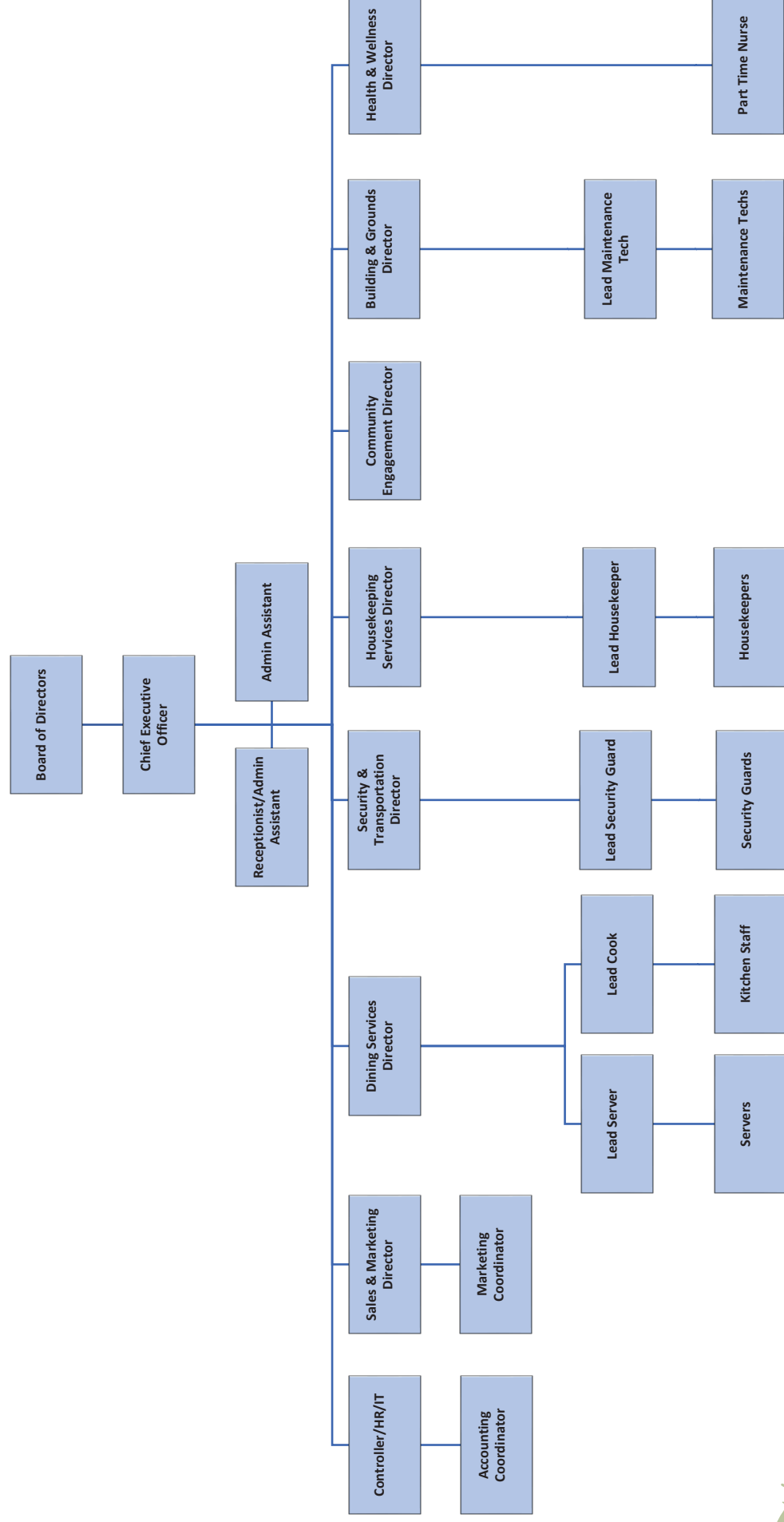


### **Director of Security and Transportation: Rich Williams**

The Director of Security and Transportation oversees transportation and security officers to maintain a safe and secure environment for the residents, team, and guests and to provide safe transportation as required by residents.



# Londonderry on the Tred Avon Organizational Chart





**Life at Londonderry on the Tred Avon**

# Site Plan

## HOMES LEGEND

- B

C

D

E

GL

G

K

L

M

N

O

P

R

S

TA

TB

W

Bellevue

Canterbury

Dogwood

Easton

Glebe - Upstairs

Goldsborough - Downstairs

Kingston

Leeds

Miles

Neavitt

Oxford

Peachblossom

Royal Oak

Skipton

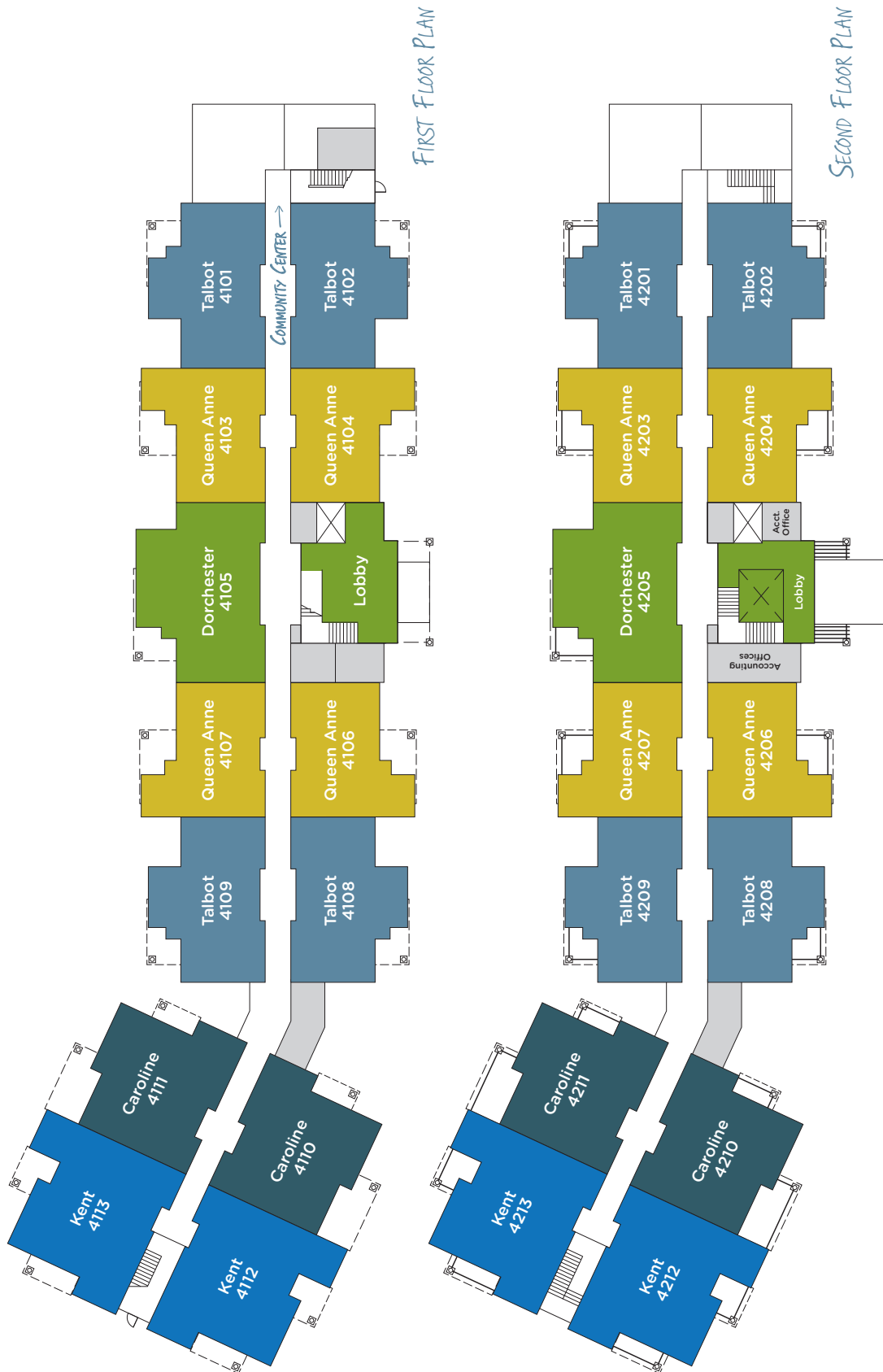
Tred Avon A

Tred Avon B

Waverly



# Apartment Site Plan



## Activities and Events

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Activities and Events are an essential part of community engagement, which is central to the vibrant retirement lifestyle at Londonderry. Our full-time Director of Community Engagement is committed to offering a varied and engaging program of activities and events. By the first of every month, the Director publishes *Londonderry Happenings* on CATIE. The Londonderry Happenings are where residents can find information on all upcoming activities and events. *Londonderry Happenings* will provide details if an event or activity requires a sign-up.

Residents can access a daily and monthly view of scheduled activities on CATIE by selecting the calendar icon. This calendar includes times, locations, and any other important details. If residents have questions about specific dates or future plans, they can click on the calendar icon for more information.

Some activities and events may have associated costs, which will be noted in *Londonderry Happenings*. Additionally, transportation costs are as follows:

\$5.00 per person within Easton

\$7.00 per person outside of Easton

## Tred Avon Tavern

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The Tred Avon Tavern is for the enjoyment of Londonderry residents and their guests. The monthly dining cost is \$213.00 per person. The dining cost is waived when a resident is away from Londonderry for more than 30 consecutive days.

- Hours for lunch: 11:30am — 1:30pm (Monday — Saturday)
- Hours for dinner: 4:30pm — 6:00pm, 6:15pm — 7:30pm (Monday — Saturday)  
There is no dinner service on Sundays.
- Hours for Sunday brunch: 11:00am — 2:00pm (only meal on Sunday)

## Meal Delivery or Pick Up

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You can order your meal to be delivered or picked up from the dining room. To make these arrangements use your CATIE or call the Tred Avon Tavern at 410-820-7454 before **3:00pm**.

There is a guest charge of \$5.00 plus tax for your guest's meal. This charge will be added to your account. A guest is anyone who does not live at Londonderry. This includes family members, caregivers, etc.

## Mail

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USPS mail typically arrives between 10:00 AM and 2:00 PM, Monday through Saturday. Residents in the 500's section receive their USPS mail at the mailbox pavilion within their area, while all USPS packages are delivered to the Community Center. You will receive a CATIE notification when mail is available Monday through Friday. For internal mail, please check your internal mailbox in the mail room. UPS and FedEx packages are delivered directly to your home.

## Newspapers

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For home delivery, the following publications can be ordered by calling the numbers listed below:

Star Democrat	(410) 822-1500
Baltimore Sun	(410) 332-6000
Washington Post	(202) 334-6100

## Cable Television and Internet

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Easton Utilities is the cable and internet provider for the town of Easton. They also offer telephone service with their internet package. It is your responsibility to contact the provider for new service or to change existing service. The number for Easton Utilities is 410-822-6110.

Internet is available for wireless devices at the Clubhouse and Community Center. Ask a team member for the passcode.

## Landline Telephone Service

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Verizon is the primary landline telephone carrier in this area. To set up or change existing service call them at 1-800-837-4966.

## Smoking Policy

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Londonderry is a smoke-free campus. Residents are permitted to smoke within their individual homes only.



## Solicitation

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NO solicitation shall be permitted at Londonderry. Should a resident be approached by anyone soliciting on the Londonderry campus the resident should notify security immediately.

## Housekeeping

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To reach the Director of Housekeeping Services call 443-786-8543.

Light housekeeping is provided bi-weekly. Additional services can be provided for an additional charge. Light housekeeping consists of vacuuming carpeted floors, mopping hardwood floors, sanitizing the kitchen and bathrooms, dusting furniture, and emptying the trash. Cleaning supplies are provided for these services. Bed linens can be changed for an additional fee. Linens must be provided by the resident.

The housekeeping schedule is provided the last week of each month for the following month. The schedule will be put in your internal mailbox located in the mailroom.

Pets are welcome at Londonderry and are the owner's responsibility. Any special cleaning requests as a result of a pet can be provided for an extra charge.

Heavy housekeeping is provided annually for residents. This service consists of vacuuming behind and under furniture, cleaning baseboards and woodwork, cleaning the top of the refrigerator, vacuuming/dusting the tops of cabinets in the kitchen, and if requested, turning the mattress. The interior and exterior of windows and storm windows are also cleaned.

The Housekeeping Team may not enter a residence without the owner's permission. If you wish to have your home cleaned when you are away from the campus for several days, permission must be given on the "Out of Town" form.

Additional Pricing:

\$25 per hour for additional cleaning services. \$50 per hour for hazmat cleaning. There is a 15-minute minimum.

\$40 additional per month for weekly cleaning. The bed linen charge is \$6.25 per service. This consists of stripping and making the bed with clean linens.



## Front Desk

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The Administrative Assistant or Receptionsist is available, Monday through Friday 9:00 am – 5:00 pm, except on posted holidays. Call 410-820-8732 or use your CATIE to open any work orders.

The Administative Assistant or Receptionist can answer many of your questions.

## Copy and Fax Machines, Postage, and Notary

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Residents may have materials copied or faxed by the receptionist at the front desk Monday through Friday, 9:00 am – 5:00 pm, except on holidays. A nominal fee will be added to your monthly invoice.

Small packages can be mailed from the front desk. Postage stamps can be purchased by filling out the ORANGE envelope found in the “Form Notebook” on the first rows of shelves in the library.

There is a notary on staff, by appointment only. Please see the front desk for more information.

## Londonderry Salon

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The Londonderry Salon is located in the Clubhouse.

The Salon is open Tuesday – Saturday.

You can make an appointment by calling Tammy 410-310-5582 or Melody 410-476-1633 directly.

The Salon phone number is 443-746-0668. You may leave a message and Tammy or Melody will return your call.

Tammy is available for appointments on Tuesdays; Melody is available for appointments Wednesday – Saturday.

## Building and Grounds

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There is a \$25.00 hour charge for maintenance service. This charge is for services beyond those included in the operating fee. (i.e. individualized gardening, moving furniture, hanging pictures, installation of personal items, moving items to and from storage and vehicle assistance of any kind). Plus the cost of materials, if any. There is a 15 minute minimum.

A work order is required to request maintenance services.

What is a work order? A work order is a request for the building and grounds team to help a resident. If you need anything done to or around your unit you would submit a work order.

To submit a work order use your CATIE or call the front desk. Once the receptionist answers, ask them to put in a work order for buildings and grounds. Please give the receptionist your name and unit number. The receptionist will ask you to provide a description of what you need done. All this information will be put into the work order system. If you have an emergency, you must let the receptionist know at the time you put in your work order. Work orders can be made during normal business hours. If you have an emergency after hours you will need to call the Security and Transportation Department.

## Privately Contracted Services

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Residents obtaining services from outside contractors must complete a Building and Grounds request form. This form is located in the “form book” in the mail room. Once completed, submit the request at the front desk. Any outside contractors must be able to provide proof of licensing and insurance.

Individual construction and landscaping services must be approved by the Director of Building and Grounds and is the financial and maintenance responsibility of the resident.





## Resident Request Form for Buildings and Grounds Project

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Date: \_\_\_\_\_

Resident Name: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Building and Grounds Project Details: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* Please attach any additional information regarding the project including any drawings

\*\* If the contractor requires an outside contractor, please provide the name and contact information for that contractor. Please remember, all contractors must be licensed and be able to provide proof of insurance.

Resident Signature: \_\_\_\_\_

Date Received by Building and Grounds: \_\_\_\_\_

## Health and Wellness

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The Director of Health and Wellness is a Registered Nurse, she is on the premises from 9:00AM – 5:00PM, Monday – Friday. A nurse is on call after hours for guidance in case of emergencies, and may be contacted directly at 410-443-6480. If you feel you need specialized wellness care, the Director of Health and Wellness can help direct you to available services.

Londonderry offers medical pendants to be used in the resident's home in case of emergency. While there are emergency pull cords in all bedrooms and bathrooms, in-homes accidents can occur in other areas of the home. The emergency medical pendant provides faster access to care and peace of mind.

In the event of an emergency, just push the button and Londonderry Security will come to your home to provide assistance. When the pendant is activated an indicator light will come on showing you that the transmitter is sending for help.

The pendant is wireless and can be worn on a lanyard or clipped to a belt. It is water resistant and can be used in the shower. The low battery indicator comes on two weeks before the battery is depleted, allowing plenty of time for battery replacement.

**Cost:** There is a one-time fee of \$250 that covers the cost for the pendant and a monthly fee of \$10.00. Pendants are available from the Director of Health and Wellness.

The pendant does NOT have a locator feature. It will NOT work when you leave the Londonderry campus or in vehicles. On our campus, it will alert Security that you need help and they will immediately go to your cottage to check on you. If you are not in your unit, they will check for you in the dining room, community center and clubhouse.

If you would like to purchase the Medical Alert Pendant, please contact the Director of Health and Wellness, 410-443-6480.

## SARA System and Medical Alert

(Situational Awareness and Response Assistance)

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The SARA system controls our Medical Alert Pendants, emergency notifications and reminders of events.

## CATIE

(Communication and Access To Information Everywhere)

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CATIE is a communication, self-service resident engagement device that helps residents connect with the community in various ways. CATIE is an efficient way to keep Londonderry residents informed of community happenings, while also keeping Londonderry residents safe. Residents use CATIE to check – in daily, weather forecasts, dining services, mail arrival indicator, email, staff directory, community directory, all important documents i.e.. House Rules, By- Laws, Public offering Statement and more, CATIE radio and video communication.

### CATIE Check – In

All residents must check in every day using CATIE. Check-in is from 5AM – 11AM. The Check-in button is the check with the circle icon along the bottom of CATIE.



When you have completed your daily check - in successful a confirmation message will pop up. Tap “ok” to complete check in.



The Security and Transportation Department pulls the report daily.

## Security and Transportation

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Members of the Londonderry Security and Transportation Team are available 24 hours a day, 7 days a week and may be reached by phone.

### **Security and Transportation: 410-924-6051**

When the Administrative Offices are closed, The Security and Transportation Team have all essential information for the Londonderry campus.

Remember to keep your Londonderry Security Card with you at all times. The phone number for our Security Team is printed on the Courtesy Card. The Security Team is available 24 hours a day, 7 days a week. If you have lost your Courtesy Card please see a member of the Security Team or the Sales and Marketing Department.

The Londonderry Security and Transportation Team provides transportation to medical and personal appointments. You must give 24 hours notice when scheduling an appointment. Transportation in Easton to religious services is provided to residents at no charge. You must give 24 hours notice.

### **Transportation Fees**

\$5 round trip within Easton town limits. Each additional stop is \$5.

\$10 round trip to Trappe, St. Michaels, Oxford and Cambridge

\$35 per hour for trips outside Easton, Trappe, St. Michaels, Oxford and Cambridge

OR if driver is required to wait longer than 30 minutes for trips in these areas.

For trips that require transportation through toll areas, please note that the toll fees will be added to your transportation charges.

Trips to Baltimore and Washington require at least two weeks' notice.

## Vehicles Registration and Parking

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At the time of settlement your vehicle was registered, and you were provided with a green Resident Parking Pass. This parking pass is not transferable and must be displayed from your front windshield at all times. If you lose your parking pass please contact security for a replacement, there will be a \$5.00 charge. All vehicles without a parking pass will be towed at the vehicle owner's expense.

### **Golf Cart Insurance and Registration**

---

Any resident wishing to have a golf cart on Londonderry property must register the golf cart and provide proof of insurance with policy limits of no less than \$100,000 per occurrence. Once you have provided proof of insurance, you will be issued a sticker that must be placed in a prominent position on your cart. All resident golf carts must be battery-powered.



## Important Documents

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There are three ways to access Londonderry's Important Documents.

1. You can visit our website, [www.londonderrytredavon.com](http://www.londonderrytredavon.com), and click on the documents tab in the top right corner. Access to these documents is restricted. You will be prompted for a password. If you do not know the password, please call the front desk.
2. On CATIE under the Important Documents icon. CATIE also has the finance committee and Board meeting minutes.
3. In the Library located in the Community Center.

These documents include:

The Public Occupancy Statement

The House Rules


The By-Laws

The Occupancy Agreement

## Important Numbers

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All important phone numbers for Londonderry are on a magnet on the refrigerator.



**IMPORTANT PHONE NUMBERS**

**To reach the Londonderry Front Desk:**  
for general assistance • to reach a team member  
• to submit a work order  
**410.820.8732**

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**To reach the Nurse: 410.443.6480**

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**To reach the Dining Team:**  
to place your order for delivery or takeout:  
**410.820.7454**  
Please leave a message if no one answers.  
*Reminder: you can also order on CATIE.*

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**To reach Security and Transportation: 410.924.6051**  
(24 hours/day 7 days/week, including holidays)

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**All EMERGENCIES: DIAL 911**

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**Your Cottage/Apt Number:**



FIRE DRILL  
RESIDENT INFORMATION AND PROCEDURES FOR THE  
**APARTMENT BUILDING AND COMMUNITY CENTER**

MANUAL FIRE ALARM PULL STATIONS ARE LOCATED THROUGHOUT THE APARTMENT BUILDING AND COMMUNITY CENTER.

**Designated Evacuation Meeting Points:**

In the event of a building evacuation, the following outdoor areas are the designated meeting points:

Designated Meeting Points

- Heartfields Parking Lot closest to Community Center
- Cottage 240 front porch

**If your unit smoke detector alarm sounds:**

- Leave your unit immediately. Close the door securely behind you.

**If you discover a fire in a common area:**

- Activate the fire alarm manual pull-station by pulling down on the black handle.
- Leave the area using the nearest stairwell or exit door.
- Alert other residents and visitors in the vicinity and take them behind a fire door or exit to the outside.
- If you cannot get down a stairwell, go inside the stairwell and stay on the landing, with the door to the stairwell closed securely. Londonderry staff and the Fire Department will use stairwells to move through the building to assist you in evacuating.
- Do not use the elevator, it will be shut down during a fire.
- Proceed to the designated meeting point for your building.
- Do not reenter the building until the Fire Department gives the ALL CLEAR.

**If you discover a fire within your apartment:**

- Pull emergency pull cord.
- If able to extinguish or contain fire, do so.
- Leave your unit.
- Close, but do not lock, your unit door securely behind you.
- Activate the fire alarm manual pull-station closest to your unit pulling down on the black handle.
- Leave the area using the nearest stairwell or exit door.
- Do not use the elevator.
- Proceed to the designated meeting point for your building.
- If you cannot get down a stairwell, go inside the stairwell and stay on the landing, with the door to the stairwell closed securely. Londonderry staff and the Fire Department will use the stairwells to move through the building, and they will be able to assist you in evacuating.
- Do not re-enter the building until the Fire Department gives the ALL CLEAR.

**If your building fire alarm sounds:**

Each unit has fire-rated walls and a fire-rated door. If you hear an alarm, make certain your unit door is securely closed. *The following instructions will help you decide whether to evacuate the building and how to do so:*

**Before opening the door of your unit, feel the door and doorknob.****IF THE DOOR IS WARM OR HOT, DO NOT OPEN IT! INSTEAD:**

- Place a wet towel at the base of your door to help prevent hallway smoke from entering your unit.
- Stay in your unit until either Londonderry staff or the Fire Department arrives at your apartment to evacuate you.
- Hang a sheet or towel from a window in your apartment to assist the Fire Department in locating units with residents present.

**IF THE DOOR AND DOORKNOB ARE COOL TO THE TOUCH, OPEN IT SLOWLY.**

**If the corridor has no smoke or fire, move quickly to the nearest stairwell or exit.**

- If there is smoke or fire in the hallway, stay in your unit and shut the door tightly.
- Place a wet towel at the base of your door.
- Remain in your unit until either Londonderry staff or the Fire Department arrives at your unit to evacuate you.

**IF YOU NEED ASSISTANCE WITH EVACUATION**

- Remain in your unit until either Londonderry staff or the Fire Department arrives to help you evacuate.
- If you are on the second floor and need assistance with walking downstairs, please move to the stairwell and secure the door behind you until someone arrives to help you.

**INDIVIDUAL COTTAGES**

- Pull emergency pull cord.
- If able to extinguish or contain fire, do so.
- Notify and assist anyone else in the cottage or close proximity.
- Close your cottage door after leaving, but do not lock.
- Once outside, stand safely in the vicinity of the cottage to be accounted for by staff.

## Notification of Absence

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All residents are required to complete a Resident Out of Town form (found in the Form Notebook) and leave it with the receptionist at the front desk. This allows staff and security to be aware of departure and arrival dates.



## Resident Out of Town Form

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Resident(s) Name(s) and Unit Number:

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On what date will you be leaving? \_\_\_\_\_

On what date will you be returning? \_\_\_\_\_

Would you like to have your unit cleaned in your absence? (Circle)

Yes

No

Do you give permission for Security/ Maintenance to check your unit? (Circle)

Yes

No

How would you like your mail to be handled? (You can ask the front desk receptionist to have the mail carrier leave your mail at the front desk or you can contact the Post Office and have them hold your mail)

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In case of an emergency, what is a phone number of where you can be contacted?

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Remember to put your newspaper delivery on hold while you are away.

\*\*\*Please return completed form to Front Desk\*\*\*



## Londonderry Guests

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All Londonderry visitors and guests must check in at the guard house. They will receive a day pass.

Overnight night guests must complete a “Resident Guest Information Form”. This form is located at the guardhouse. The “Resident Guest Information Form” notes the duration of your guests stay along with the type of vehicle and tag number of the visiting vehicle.

Residents may complete the “Resident Guest Information Form” prior to their guest’s arrival. You may do this at the front desk located in the Community Center.

Upon registering, guests will receive a pass to park in the available visitor spots for the duration of their stay.

Unauthorized vehicles parked overnight will be towed at vehicle owner’s expense.

Residents having a guest who stays for more than thirty (30) days will be charged a Long-Term Guest Fee.

### **Long-Term Guests**

A Long-Term Guest is a visitor staying with a resident in their home for more than thirty (30) days. Londonderry residents will be charged a second person fee of \$500.00 for guests staying more than thirty (30) days. Long-Term guests have the option to purchase a meal plan at \$213.00.



## Resident Overnight Guest Registration Form

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Resident(s) Name(s): \_\_\_\_\_

Cottage/Apartment Number: \_\_\_\_\_

Guest(s) Name(s): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates of Overnight visit: From \_\_\_\_\_ To \_\_\_\_\_

Year and type of Vehicle: \_\_\_\_\_ Tag Number \_\_\_\_\_

Guest(s) and/or Resident's Signature:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Londonderry Representative:

\_\_\_\_\_



## Trash and Recycling

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### Sections 100, 200, 300 and Apartments

At sections 100, 200, and 300 and apartment building, each corral (or hall closet in the case of the apartments) has one container for recyclables. All recycling which includes plastics, glass, paper, metal cans, and cardboard can be put into the one recycling container. In the corral or closet there are also regular trash bins. Trash is picked up by Londonderry staff on Mondays, Wednesdays, and Fridays; recycling is picked up by our recycling company on Thursday.

### The 500's Section

In the 500's section, trash will be picked up on Mondays and Fridays in front of residents' cottages. Trash cans are provided. Cans must be placed outside garage by 8:30 a.m. Recycling will be picked up on Wednesdays in front of residents' cottages. Put neatly in clear bags, paper bags, or bundles. You do not need to separate plastic, glass, paper, metal cans, and cardboard.

Details about recycling are listed on the following page.

**Please do not put trash in the recycling bin.**

# Recycling Guidelines

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## Recyclable

These items can be recycled in one container with All-in-One Recycling

### Paper

- Paper (staples okay)
- Newspaper
- Envelopes
- Junk Mail
- Phone Books
- Brochures
- Magazines

### Plastic

- Water bottles
- Take-out containers
- Soda bottles
- Bagged firm plastics

### Glass

- Bottles (clear, green and brown)
- Jars

### Cardboard

- Ream wrappers
- File folders
- Posterboard
- Frozen food boxes
- Cardboard boxes
- Milk cartons

### Metal

- Aluminum beverage cans
- Food cans
- Scrap metal
- Some small appliances

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## Special handling

These items should never be mixed with regular recycling and require special handling. Learn more at [RepublicServices.com](http://RepublicServices.com)

- Incandescent light bulbs
- Fluorescent light bulbs
- Computers and Electronics
- Needles or syringes
- Hazardous Waste
- Paint
- Toxic material containers

## Special handling

- Aerosol cans
- Aluminum foil
- Batteries
- Food waste
- Glass
- Mirrors or ceramics
- Stickers and address labels
- Styrofoam
- Tissue, paper towels or napkins

For more information on recyclables, visit [RepublicServices.com](http://RepublicServices.com)



## Magnolia Manor

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Magnolia Manor, our 19th century Manor House offers residents space for entertaining and accommodations for overnight guests.

Resident rates are:

Armstrong Suite \$111.30\* per night.

Rhodes Suite \$100.70\* per night.

Pinkney Suite \$90.10\* per night.

\*price includes tax

Rooms may be reserved by contacting the Sales and Marketing Department. If you wish to reserve the Manor for a special event you will also need to contact the Sales and Marketing Department.

Rental Fees:

4 Hour Rental \$100.00

8 Hour Rental \$200.00

Housekeeping Fee for Events:

4 Hour Rental \$50.00

8 Hour Rental \$100.00

Security and Transportation Fee:

Is required with 15 or more guests; fee starts at \$25.00 per hour per team member.

Building and Grounds Event Setup Fee:

A quote will be provided based on the residents needs; fee starts at \$25.00 an hour per team member.

Magnolia Manor Catering:

Please call Sales and Marketing.

You can learn more about Magnolia Manor as well as view pictures of the suites by visiting [www.MagnoliaManorMD.com](http://www.MagnoliaManorMD.com)

