

ONE MEDFORD LEAS WAY
MEDFORD, NEW JERSEY 08055



609.654.3000 FAX 609.654.7894
WWW.MEDFORDLEAS.ORG

M E D F O R D L E A S

Dear Resident:

Welcome to Medford Leas! For more than forty years, this Community has provided a healthful, caring and secure environment in harmony with nature, to promote the highest possible level of physical, emotional, intellectual, social and spiritual well-being of each resident. As the number and complexity of our programs and services have continued to expand, it is evermore critical to our success that we effectively communicate our offerings to new and existing residents. Thus, the Resident Handbook has been developed as an important tool in communicating the many aspects of resident life at Medford Leas.

Because of the wide array of programs and services offered, we have developed this handbook in the form of a reference guide. In addition, you are encouraged to consult the Medford Leas Residents' Association or any of the Medford Leas staff on any issues not fully covered by this handbook. All Medford Leas staff maintain an open door policy to residents for their comments and questions.

I wish to take this opportunity to acknowledge the residents and staff who gave their many valuable contributions and countless hours to help prepare this edition of the Medford Leas Resident Handbook. I hope that you find this book helpful and easy to use.

Most Sincerely,

A handwritten signature in black ink, appearing to read 'J. Vickers', is written over a faint, circular watermark or seal.

Jeremy M. Vickers
Chief Executive Officer

Table of Contents

	<u>Page</u>
IN AN EMERGENCY	
WHAT TO DO IF YOU HAVE A MEDICAL EMERGENCY	
Welcoming Letter from CEO	
Table of Contents	i
<u>Chapter 1 – Introduction</u>	1-1
• Maps and Floor Plans	1-2
• Mission Statement.....	1-3
• Historical Overview	1-4
<u>Chapter 2 – Emergencies, Safety and Security</u>	2-1
• Medical Emergency.....	2-1
• Fire Emergency.....	2-2
• Security Emergency	2-3
• Weather Emergency	2-3
• Campus Security.....	2-4
• Fire Alarm Procedure	2-5
• Fire Prevention.....	2-6
• Residential Safety	2-6
• Auto Safety.....	2-6
• Emergency Preparedness.....	2-7
• Medford Campus – Gates at Route 70 Entrance	2-7
<u>Chapter 3 – Barton Arboretum & Nature Preserve</u>	3-1
• Arboretum Highlights.....	3-1
• Arboretum Committee	3-2
• Guests and Visitors	3-2
• Arboretum Memberships	3-2
• Medford Leas Arboretum Fund	3-3
• Maintenance of Lawns, Common Space and Public Areas.....	3-3
• Personal Gardens	3-3
<u>Chapter 4 – Health Care</u>	4-1
• Health Center	4-4
• Options.....	4-5
• Self-Checks of Weight and Blood Pressure	4-5
• Surgical Procedures.....	4-6
• Consultations	4-6
• Pharmacy	4-6
• Temporary Care	4-7
• Moving through the Continuum	4-7
• Assisted Living	4-8
• Long-Term Nursing Care.....	4-8
• End of Life Care	4-9

<u>Chapter 5 – Your Residence</u>	5-1
• Cleaning: Medford Campus - Courtyard Apartments and Haddon and Woolman Buildings Ground Floor Apartments	5-1
• Cleaning: Semi-Attached Homes – Medford & Lumberton Campuses.....	5-2
• Extermination Services.....	5-2
• Hazardous Materials	5-2
• Laundry Facilities	5-2
• Light Bulb Replacement	5-3
• Maintenance and Repairs	5-3
• Modifications	5-3
• Personal Gardens	5-3
• Property Damage	5-4
• Redecorating.....	5-4
• Saving Energy.....	5-4
• Trash and Recycling	5-5
• Work Order Procedure	5-6
<u>Chapter 6 – Resident Services and Social Work</u>	6-1
• Resident Services	6-1
• Social Work	6-1
• Advance Directives	6-1
• Motor Vehicles	6-1
• Companions	(See Chapter 4 – Health Care – Options)
• Counseling	6-2
• Deaths.....	6-2
• Emergency Information	6-2
• Financial Assistance	6-2
• Meditation Garden	6-2
• Moving	6-3
• Notary Public.....	6-3
• Parking.....	6-3
• Pets.....	6-3
• Powers of Attorney.....	6-3
• Safety Deposit Boxes	6-4
• Storage Lockers	6-4
• Support Group	6-4
• Transportation.....	6-4
• Transition Moves	6-4

<u>Chapter 7 – Amenities</u>	7-1
• Activities Room	7-1
• Activity Trails	7-1
• Arboretum	7-1
• Art Studios and Galleries.....	7-1
• Banks	7-1
• Brain Gym	7-2
• Canoeing.....	7-2
• Computer Center.....	7-2
• Copy Machines	7-2
• Fiber Arts Studio	7-3
• Farm Plots.....	7-3
• Fitness and Recreation	7-3
• For Non-Residents	7-4
• Game Room.....	7-4
• Gift Shop	7-4
• Golf Courses	7-4
• Greenhouses and Nature Center	7-5
• Guest Accommodations	7-5
• Hair/Nail Salon	7-5
• Libraries	7-5
• Lounge	7-6
• Low Vision Centers	7-6
• Meeting Rooms	7-6
• Movies/Concerts/Lectures.....	7-7
• Photographic Dark Room	7-7
• Pottery Studio.....	7-7
• Shuffleboard Court	7-7
• Sports Days.....	7-7
• Swimming Pools and Spas.....	7-8
• Tennis Courts	7-8
• Theater.....	7-9
• Thrift Shop.....	7-9
• Wood/Metal Working Shops.....	7-9

<u>Chapter 8 – Dining Services</u>	8-1
• Dining Venues and Meal Times	8-1
• Reservations	8-1
• Holiday and Special Dinners	8-2
• Guest Meals	8-2
• Alcoholic Beverages.....	8-2
• Meal Tray Service Delivery	8-3
• Courtesy New Courtyard Resident “VIP” Meal Delivery	8-3
• Emergencies and Meal Service.....	8-3
• Flexible Spending Dining Dollars	8-4
• Traditional Meal Plans Meal Credits.....	8-5
• Away Meal Allowances for Traditional Meal Plans	8-5
• Additional/Optional Meals.....	8-6
• Catering.....	8-6
<u>Chapter 9 – Keeping In Touch</u>	9-1
• Campus Addresses.....	9-1
• Telephone Service	9-1
• United States Postal Service (U.S.P.S.) Mail	9-2
• Intra-Community Mail	9-2
• Monthly Calendar	9-2
• “This Week at Medford Leas”	9-3
• Medford Leas Voice	9-3
• In-House Cable Television System	9-3
• Medford Leas Life	9-3
• Lumberton Campus Chronicle.....	9-3
• Newspapers	9-3
• Bulletin Boards	9-4
• Internet and E-mail.....	9-5
<u>Chapter 10 – Residents Association (MLRA)</u>	10-1
• Friendly Visitors/Cluster Leaders	10-1
• Resident Committees and Activities	10-1
• MLRA Constitution and By-Laws.....	10-2
• MLRA Funds	10-2

<u>Chapter 11– General Information</u>	11-1
• Medford Campus.....	11-1
• Lumberton Campus.....	11-1
• Absent Cards	11-1
• Electric Carts.....	11-1
• Gratuities.....	11-1
• Keys to Common Areas	11-2
• PIW's.....	11-2
• Smoking	11-2
• Transportation	11-2
• Voting.....	11-3
• Worship Services	11-3
<u>Chapter 12 – Financial Information</u>	12-1
• Annual Disclosure Statement.....	12-1
• Auditor's Report	12-1
• Charitable Gifts	12-1
• Financial Review Committee.....	12-3
• Medical Billing and Insurance.....	12-3
• Medical Expense Tax Deductions.....	12-4
• Miscellaneous Service Charges	12-4
• Monthly Statements	12-4
• Real Estate Tax Deductions.....	12-4
<u>Appendix</u>	Tab A
• Hours of Operation	
• At the Reception Desk	
• Medford Campus Cable Television Channel List	
• Medford Campus – Maps	
• Lumberton Campus – Map	
• Directions from the Medford Campus to the Lumberton Campus	
• Floor Plans	
Medford Campus Community Building Ground Floor	
Medical Building Ground Floor	
Community Building First Floor	
Medford Campus Medical Building First Floor	
Lumberton Campus Community Center	
• The Estaugh Organization (Officers & Members)	
• Organizational Chart	
• Summary of Miscellaneous Charges	
• MLRA Standing Rules	
• MLRA Constitution and By-Laws	
• MLRA Committees and Activities List	
• Medford Leas @ Lumberton Campus Committees	

- Activity Trail System Maps (Medford & Lumberton)
- Form Samples
 - Health Center Referral/Consult Request
 - Pet Policy and Pet Ownership Waiver
 - PIW (Put It In Writing)
 - Resident Absent Card
 - Work Order Requisition Form
 - Privacy Waiver
 - Room Reservation Form (Medford Campus)
 - Calendar Request

Directories Tab D

- Medford Leas Department Head & Selected Staff
Telephone and E-mail Directory
- Frequently Called Staff & Location Phone Numbers
- MLRA Council & Officers
- Medford Leas at Lumberton Residents Council

Chapter 1 – Introduction

The Resident Handbook is an indispensable guide to life at Medford Leas. An extensive Table of Contents lets the reader quickly find answers to questions and know-how for maximizing life at Medford Leas.

Medford Leas residents enjoy a sense of community spirit and well-being as they make and keep plans for all manner of activities, as described in more detail in Chapter 10 – Residents Association (MLRA). Volunteering is alive and well. Residents give and receive service in many ways. The service to the community may be managing sound and light in the Theater, arranging flowers for the Atrium, decorating for the holidays, pushing a wheelchair user to an exercise class, or tending the woodland trails. Whatever its form, the service is a gift whether given or received.

Information contained in this handbook is applicable to all residents, unless specifically indicated otherwise. Subparagraphs titled “For Medford Campus” and “For Lumberton Campus” highlight where differing information applies to residents living on a given campus. For example:

Both the Medford and the Lumberton campuses are located within the 609 area code, with telephone systems and numbers as follows:

Medford Campus:

There is a dedicated telephone system on the Medford campus. For example, to call the health center at Ext. 3427 from a Medford Leas system telephone, one need only dial “3427”. To call off-campus from a Medford Leas system telephone, first dial “9” before dialing the number. For telephones connected to independent commercial telephone providers, the full telephone number must be dialed when calling both Medford campus extensions as well as off-campus numbers, i.e., to call the health center, dial “654-3427”.

Lumberton Campus:

A connection for the independent commercial telephone company serving this area is installed in each residence and in the Community Center. Residents are responsible for arranging for their own telephone service and are billed directly by the telephone company. To call the Health Center, dial 654-3427.

This same approach is used where differing information applies to residents who signed differing agreements. For example:

The extent of cleaning services provided for one’s residence varies with the agreement involved:

Medford Campus Courtyard Garden Apartment Agreements (including Ground Floor John Woolman & Haddon Bldg. Apartments) :

Weekly cleaning services are provided by Medford Leas as described in detail in Chapter 5 – Your Residence.

Single and Semi-Attached Homes (All Agreement Types) – Both campuses

Residents of Bridlington and Rushmore units (Medford campus) and all Lumberton Campus units are responsible for the general cleanliness and upkeep of their residences. They may contract with Environmental Services for housecleaning services on a fee-for-service basis by calling Ext. 3249 (654-3249).

Residents sign a formal agreement with Medford Leas that details the terms and conditions agreed upon regarding living accommodations, health care services, and other benefits and amenities available at Medford Leas. The agreement also identifies whether those benefits and amenities are covered by monthly service fees or whether an additional fee is involved. The answers to many questions may be found in the agreement.

For answers to other questions and for additional information or assistance, a resident may contact Resident Services at Ext. 3198 (654-3198) or call the Medford campus receptionist at the Reception Desk at Ext. “0” (654-3000).

Maps and Floor Plans

In the appendix are maps of the Medford and Lumberton campuses – together with schematic floor plans of the Community Building at Medford and the Community Center at Lumberton. Campus maps show the location of residences, community centers, roads, and amenities located on that campus, and an area map shows major roads between the two campuses. The schematic floor plans indicate the location of facilities and amenities within each major building.

The Medford campus schematic floor plans also indicate the location of the medical facilities, which are housed in three buildings – the John Estaugh Building (called “Estaugh”) which houses our long-term skilled residence, Elizabeth Haddon Pavilion (called “Haddon”) which houses our assisted living residences, and the John Woolman House (called “Woolman”) which houses our short-term rehabilitation unit.

Mission Statement

One of the tasks of the Estaugh Board is to consider and revise the Mission Statement when appropriate. The following statement was approved by the Estaugh Board of Trustees on September 24, 2008.

MISSION

The Estaugh is a not-for-profit corporation, guided by Quaker principles, committed to providing a diverse and inclusive community of senior adults the means to realize the best possible quality of life and to serving them with the highest level of care and respect.

We maintain a community in harmony with nature that provides a healthful, caring, and secure environment in order to enhance to the highest possible level the physical, emotional, intellectual, social, and spiritual well-being of each resident.

We serve our staff as a responsible employer.

We serve our current and future residents by conducting our operations in an ethical and fiscally responsible manner.

VISION

Medford Leas will continue to be a leading-edge senior adult community in the region, successfully meeting the total lifestyle needs of all its residents with innovative and highly valued programs, life enhancing and sustaining services, technological and environmental advances, up-to-date residential units, and well-equipped facilities, all in highly desirable arboretum settings. This vision will be achieved by the collaborative efforts of Medford Leas' caring staff, involved residents, highly respected management team, and engaged board of trustees.

VALUES

The Estaugh is guided by the teachings and beliefs of the Religious Society of Friends (Quakers), particularly the basic tenet that there is 'That of God' in everyone and the respect for the sanctity of every individual inherent in that belief. The Estaugh is further guided by the following Quaker testimonies: peace and non-violence, equality, stewardship, simplicity, integrity and community.

Historical Overview

Founded by members of the Religious Society of Friends (Quakers) in 1914, the Estaugh began its long history as a not-for-profit boarding home in Haddonfield, New Jersey, dedicated to providing for the concerns and care needs of older adults. The expansion of this original mission in 1971 resulted in a transformation and relocation from boarding home to the creation of Medford Leas as a Continuing Care Retirement Community (CCRC) in Medford, New Jersey.

Since its opening in 1971, Medford Leas has continued to be acknowledged as one of the nation's preeminent communities for older adults. It is designed for individuals age 55 and above and recognized for its leadership and innovation, outstanding facilities and services, a wide range of home designs, superior health and wellness services, and prudent fiscal management.

In 1983, Medford Leas began expanding its array of residential options with the addition of the Rushmore Patio Homes, followed in 1988 by the addition of the Bridlington Townhomes. A second campus, Medford Leas at Lumberton, was opened in 1999, just five miles from the Medford Campus in the town of Lumberton, NJ. This unique community of 110 clustered townhomes offers not only Medford Leas' established Residence and Care Agreement, but also offers the innovative Residence Agreement to those age 55+, which combines fee-for-service/space available access to Medford Leas' health care with an option to qualify for conversion to a Residence and Care Agreement at a later date. Medford Leas further expanded its contract offerings with the introduction of refundable Residence and Care agreements in 2006.

Today, Medford Leas is comprised of 450 residential dwellings of varying design, over 600 residents, nearly 400 employees, extensive recreational and social facilities, impressive health and wellness care services and programs, and nursing and assisted living care facilities. Its campuses in Medford and Lumberton, both designated as arboretums (together they are officially known as the Lewis W. Barton Arboretum and Nature Preserve), provide extraordinary environments enjoyed not only by those who live and work here, but by interested visitors from the public, as well.

Medford Leas, as a not-for-profit 501(c)(3) organization holding itself to high standards of social accountability, has an obligation to serve the larger community in which it is located. One way in which it has chosen to do so is by making its facilities available for use by outside not-for-profit organizations, as prescribed in Medford Leas' policies and procedures.

Chapter 2 – Emergencies, Safety and Security

Medical Emergency

For a life-threatening condition or symptom you need to seek the services of trained emergency medical providers as soon as possible.

Medford Campus:

Step #1: Call Medford Township emergency squad:

Dial 9-911 if calling via Medford Leas' phone system or **Dial 911** if calling via non-Medford Leas phone system.

The emergency squad and a Medford township police officer will be dispatched to your residence to provide assistance.

Step #2: After calling the emergency squad, call Ext. 3666 (654-3666) which is the Medford campus emergency/security line to advise that 911 was called.

IF YOU ARE UNABLE TO DIAL YOUR PHONE, ACTUATE THE *OFF-HOOK ALERT SYSTEM* by using one of the following two methods:

1. Pull the emergency cord in the bathroom, *if* your residence is equipped with such.

OR

2. Take the telephone receiver off its cradle. (For cordless phones, press the "talk" or "on" button.) Applicable only to phones connected to Medford Leas' telephone system. It does **not** apply to phones connected to private carriers such as Verizon, etc.)

PLEASE NOTE: *Engaging the emergency call system deactivates the telephone until the responding nurse or security staff member clears the system.*

Lumberton Campus:

Step #1: Call Lumberton Township emergency squad:

Dial 911 and the emergency squad and a Lumberton township police officer will be dispatched to your residence to provide assistance.

Step #2: After calling the emergency squad, call 654-3666 which is the Medford campus emergency/security line to advise that 911 was called.

For other urgent medical problems:

After hours contact the Nurse-On-Call at the Medford campus for assistance. This might require a resident to come to the Health Center or the Woolman nursing facility. There is a physician on call for consultation with the Nurse-on Call at any time, 24 hours 7 days a week.

Medford Campus:

Call Ext. 3666 (654-3666) and ask for the “Nurse On Call” to discuss your problem to determine appropriate steps to take.

Lumberton Campus:

Call 654-3666 and ask for the “Nurse On Call” to discuss your problem to determine appropriate steps to take.

Fire Emergency

If a fire alarm or carbon monoxide detector alarm sounds or you observe fire or smoke, get out of your home or building by the nearest safe exit. **DO NOT ATTEMPT TO FIGHT A FIRE!**

Medford Campus:

Fire Alarms: If a fire alarm is NOT already ringing, **pull the nearest safe fire alarm.** Fire alarms in the courts are located at either end of each courtyard under the blue lights.

Carbon Monoxide Detector Alarms: If only the carbon monoxide detector alarm is ringing, call Ext. 3666 (654-3666) to report the alarm from the nearest safe phone. If unable to call, actuate the **OFF-HOOK ALERT SYSTEM** as described above. Security personnel will be dispatched to your residence to evaluate the situation, call 911, if necessary, and assist and evacuate residents as appropriate.

Lumberton Campus: ALL ALARMS

Step 1: Call 911 from the nearest safe phone

Step 2: Then call Medford Campus security staff at 654-3666 to report that 911 was called. The Lumberton township fire and police departments will be dispatched to your residence to fight the fire and assist and evacuate residents, as appropriate.

Security Emergency

Residents who experience a security problem or who see anyone on campus whose presence they question should report the problem immediately.

Medford Campus:

Call Medford Leas Security staff at **Ext. 3666** (654-3666) from the nearest safe phone.

If unable to call, actuate the **OFF-HOOK ALERT SYSTEM** as described above. Security personnel will be dispatched to your residence to evaluate the situation and call 911, if necessary.

Lumberton Campus:

Step 1: Call **911** from the nearest safe phone

Step 2: Then call Medford Leas Security at 654-3666 to report that 911 was called. Lumberton Township police will be dispatched to your residence to evaluate the situation and take action to protect residents.

Weather Emergency

Residents who experience severe damage to their residence – such as from flooding, high winds, power lines downed, or damage from downed trees – should report the problem immediately.

Medford Campus:

Call Medford Leas Security staff at **Ext. 3666** (654-3666) from the nearest safe phone.

If unable to call, actuate the **OFF-HOOK ALERT SYSTEM** as described above. Security personnel will be dispatched to your residence to evaluate the situation and call 911, if necessary.

Lumberton Campus:

Step 1: Call **911** from the nearest safe phone

Step 2: Then call Medford Leas Security at 654-3666 to report that 911 was called. Lumberton Township police will be dispatched to your residence to evaluate the situation and take action to protect residents.

Campus Security

Medford Campus:

Security personnel are on duty 24 hours a day. They patrol the campus several times during the night and can be reached by radio at any time. Residents who experience a security problem or who see anyone on campus whose presence they question should call the emergency number **Ext. 3666** (654-3666). Security personnel will be dispatched to your residence to evaluate the situation and call 911, if necessary.

If unable to call, residents should actuate the **OFF-HOOK ALERT SYSTEM**. All residences on the Medford campus are equipped with an emergency call system connected to the campus telephone system. Take your phone off the hook (or hit the “talk” or “on” button on a cordless phone) or pull the emergency bathroom pull cord, if your residence is equipped with such. After 45 seconds, an off-hook alarm is initiated (your phone will be disabled temporarily) and the system will automatically call the emergency number. Your location will be indicated with the alarm at the Reception Desk, the Security Station, and at the Nurses Station in Estaugh. Security will be dispatched to your residence to provide assistance and **call 911**, if necessary.

If you knock the phone off the hook (or turn your cordless phone on) accidentally or you pull the bathroom cord by mistake, put the phone back on the hook (or hit the “off” button on a cordless phone) or restore the pull cord promptly and call **Ext. 3666** (654-3666) to report that there is no problem. Otherwise, if Security is dispatched and there was no problem, a service charge will appear on your monthly statement. Be especially careful to turn off cordless phones after a call to prevent initiating the off-hook alert system accidentally.

The Community Building and medical buildings are zoned for security and are monitored by closed-circuit TV cameras. These facilities are locked every day from 10 p.m. until 6 a.m. Residents who need access during those hours should ring the doorbells located at the entrances or call Security at **Ext. 3504** (654-3504).

Lumberton Campus:

A security system is installed in each residence. Residents may contract with a security monitoring service for an additional monthly fee which will be billed directly by the security company. Lumberton Township police cars patrol the campus periodically during the day and during the night. Residents who experience a security problem or who see anyone on campus whose presence they question should call 911 to contact the Lumberton Township police. Then call the Medford campus emergency number (654-3666) to indicate that 911 was called. Lumberton Township police will be dispatched to your residence to evaluate the situation and take action to protect residents.

The Community Center and tennis courts are normally locked. All Lumberton campus residents are provided with a key, and Medford campus residents may also obtain a key from the Medford campus Reception Desk.

Fire Alarm Procedures

Any time a fire alarm sounds, assume there is a fire and follow these instructions until the alarm stops ringing or a staff member or the police make it clear that all is safe. Each residence is equipped with sensitive smoke, heat, and carbon monoxide detectors – as are community centers and medical buildings. These detectors sound an alarm in the immediate area when actuated.

In Residential Areas – When an alarm sounds or you observe fire or smoke, get out of your residence or building by the nearest safe exit.

In Dining Rooms, Theater, and Other Public Areas – Follow Directions of Staff who are trained in evacuation procedures. Immediately leave by the nearest available exit and move away from the doors quickly so as not to block the way for others. Residents using walkers and wheelchairs should wait to be helped by staff, so that they will not block the way for others.

In All Medical Areas – Follow Directions of Staff who are trained in evacuation procedures.

Medford Campus:

If you observe fire or smoke and the fire alarm is NOT ringing, **immediately leave the area and pull the nearest safe fire alarm. DO NOT ATTEMPT TO FIGHT A FIRE!**

A central fire alarm system is in operation 24 hours a day. The system is regularly tested in the residential areas and in the medical buildings and Community Building. Unannounced supervised fire drills are held monthly on all shifts in the medical buildings and periodically in the Community Building.

The system alarm sounds when any fire or heat detector is actuated (carbon monoxide detectors only sound an alarm locally). The location of a fire alarm will be indicated at the Reception Desk, the Security Station, and at the Nurses Station in Estaugh. Security will be dispatched promptly to that area to evaluate the situation, assist and evacuate residents as appropriate, and call 911, if necessary. To insure resident safety, only staff personnel should reset fire alarms.

Lumberton Campus:

When an alarm sounds or you observe fire or smoke, **immediately leave your residence or the Community Center by the nearest safe exit. DO NOT ATTEMPT TO FIGHT A FIRE!**

Call 911 to report the fire from the nearest safe phone, and then call the Medford campus emergency number 654-3666 to report that 911 was called. The Lumberton fire department will be dispatched to your location to fight the fire and assist and evacuate residents as appropriate.

Fire Prevention

There are precautions that individual residents should take to limit the chance of a fire.

- ❖ Never leave your stove unattended when it is on.
- ❖ Keep electrical appliances in good repair and disconnected when not in use.
- ❖ Medford Leas is a smoke-free community. Smoking is allowed only inside your residence. If you do smoke in your residence, do NOT smoke in bed or when sitting in overstuffed furniture. **DO** use an ashtray that lets cigarettes fall inside as they burn down.

Residential Safety

Both Medford Leas' campuses are safe and secure. There are, however, precautions that individual residents should take to guard their own safety and security.

- ❖ Make it a habit to close and lock your doors when you go out.
- ❖ If you have an attached garage, close the door whenever the car is out.
- ❖ When going away for an extended period:
 1. Inform the Medford campus Reception Desk and a neighbor of your plans.
 2. Set a light timer.
 3. If you have a sliding door, lock it and secure it with a barrier in the channel.
 4. Adjust blinds so the interior is not fully visible.
 5. Clear your porch and patio of valuable items.

Auto Safety

These suggestions apply whether you are parked on a Medford Leas campus or elsewhere.

- ❖ Lock your car when you park it.
- ❖ Never leave your keys in your car.
- ❖ Don't leave items such as cell phones or packages visible in the car.
- ❖ Consider using a steering wheel locking device when leaving your car for an extended period.

Emergency Preparedness

In the event of a weather-related emergency or power outage, residents should have the following items available in their residences. These items may be purchased in the Gift Shop on the Medford campus or at a local store.

- ❖ Bottled water
- ❖ First aid supplies
- ❖ One or two flashlights with a supply of batteries
- ❖ Non-perishable packaged or canned food and a non-electric can opener
- ❖ Candles enclosed in glass jars and utility lighters

In emergency situations such as loss of heat or electric service, it may be necessary to relocate residents to the Community Building on the Medford campus.

Medford Campus - Gates at Route 70 Entrance

The road into the Medford campus from the Route 70 entrance occasionally becomes flooded after a heavy rainfall. When this happens, gates on either side of the flooded area are closed to prevent drivers from attempting to pass through that area. Each gate has a warning sign indicating that the road is closed due to flooding. The gates are reopened when it is again safe to use this roadway. When the gates are closed, drivers can choose from two alternative entrances: either the entrance near the silo on Wilkins Station Road or the New Freedom Road entrance.

Chapter 3 - Barton Arboretum & Nature Preserve

When founding Medford Leas in 1971, The Estaugh chose as part of its mission to create a community in harmony with nature. Ten years later, in 1981, the Board of Trustees under the leadership of its president, *Lewis W. Barton* along with *Lois Forrest*, the then Executive Director of Medford Leas, and *Paul W. Meyer*, the F. Otto Haas Director of the Morris Arboretum of the University of Pennsylvania, designated the organization's entire acreage as an arboretum.

Today, the Medford and Lumberton campuses comprise the impressive 257-acre Barton Arboretum and Nature Preserve of Medford Leas -- a unique coexistence of accessible public gardens, collections, and preserved natural areas set amidst private residential space. The Arboretum offers residents and visitors alike a diverse horticultural array of designed gardens, landscaped grounds, meadows, natural woodlands and wetlands, and one of the most extensive plant collections – including natives – in all of southern New Jersey.

Arboretum Highlights

- ❖ Nature Center with Library
- ❖ 33 Unique Courtyard Gardens connected by covered walkways
- ❖ Extensive Activity Trail System
- ❖ Over 1,300 Global Positioning System (GPS)-Identified Trees, representing 200+ species
- ❖ Nature Preserve featuring rare inner-coastal plain woodlands
- ❖ Pinetum with exotic and other outstanding conifers
- ❖ Stimulating and diverse plants with year-round interest

Medford Campus:

Special arboretum features of the 168-acre Medford campus include landscaped grounds, wildflower meadows, naturalized basins, beautiful natural woodlands, and countless shrubs and perennials. A natural haven for fauna, as well, 103 species of birds were seen in previous years.

Each of the thirty-three Courtyard Gardens has a unique design. Framed “design diagrams” are prominently displayed in each Courtyard for viewers’ reference providing the common and formal names as well as the location of the plant material specimens featured in each of the garden designs.

The Meditation Garden, where families can arrange for scattering ashes of deceased residents, is located across the road from Parking Lot B. (See Chapter 6 for further details). The wheel-chair accessible Back Porch Garden, which can be found between the Haddon and Estaugh buildings, provides residents an opportunity to engage in therapeutic horticulture or simply

enjoy the plantings, open space, or the popular summer concerts. This garden is accessed through the Activities Room.

Lumberton Campus

Approximately half of the 89-acre *Lumberton* campus is devoted to its townhouses arranged on an open plateau of wildflower meadows, naturalized basins, and perimeter woodlands, which then drops off dramatically to reveal the Rancocas Creek winding through impressive woodlands and wetlands. An extensive trail system allows exploration of the entire campus, as well.

Arboretum Committee

The Arboretum is directed by the Arboretum Committee which is comprised of members of the Estaugh Board of Trustees, staff, residents and representatives of the local community. Grounds keeping and maintenance of the Arboretum is the responsibility of the Landscaping Department in consultation with the staff of the Morris Arboretum.

Guests and Visitors

All who live and work at Medford Leas enjoy these extraordinary environments and proudly share them with interested visitors and the general public, as well. Guests of residents and staff, as well as individuals and small groups from the general public are encouraged and welcome to visit the Arboretum. (There is no charge).

All public visitors are asked to sign in with the Receptionist at Medford Leas' Medford Campus Community Building where maps and pamphlets for self-guided walks are also available. Residents desiring more information about arranging dedicated tours or programs for your individual guests or groups should contact the Director of Community Relations at Ext. 3007 (654-3007).

Arboretum Memberships

The Barton Arboretum of Medford Leas is a member of several horticultural organizations including:

- ❖ American Association of Public Gardens
- ❖ Great Philadelphia Gardens (a consortium of outstanding Delaware Valley public gardens)
- ❖ Garden State Gardens (a consortium of outstanding New Jersey public gardens)

Medford Leas Arboretum Fund

Those interested in contributing financial support for the Arboretum's ongoing development, specimen acquisition, operations, activities, and programs may do so by designating their donations to the Medford Leas Arboretum Fund (*See Chapter 12 - Financial Information*).

Maintenance of Lawns, Common Space and Public Areas

The Medford Leas Landscaping Department is supervised by the Director of Operations and responsible for all lawn care and landscaping including trees and shrubs planted on both campuses. Landscaping is also responsible for maintaining (pruning, mulching, and weeding) the Atrium, public gardens, courtyard gardens and front garden beds of semi-attached homes. An underground irrigation system automatically waters lawns and gardens from spring to fall.

Personal Gardens

See Chapter 5 – Your Residence (Personal Gardens)

Chapter 4 – Health Care

Medford Leas residents are fortunate in being provided with a full range of onsite health care services provided by a dedicated staff of physicians, nurse practitioners, nurses, therapists and other support staff.

Three buildings comprise Medford Leas' health care facilities:

- The John Estaugh Building – The first floor houses Medford Leas Nursing Facility (Skilled Nursing Care). The lower level houses the Pharmacy and Rehabilitation Therapy Services as well as the entrance to the Health Center.
- The Elizabeth Haddon Pavilion – The first, second and third floors house Medford Leas Comprehensive Personal Care (Assisted Living) residences. The lower level houses the Health Center and other non-healthcare related spaces.
- The John Woolman House – The first floor houses Medford Leas short-term Nursing Facility (Skilled Nursing Care). The second floor houses a wing of assisted living residence (accessible from the Haddon Pavilion).

Health Center

The Health Center is open from 8:00 a.m. until 4:30 p.m. weekdays, except holidays and is located on the ground floors of Estaugh and Haddon. It is staffed by physicians and nurse practitioners as primary care providers, licensed registered and practical nurses, and other support personnel. Services include maintenance of medical records, which are available for review upon request by individual residents. Most appointments are made in advance, but emergencies and urgent care needs are evaluated and treated in a timely fashion. Notification of appointments made for residents by the Health Center is delivered to their inter-community message box. Confirmation of such appointments is made by phone to their residences the day preceding the appointment.

Care at the Health Center

When ill or having a physical problem, please call the Health Center to make an appointment with a nurse or a primary care provider. We are not able to accommodate “walk-in” appointments due to the practitioners' various obligations throughout the facility. Every effort is made to address the needs of the residents in a timely manner.

Periodic complete physical examinations are performed, as well as follow-up visits for those with ongoing medical problems. Essential laboratory and blood tests are routinely performed on residents. Other specialized studies are performed as clinically indicated. A regular program of immunizations, such as influenza, pneumonia, and tetanus is also provided.

Referrals are made for visual testing, auditory testing, mammograms, colonoscopies, and bone density tests. Cognitive testing is done at the discretion of the practitioner. Additional referrals including, but not limited to, are also made as needed, to the following on-site consultation services:

- Rehabilitation Services
 1. Physical therapy
 2. Occupational therapy
 3. Speech and swallowing therapy
- Nutritional counseling
- Podiatry
- Counseling
- Hearing assessment
- Fitness and Aquatics
- Cognitive Assessment

The resident's primary care provider coordinates his or her medical care and reviews the results of all tests, referrals, and consultations so that the resident's medical and physical history and treatment records are complete in his or her chart.

Laboratory and other services and procedures available at the Health Center

- Blood tests - Appointments are scheduled starting at 8:00 a.m. Monday through Thursday. Be sure to check if the test requires fasting.
- Urinalysis and stool tests - Collection materials are provided. Place specimens in collection box in Health Center waiting area.
- Cardiac pacemaker checks
- Dressing changes and suture removal on a case by case basis and per the physician/surgeon's instructions.
- Ear irrigation
- EKGs
- Injections and immunizations
- Liquid nitrogen treatment of skin lesions
- Minor first aid
- Gynecologic Pap smears (at physical exams) when indicated.
- Skin testing for TB

Contacting the Health Center during business hours

Between the hours of 8:00 a.m. to 4:30 p.m. Monday through Friday, except holidays call the Health Center to:

- Make or change an appointment
- Report any non-emergency illness or symptoms
- Ask questions about health concerns
- Ask questions about medications
- Get information about lab tests or test results
- Leave a message for a nurse or primary care provider

Medford campus: Call Ext. 3427 (654-3427)

Lumberton campus: Call 654-3427

Urgent Care Off-Hours

Between the hours of 4:30 p.m. to 8:00 a.m. Monday through Friday, and holidays, for an urgent medical problem call the Nurse-on-Call

Medford campus: Call Ext. 3666 (654-3666)

Lumberton campus: Call 654-3666

The Nurse-on-Call with a collaborating practitioner helps the resident determine the course of action. After the initial evaluation of all emergencies by the nurse, the on-call primary care provider is notified as appropriate and further diagnostic studies or treatments, if needed, is carried out either at Medford Leas or in a hospital facility. If at all possible, every effort is made to treat residents at Medford Leas. Residents are transferred to a hospital or urgent care center if their care needs exceed the scope of Medford Leas' services. There is a primary care provider on call at all times.

For a life-threatening condition or symptom you need to seek the services of trained emergency medical providers as soon as possible.

Medford Campus:

Step #1: Summon Medford Township emergency squad:

Dial 9-911 if calling via Medford Leas' phone system or **Dial 911** if calling via non-Medford Leas phone system.

The emergency squad and a Medford township police officer will be dispatched to your residence to provide assistance.

Step #2: After calling the emergency squad, call Ext. 3666 (654-3666) which is the Medford campus emergency/security line to advise that 911 was called.

IF YOU ARE UNABLE TO DIAL YOUR PHONE, ACTUATE THE *OFF-HOOK ALERT SYSTEM* by using one of the following two methods:

1. Pull the emergency cord in the bathroom, *if* your residence is equipped with such.

OR

2. Take the telephone receiver off its cradle. (For cordless phones, press the “talk” or “on” button.) Applicable only to phones connected to Medford Leas’ telephone system. It does **not** apply to phones connected to private carriers such as Verizon, etc.)

PLEASE NOTE: *Engaging the emergency call system **deactivates** the telephone until the responding nurse or security staff member clears the system.*

Lumberton Campus:

Step #1: Summon Lumberton Township emergency squad:

Dial 911 and the emergency squad and a Lumberton township police officer will be dispatched to your residence to provide assistance.

Step #2: After calling the emergency squad, call 654-3666 which is the Medford campus emergency/security line to advise that 911 was called.

Options

The Options Program is located on ground floor Haddon across from the Health Center and offers two types of services: Home Care – certified home health aide and nursing; and Outpatient Care. The department is open from 7:00 am – 7:30 pm, 7 days a week and is staffed by licensed nurses, certified nurse assistants, certified home health aides and companions (Ext. 3327 or 654-3327 and/or Ext. 3330 or 654-3330).

- Residents of Courtyard apartments and Ground floor Woolman/Haddon may be referred by their primary caregiver for outpatient services to help with the recovery from short-term illnesses or chronic care support services.
- Residents of the Courtyard apartments can arrange for home care services or be referred by their primary caregiver for home care services. These services are on a fee-for-service basis according to the then current rates (see appendix for Home Health Care rates).

Home Health Services are “hands-on” services and include:

- Assisting with bathing and showering
 - Assisting with dressing, donning and doffing TED stockings, assistance with braces
 - Medication reminders
 - Skin care (lotion)
 - Assisting with the changing and emptying of an ostomy bag or urinary catheter bag
 - Toileting and incontinence care
 - Assisting with exercises, walking, transferring from bed to chair and to and from vehicles for outings and doctors appointments
 - Plus all Companion Services
- Companion Services are available to residents of both campuses for personal help with transportation, shopping, laundry, or daily activities. All services are on a fee-for-service basis according to the then current rates. Requests should be made at least two weeks in advance (see appendix for Companion rates).

Companion Services are “hands-off” services and include:

- Socialization
- Reading
- Games and Puzzles
- Laundry
- Organizing and tidying living area
- Meal preparation and set up
- Pet care
- Shopping, errands
- Accompanying residents on walks, on trips, and to doctor appointments

Self-Checks of Weight and Blood Pressure

Scales and blood pressure monitors are available in the wellness area adjacent to the Haddon greenhouse and in the Fitness Centers of both campuses.

Surgical Procedures

Paperwork for surgical procedures should be shared with the Health Center. The Health Center can assist with pre admission testing (PAT’s) such as lab work, EKG’s and appointments for chest x-rays as needed. All PAT’s and clearances are faxed to your surgeon’s office in a timely fashion.

Consultations

A large number of specialists, in both New Jersey and Philadelphia, are available for consultation. Those consultants chosen by the Medical Director have been selected for their expertise and their communication with Medford Leas medical staff in such a way as to ensure the greatest degree of efficacy of follow-up care. Residents may also seek a second opinion.

- The Medical Director or her/his designee will approve the need for consultation and will provide all necessary referral documents which may include copies of pertinent Health Center records, X-rays, and results of lab tests.
- Consult Request forms are required and are available in the Health Center waiting room (See Appendix). The completed form must be signed by the primary care provider and must be brought to the appointment. The form is to be filled out by the consulting physician involved and returned to the Health Center by the resident following the appointment.
- Transportation to and from physician appointments may be coordinated through Resident Services when approved by the Medical Director or his/her designee. To qualify, residents must be non-drivers, or precluded from self-transport due to a medical condition or the nature of the medical appointment involved. Call Resident Services to schedule transportation at Ext. 3327 (654-3327).
- If the assistance of another person is required during a consultation visit, a Medford Leas certified home health aide can be arranged for through the Options Program at Ext. 3327 (654-3327) for an additional fee. Medford Leas reserves the right to require certified home health aide service assistance if patient is at risk for injury.
- A resident seeking medical consultation without the Health Center's coordination should request that all consultant reports and test results be provided to the Health Center to ensure that his/her medical record is up-to-date, accurate, and complete.

Pharmacy

The Pharmacy is located on the ground floor of Estaugh and is open from 9:00 a.m. to noon and 1:00 p.m. to 4:00 p.m. Monday through Friday except holidays.

To order a refill, either call the 24-hour prescription refill line at Ext. 3099 (654-3099) or leave the request or prescription container at the pharmacy or in the pharmacy box in the Atrium. Prescriptions to be refilled should be requested 24 hours in advance of need.

When there is an emergent need to have a prescription filled when the pharmacy is closed, contact the Nurse-on-Call at Ext 3666 (654-3666) who will facilitate obtaining the prescription.

New prescriptions will be filled at the pharmacy on the same day. Prescriptions from non-Medford Leas primary care providers require Health Center approval to be filled. Drugs will be approved only when appropriate in the opinion of the primary care provider. The completed prescription must be picked up at the pharmacy.

If a resident is going away from Medford Leas for a vacation, a request for medications should be given to the pharmacy at least one week prior to departure. The notice should include the departure and return dates.

Temporary Care

Medford Leas residents that have undergone a medical procedure or an emergency hospital visit can request an in-home assessment and care from the Options program or inpatient nursing care services on the John Woolman nursing unit.

Planned Events: Residents should schedule an appointment with Health Center staff prior to a pre-planned procedure to discuss post-procedure plans. Residents that plan to return to their apartments are encouraged to arrange for a family member or friend to stay with them when they know that they should not be alone after a procedure and to provide staff with this individual's contact information. Residents should notify Health Center staff immediately upon their return to campus.

Unplanned Events: Residents that have had an unplanned procedure or visit to the hospital should notify the Health Center of their situation as soon as possible.

Health Center notification:

Medford campus: Call 609-654-3427/3333 between 7:00 am and 7:00 pm.

Lumberton campus: Call 609-654-3666 between 7:00 am and 7:00 pm

Post-Procedure Care: Post-procedure care is available to all residents on the John Woolman nursing unit. In addition, residents in the Courtyard Apartments and Assisted Living are eligible for in-home assessment, "hands-on" nursing and certified home health care services and "hands-off" companion services from the Options program. Resident sin Bridlington, Rushmore, Lumberton and Woods Cottage are eligible for an in-home nursing assessment and referral services and "hands-off" companion services from the Options program.

Residence & Care residents will not incur a charge for medically-authorized in-home services provided by the Options program for a period of up to 3 service days or 72 hours after a medical procedure or emergency room visit.

Residence, Flex and Membership residents will not incur charges for an initial in-home assessment and referral for services performed by the Options nurse but will incur regular charges for all other services.

Moving through the Continuum

Changes in residents' health status or functional abilities are monitored by the Interdisciplinary Resident Review Committee (IRRC) with input from the residents themselves and/or their families or representatives. The Committee meets weekly to discuss the physical, psychosocial status and any

potential problems of individual residents. Every effort is made to enable a resident to remain living in his or her own residential accommodation as long as possible.

Residents whose health changes have reached the point of necessitating certain types of personal assistance may elect to remain in their residential accommodations and pay for companion services on a fee-for-service basis. The services of employee companions may be arranged through Resident Services at Ext. 3327 or 3198 (654-3327 or 654-3198).

If a resident's health status changes to the degree that he or she can no longer be adequately served at the current requirement of tenancy, then the IRRC, may recommend that the resident transfer to more appropriate accommodations, such as in the assisted living or skilled nursing facility. This decision may be made if it is determined that a permanent transfer must be made for the proper care of the resident and only after extended consultation with the resident (and/or surrogate decision-makers, if appropriate), and consideration of all other essential requirements of tenancy. Medford Leas' primary concern is the maintenance and support of each resident at his or her highest level of function, independence, and safety through all stages of life. It is Medford Leas' philosophy to enable all residents to remain as integrated as possible with the broad community, recognizing that a change in care level should have minimal impact on a resident's quality of daily life.

Assisted Living

Assisted Living accommodations are private, studio apartments on the first, second, and third floors of Haddon and on the second floor of Woolman. The Assisted Living Unit is staffed by licensed nurses, certified nursing assistants, and certified medication aides who attend to the physical and psychosocial needs of the residents. Their health care is managed by their primary caregivers.

It is the philosophy of Assisted Living to continue to foster independence and maintain dignity of each resident. Residents are encouraged to participate in community dining and other activities.

The Therapeutic Recreation staff provides a wide range of programs, such as games, discussion groups, cognitive exercises, cooking and baking events, music and singing programs, and trips to various places of interest. Fitness and Aquatics provides group exercise programs, as well as individual programs in the Fitness Center and in the swimming pool.

Long-Term Nursing Care

Long-term, skilled nursing care services, including memory support is provided on the first floor of Estaugh. This unit is secured 24-hours a day through the use of door locks and alarms that are designed to prevent resident elopement. Door alarms should never be silenced by anyone other than staff.

This unit has a large activity area, two dining areas, a lounge, a sensory/relaxation room and outdoor space. This unit is staffed 24-hours a day by licensed and practical nurses and certified nurse assistants. Therapeutic Recreation, Rehabilitation Services therapists, Fitness and Aquatics staff, the dietitian, and Resident Services all participate in maintaining the highest possible quality of life for these residents.

End of Life Care

If a resident becomes terminally ill, Medford Leas makes every effort to reduce pain and suffering by providing palliative, supportive care according to the resident's wishes – ministering to his or her spiritual, emotional, as well as physical needs. Hospice care and bereavement counseling are also available when requested by the resident or his or her family representative.

Resident Services and Social Services provide comfort and support to the families and loved ones of the deceased, along with information concerning clergy, anatomic gifting, and memorial service arrangements. (see Chapter 6 – Resident Services).

Chapter 5 – Your Residence

Medford Leas residents should show their concern for others by respecting each other's privacy and being considerate of the noise level in their own homes. They keep the area around their homes neat and see that pets are controlled.

Cleaning

Medford Campus - Courtyard Apartments and Haddon and Woolman Buildings Ground Floor Apartments

The Environmental Services department provides cleaning services as follows.

Courtyard Apartments (The Courts) and Haddon and Woolman Buildings Ground Floor Apartments are cleaned once a week between 8:00 a.m. and 4:00 p.m. Monday through Friday. The Court's schedule, subject to rotation, is posted in the trash closet. A resident who wishes to change cleaning times with a neighbor is requested to notify Environmental Services at Ext. 3249 (654-3249).

❖ Weekly Cleaning includes the following:

1. Living Room – Dust furniture, vacuum rugs, move light furniture, clean spots on the wall, remove any cobwebs. Housekeeping does not move or dust personal items such as bric-a-brac, china, crystal, photographs, etc.
2. Bedroom – The same items as the living room plus changing of bed linens. Bed and bath linens are available free of charge.
3. Kitchen – Clean outside of sink, stove, and refrigerator; wipe down cabinets, remove any cobwebs and clean floor.
4. Bathroom – Clean mirror, light fixtures, wall tile, chrome fixtures, tub, shower, toilet bowl, and sink including countertop. Mop floor.

Residents are requested to put soiled linen in a pillowcase outside their doors before 9:00 a.m. on their cleaning day. They are responsible for disposal of personal trash and recycling in the designated places.

❖ Heavy Cleaning (Spring and Fall) includes the following:

1. Living Room – Vacuum upholstery and draperies; wash windows inside and out; high dusting; move furniture and vacuum behind it. Residents are requested to remove personal items from the top and shelves of furniture to be moved.
2. Bedroom – The same items as the living room but also take the bed apart, vacuum the area and turn the mattress.
3. Kitchen – Remove and clean stove burners; clean oven; outside of refrigerator; vents, and lights; pull out stove and refrigerator and clean behind them.
4. Bathroom – Vacuum and clean vent and heat register and mop floor.

Note: Cleaning and maintenance of window treatments furnished by Medford Leas can be arranged by submitting a Work Order.

Semi-Attached Homes – Medford & Lumberton Campuses

The Environmental Services department provides residents in semi-attached homes – both campuses – with once yearly window washing services for exterior and high interior windows at no charge. With advance notice, residents may also contract with Environmental Services on a fee-for-service basis for housecleaning services, as well as for cleaning of interior windows and screens.

Extermination Services

In response to a Work Order, Environmental Services will arrange for extermination of mice, ants, roaches, wasps and bees nesting in locations that might be a threat to residents. Residents having a problem with flies, moths, crickets, infestation of house plants, or fleas associated with pets should consult a local hardware or garden store or a veterinarian. To arrange for removal of wild animals such as snakes and groundhogs, residents should call Maintenance at Ext. 3140 (654-3140).

Hazardous Materials

Used batteries should be taken to the Environmental Services office on the lower level of Haddon. Used computer ink cartridges go to the Reception Desk. Burned out or broken CFL bulbs should be placed in a sealed plastic bag and also taken to the Reception Desk.

For the safety and health of all residents, items such as firearms, flammable materials, paint, and chemicals may not be kept in individual dwellings.

Laundry Facilities

General Guidelines

Residents using common laundry areas are asked to remove laundry promptly and clean lint from the dryers. Residents should not change the laundry areas' heat/air conditioning thermostat settings.

Residents may not hang laundry outside on either campus.

Medford Campus – Courtyard Apartments and Haddon and Woolman Buildings Ground Floor Apartments

Common laundry rooms with coin-free washers, dryers, and ironing boards are available for resident use and are strategically located in a variety of areas throughout the Courtyards complex. A large coin-free laundry facility is also available on the lower level of Haddon.

Many Courtyard apartments come equipped with personal washers and dryers.

Medford & Lumberton Campus Semi-Attached Homes

All homes are equipped with personal washers and dryers.

Light Bulb Replacement

Residents are responsible for the cost of replacing all burned out light bulbs. They are encouraged to purchase long-lasting, energy-saving CFL bulbs, available from the Maintenance Department, the Gift Shop, and local retail stores. Light bulbs can be installed with no work order charge, if installed by Environmental Services staff during a routine housekeeping service visit. Residents will be charged for the cost of Medford Leas-supplied light bulbs and installation of ceiling and bathroom light bulbs during routine housekeeping service visits. All other light bulb installation services require a Work Order and are subject to a work order charge plus the light bulb cost.

Dispose of burned-out incandescent light bulbs in the common trash bins. Burned out or broken CFL bulbs should be placed in a sealed plastic bag and taken to the Reception Desk in the Atrium.

Maintenance and Repairs

Residents should submit a Work Order to request assistance from the Maintenance Department. All residences are subject to routine maintenance. Personnel, as specifically authorized by Medford Leas, may enter residences to do necessary work, such as making repairs, checking on heating, plumbing or cooling systems, or testing the fire alarm system. If a resident is not present, a form describing the work completed will be left in the residence.

Residents should try to keep appliances in good working order. Maintenance is responsible for all required repairs to the plumbing, electrical, and telephone systems; the heating/air conditioning system; the water heater; and to all other major appliances. Filters for heating/air conditioning units are replaced each year for Courtyard residences, but can be replaced more frequently if required. For semi-attached homes, furnace filters are replaced twice a year.

Modifications

Modification of a residence, patio, or yard requires prior authorization. Residents should submit a detailed proposal with a Work Order to Maintenance. If approved, the resident will receive a written estimate for the work that will require his or her approval before work may commence. Work can also be performed by a Medford Leas-approved, licensed outside contractor. Upon completion, charges will appear on resident's monthly statement. Maintenance does not perform personal carpentry work. A list of approved, private carpenters is also available from Maintenance through a Work Order request. The MLRA Work Shop is available to residents for personal projects.

Personal Gardens

The landscapes of Medford Leas are an important component of residents' quality of life and well-being. Everyone's assistance and interest in enhancing the beauty of the campuses is greatly appreciated. Residents wishing to plant personal gardens around their homes must submit a plan to Landscaping for approval prior to installation to ensure no interference with the irrigation system or mowing patterns. These gardens add to the overall landscape pleasure of the campuses, and are the responsibility of the resident to develop and maintain.

Any personal plantings or gardens that are not maintained by the Resident in good order, and to standards as determined by Medford Leas to be appropriate, may be removed or maintained by Medford Leas at the expense of the Resident. Personal gardens are to be maintained in all seasons

Residents who would like to have their personal gardens evaluated, weeded, pruned, mulched, edged, or removed, should submit a work order to Landscaping. A written estimate of the cost of services will be provided, and the resident may accept the offer by signing the estimate. Residents may also use the services of outside vendors. A list of qualified contractors is available from the Directors of Operations – call Ext. 3160 (654-3160).

Hanging baskets and containers are allowed, but are not to encroach upon the Courtyard Gardens or the areas that are maintained by Medford Leas. On occasion, mulch and fertilizer may be available to pick up free-of-charge from a designated area behind the Nature Center. Refer to the Amenities section for information about farm plots.

Property Damage

Residents are responsible for property damage that is caused by themselves or guests. Spills on carpeting should be reported immediately to Environmental Services at Ext. 3249 (654-3249) to be cleaned free of charge.

If major repairs are required when a residence is vacated, the resident may be charged for damages beyond normal wear and tear.

Redecorating

If a resident believes his or her residence requires repainting or recarpeting, a Work Order should be submitted to Maintenance for consideration. Resident will be responsible for all costs resulting from any custom materials and services related to redecorating that exceed the standard level(s) provided by Medford Leas. Such charges, if applicable, will be billed after the redecorating work is completed and will be billed on the resident's monthly statement.

Residents are, however, free to decorate their own residences, and they may hire a Medford Leas-approved, licensed outside contractor to perform decorating work. Any wallpaper installed must be of the easily removable type.

Saving Energy

Residents are asked to monitor their heating/cooling units and find comfortable settings. When away from home for two hours or more, settings should be adjusted to use less energy. Careful use of water is also encouraged by keeping drinking water in the refrigerator, taking shorter showers, and turning off faucets while washing hands, brushing teeth, and shaving.

All residents share in the expenses of the community, so such things as conservation of energy through judicious use of heating, air-conditioning, and other electric appliances helps to keep monthly fee increases lower by controlling unnecessary energy usage.

Trash and Recycling

For Medford Campus:

Residents are responsible for removing all garbage, trash, and non-recyclables from their residences and using the appropriate containers provided in nearby trash/recycling locations. Maintenance removes those materials on a regular schedule.

Medford Leas recycles paper, glass, metal, and plastic. All residents are encouraged to recycle these materials. However, certain products in each category are NOT recyclable.

- ❖ Plastic coated paper, cardboard pizza boxes, soiled or food contaminated paper, and hard back books.
- ❖ Non-recyclable bottles or cans; clay or plastic flower pots; crystal; plastic bags; aluminum foil; drinking glasses; ovenware; light bulbs; mirrors; window glass; plastic items that are not bottles; and motor oil, paint, or pesticide containers.

Recyclable materials are to be placed in designated containers located in trash/recycle locations adjacent to residences or in parking areas.

- ❖ All residences on the Medford campus have nearby trash/recycling locations with containers for trash. Newspapers, magazines, junk mail, and used paper can be deposited there either by piling them neatly on the shelves provided or placing them in brown paper (not plastic) bags.
- ❖ BOTTLES, ALUMINUM and PLASTIC containers are to be placed in the outdoor bins marked for recycling. The tops should be removed. Only clean plastic containers with the numbers 1 or 2 on the bottom can be recycled. NEVER put plastic or paper bags in the recycling bins.
- ❖ CARDBOARD BOXES along with smaller boxes for cereal, tissues, etc. should be broken down and placed in either paper bags or a specially marked area. Check the chart posted at each trash/recycle location for details.

For Lumberton Campus:

Residents are responsible for removing all garbage, trash, and non-recyclables from their residence and placing them in the containers provided by Lumberton Township for pickup as scheduled.

Likewise, residents are encouraged to place recyclable materials in the separate containers provided by Burlington County for pickup as scheduled.

Work Order Procedure

Work Orders are used to request specific assistance from the following departments: Maintenance, Landscaping, and Environmental Services (Housekeeping). Work orders may be communicated to the respective departments via several methods.

- ❖ Write Work Order forms (see Appendix), which are available at the Reception Desk.
- ❖ Call in telephone message to the Work Order Voice Mail System - dial Ext. 3140 (654-3140).
- ❖ Send e-mail messages to either the Director of Operations or the Director of Maintenance (see Appendix for e-mail address directory).
- ❖ Call in telephone message directly to Director of Maintenance – dial Ext. 3299 (654-3299) or to Director of Operations – dial Ext. 3160 (654-3160).

Emergency requests for assistance may be telephoned to the Reception Desk, but should be followed by a Work Order. Work Orders are handled on a priority basis. Urgent matters are addressed promptly and routine Work Orders are normally completed within a few days. If there is no timely response, submit a second Work Order and write “Second Request” at the top.

Residents can also submit work orders when they observe conditions anywhere on the campuses that require the attention of staff.

Chapter 6 – Resident Services and Social Work

Resident Services and Social Work staff work together to provide support, information and assistance to residents and family members regarding a multitude of services. If it is ever unclear about how to get an issue resolved, Residents Services is the department that will direct residents and families to the correct individual.

Resident Services

The Resident Services office is located on the ground floor of Haddon near the Health Center and is normally open from 9:00 a.m. until 5:00 p.m. excluding weekends and holidays. The Resident Services staff consists of the Director, Resident Transport Assistants, Bus Drivers and support staff (Ext. 3327 or 654-3327).

Social Work

The Social Work office is located on the ground floor Estaugh adjacent to the elevator. Social Workers are advocates for residents. Staff perform State-mandated documentation on the licensed areas and assist residents and their families with discharge planning from the skilled nursing units (JW/JE). Social work services are also available to assist all residents. Appointments are strongly encouraged by calling Ext. 3119 (654-3119).

Specific areas that are handled by these offices include:

Advance Directives

Residents are asked to complete Advance Directives (Living Wills) to indicate the types of medical care they would and would not want to receive. These Directives also allow residents to appoint someone to make decisions about medical care in the event he or she is unable to make such decisions. Once received, information obtained from the Directive is inputted into the resident's medical record by staff and copies are filed in the Social Services office. It is the resident's responsibility to notify either Social Work or Resident Services when there is any change in this information. Copies of the residents' advance directives are also filed in their Health Center medical charts, as applicable.

Motor Vehicles

Resident are required to register all motor vehicles (cars, trucks, motorcycles, recreational vehicles, etc.) with Resident Services. Required information includes: make, model, color and license number. All residents who keep a motor vehicle on campus must possess a valid driver's license, current registration and inspection and maintain automobile liability insurance. It is the resident's responsibility to notify Resident Services when there is any change in this information. An adhesive parking permit sticker is issued to each registered vehicle and is to be displayed on the left rear car bumper.

Counseling

Individuals, couples and families can receive counseling assistance from our Social Worker. Anyone wishing this service may contact the Social Workers directly, or a referral may be obtained through the resident's primary care provider.

Deaths

Resident Services along with the Social Workers are available to provide comfort and support to residents, families and loved ones of the deceased. They can also provide information and resources concerning clergy, funeral arrangements, organ donation, body donation and memorial services, etc. Resident Services will also provide families with the proper procedures for vacating the resident's Medford Leas unit and assist them with this process.

Emergency Information

Residents are required to provide the Resident Services office with emergency contact information and to provide updates on a timely basis.

Residents wishing to have someone accompany them to the hospital may elect to appoint an Advocate. Advocates will be notified if a resident is being sent out to the hospital. An Advocate is somebody who would be available to accompany a resident to the hospital for moral support. Advocate Forms are available in the Resident Services Office.

Financial Assistance

Residents who are concerned that they may outlive their financial resources should contact the Director of Resident Services or the Chief Financial Officer to determine whether they qualify for support from one of the community funds available for that purpose (see Chapter 12 – Financial Information). All applications for assistance are handled in a confidential manner.

Meditation Garden

The Meditation Garden is located on the opposite side of Medford Leas Way from Parking Lot B. This is a special location where residents may choose to have their ashes placed. It is a living memorial to former residents and a quiet spot for meditation and inspiration for current residents. There is a book in the Library that lists the names of former residents whose ashes have been placed in the Meditation Garden. Resident Services will assist families with plans for placing ashes in the Memorial Garden.

Moving

Resident Services assists residents with all internal moves. Staff maintain lists of moving companies, consignment shops, and other helpful resources. Internal moves may be made for financial or medical reasons as stipulated in the Medford Leas contract. Please contact the Director of Resident Services.

Notary Public

Notary Public services are available in both the Resident Services and Social Work offices, free of charge. Appointments are strongly encouraged.

Parking

Resident Services assigns parking spaces for Courtyard parking. Residents of semi-attached homes on both the Medford and Lumberton campuses have personal garages or carports. Subject to availability, additional carports are available on the Medford campus for an additional fee (see Appendix). Guests should park in areas marked for "Visitor Parking." Recreational vehicles, motor homes, golf carts, motorcycles, trailers and all other motorized vehicles may only be parked in designated locations on each campus, except when residents are packing or unpacking for a trip. For parking assignments call Resident Services.

Pets

Residents are permitted to keep pets, subject to the pet policy and pet ownership waiver (see Appendix), copies of which are available at the Reception Desk and Resident Services. Pet owners are required to register their pets with Resident Services, sign a required pet ownership waiver, and update the Resident Services department regarding any changes to the information on file. Residents are also required to pick up after their pets and consider their neighbors when exercising them. Pets of any kind may not run freely on either campus and must be walked or exercised on a leash.

Powers of Attorney

Resident are required to execute a Durable General Power of Attorney to indicate who is authorized to act on their behalf if they are unable to act for themselves. It is the resident's responsibility to notify Resident Services when there is a change in this information.

Safety Deposit Boxes

A limited number of safety deposit boxes of various sizes that are available for an annual rental fee (see Appendix). They are located in the Poplar Room, which is located just past the Coffee Shop. Supervised access is generally provided weekly on Tuesday from 1:30 to 2:30 PM. Residents can contact the Director of Resident Services to rent a box or to gain supervised access to their box.

Storage Lockers

Courtyard residences have one assigned storage locker per apartment. Residents are provided keys to access entry doors to their locker areas. Residents should procure and secure their assigned storage locker with their own padlocks. Resident Services assigns locked bin storage areas to residents living in Woolman, Haddon and Estaugh, as available. A hand truck, kept in the ground floor laundry room of Haddon for moving heavy objects, must be returned promptly after each use. Bridlington and Lumberton townhomes feature basements and Rushmore Patio-Homes feature ancillary carport storage lockers for dedicated personal storage.

Support Groups

Social Work will coordinate support groups for residents according to the changing needs of the community. Support groups at Medford Leas have included: Bereavement, Cancer, Care-Givers, Low-Vision, Pain, and Parkinson's. Social Work maintains a current list of dates, time and location of current support group meetings as well as information regarding outside support groups.

Transportation

The Medford Leas bus makes regularly scheduled trips to area stores and shopping malls. The schedule is posted in the Atrium, and further information is also available at the Reception Desk. In addition, weekly bus schedules are posted on the bulletin boards in the Atrium area near the resident's internal message boxes and on the back of the monthly calendar. Information regarding fee-for-service private transportation services is available through Resident Services (See Appendix).

When requested by the Primary Care Provider, transportation for medical appointments is provided by Medford Leas by calling Resident Services.

Transition Moves

When a different level of care is recommended by the Interdisciplinary Team, Social Work and Resident Services will assist those who are involved in a period of transition - especially internal transfers necessitated by changing personal conditions.

Chapter 7 – Amenities

Activities Room

The Activities Room is located on the first floor between Estaugh and Haddon on the Medford campus. Each evening residents from Medford Leas' licensed areas may eat dinner in this room. Therapeutic Recreation staff utilizes this room for the varied programs and events they conduct for Assisted Living and Skilled Nursing residents. At other times, it functions as an all-purpose room for activities such as square dancing, bridge, exercise, movies, Vespers, and other community-wide programs. Reservations for the use of this room are to be made with the Therapeutic Recreation staff at Ext. 3574 (654-3574).

Activity Trails

There are extensive, well-marked activity trails – paved and unpaved -- on both the Medford and the Lumberton campuses. Guides are available upon request; contact the Nature Coordinating Committee Chair (see Appendix). Individual maps of the Medford and Lumberton trails are included in the Appendix and are also available at the Reception Desk; a map of the Lumberton trails is posted in the Lumberton Community Center.

Hiking trips, bird watching, and wildflower walks are scheduled in good weather. (See Appendix for maps and committee leaders.)

Arboretum

(See Chapter 3 - Barton Arboretum & Nature Preserve at Medford Leas)

Art Studios and Galleries

The art studio is located on the ground floor of the Medford Campus Community Building at the end of the Arts and Social Wing. Residents' art work and photography are displayed in the ground floor hallway of the Arts and Social Wing. A second art gallery is located outside the Theater on main floor of the Arts and Social Wing, where month-long exhibits of works by guest artists are on display. A reception for guest artists is held in the gallery for each new exhibition. An MLRA committee manages the shows and artist receptions (see Appendix). The Lumberton campus also features an Art Gallery located on the ground floor of the Community Center next to the Fitness Center. The Lumberton gallery displays art by residents and/or families of either campus.

Banks

A branch of PNC Bank, located across from the Coffee Shop on the Medford campus, is open Monday, Wednesday, and Friday from 11:30 a.m. to 2:00 p.m. Other area banks are accessible by Medford Leas bus during its regular schedule.

An ATM is located on ground floor Haddon between Physical Therapy and the Pharmacy.

Brain Gym

The Brain Gym is located on the ground floor of the Community Building across from the Fitness Center. Residents, wearing earphones and seated at one of eight computer workstations, participate individually in the scientifically proven brain fitness computer program. Courses are offered throughout the year: One focused on how fast you process what you hear; and another which focuses on how fast you process what you see. Courses are offered in the Fall, Winter and Spring. No experience with computers is necessary to participate, only the ability to utilize a computer “mouse.” For more information, contact the Therapeutic Recreation Director at Ext. 3586 (654-3586).

Canoeing

There are excellent canoeing opportunities on the Rancocas Creek which runs through both the Medford and Lumberton campuses. The Medford campus canoe launch is accessible via the path off Parking Lot “A.” The access path to the Lumberton campus canoe launch begins behind the swimming pool near the Community Center - a Medford Leas-owned canoe is located nearby. Contact the Woodlands and Trails Committee chair for further information (see Appendix).

Computer Center

The Computer Center, located on the ground floor of the Community Building on the Medford campus, is maintained and operated by the MLRA Computer Committee (see Appendix). Residents are welcome to use the center at any time for internet access, e-mail facilities, and other computer programs. A key to the room is available at the Reception Desk. An annual voluntary donation is requested of users to help finance the operation. Special training courses are also offered from time to time at a nominal charge. On Tuesdays and Thursdays, from 10:00 a.m. to noon, a volunteer expert is usually on hand to assist residents. Residents who own or are interested in Macintosh computers are welcome to join the Mac interest group which meets on the 2nd and 4th Tuesdays at 7:30 p.m. in the Linden Room. Contact the MLRA Computer Committee chair listed in the Appendix for more information.

Lumberton campus residents have access to a community-use computer located in the library on the mezzanine of the Community Center.

Copy Machines

Copy machines, available for use by residents at a nominal charge, are located in the Library on the Medford campus and on the mezzanine of the Community Center on the Lumberton campus. See instructions adjacent to each copy machine. Residents needing to copy more than 25 pages should make arrangements for copying services through the Reception Desk (see Appendix for charges).

Fiber Arts Studio

Located on the ground floor of the Community Building near the pool, residents continue their interest in, or learn a variety of fiber arts and crafts. The workroom houses yarn, fabric, tools and a small reference library for several areas of interest. Any resident is welcome to use the room to teach or practice a different craft. The existing knitting and sewing group and the quilters always need volunteers to serve the Medford Leas community by repairing garments, afghans, and quilts for residents who no longer can mend their own. The proceeds from sewing repairs and an annual fall sale of workroom products (sweaters and hats, afghans, quilts, sewn and woven goods, etc.) make a significant financial contribution to the MLRA to help support the Appreciation Fund and the Activities Fund. Quilters, needle workers, and weavers provide items for the sale and work on their own projects as well.

Farm Plots

A limited number of farm plots are available behind the Nature Center on the Medford campus and near the pumping station on the Lumberton campus at no additional cost. Residents cultivate individual plots of flowers, vegetables, etc. Plots are rototilled by staff each spring. Contact the chair of MLRA Farm Committee for details (see Appendix).

Fitness and Recreation

The Fitness and Aquatics department, together with the MLRA Recreation Committee (see Appendix), provides residents with the opportunity to participate in an impressive range and variety of activities and classes – to attain and maintain a high level of fitness and wellness.

Fitness and Aquatics staff are available on regularly scheduled mornings and afternoons on both campuses to assist residents in safely and effectively using exercise and fitness equipment. A schedule of classes is posted in each Fitness Center. The Fitness and Aquatics staff also work closely with the Rehabilitation Therapy staff to assist residents receiving rehabilitation treatments during their recovery from surgery or other illnesses and to help Assisted Living and Skilled Nursing Facility residents to maintain a high level of wellness and fitness.

On the Medford campus, Fitness and Aquatics staff conduct a wide variety of exercise classes daily – from aqua-motion, water volleyball, and water walking in the pool, to balance training in the Theater to light exercise, strengthening abdominals, and muscle molding in the Exercise Studio next to the Fitness Center.

On the Lumberton campus, exercise classes are held in the Great Room in the Community Center.

Before using either Fitness Center, a resident must obtain medical clearance from the Health Center. Following clearance, a member of the Fitness and Aquatics staff will design an individualized exercise program for each person. Residents are encouraged to use the Fitness Centers when staff is present. When no staff or volunteers are present, residents must be accompanied by at least one other adult or wear the Life Line Button, to be able to call for assistance in case of an emergency. Fitness Center keys

are available at the Reception Desk. For more information or to make an appointment, call Fitness and Aquatics department at Ext. 3310 (654-3310).

For Non-Residents. The Fitness Center on each campus is primarily intended for residents' use. However, it is also available for use by adult guests, 18 years and older (accompanied by a resident), approved Reservation List depositors, and Medford Leas employees and their spouses/partners (both 18 years and older). Approved Reservation List depositors must have prior medical clearance through their health care provider. Except for residents' guests, all Reservation List depositors and employees and their spouses/partners must arrange with the Fitness and Aquatics staff for prior instruction on the proper and safe use of the equipment.

Game Room

The Game Room is located on the ground floor of the Community Building in the Arts and Social Wing. Ping pong, table pool, darts, and table shuffleboard games, and Nintendo's Wii (electronic virtual sports programs) are available. All guests must be accompanied by the resident they are visiting. Contact the Recreation Committee chair for further information (see Appendix).

Gift Shop

The Gift Shop, located off the Atrium, is sponsored by MLRA and operated solely by resident volunteers. It sells small gifts, stationery products, toiletries, sweets, over-the-counter medicines, and greeting cards. Purchases may be paid by cash, check, or Gift Shop charge. Charges must be paid in full within 30 days. Profits are given to various MLRA Funds.

Golf Courses

There is a 9-hole pitch course located on the Medford campus at Beaver Meadow near the New Freedom Road entrance.

A number of public golf courses are located nearby:

Golden Pheasant Golf Club, Medford (609-267-4276)

Indian Spring Country Club, Marlton (856-983-0222)

Willow Brook Country Club, Delran (856-461-0103)

Ramblewood Country Club, Mt. Laurel (semi-private, phone ahead - 856-235-2118)

Pennsauken Country Club, Pennsauken (856-662-4961)

Greenhouses and Nature Center

The Nature Center is opposite Parking Lot C and adjacent to the tennis courts. The center contains a meeting room, the Nature Library, a greenhouse, and a restroom. Residents might start off from the center for a wildflower walk, a work session on the trail system, or a birding adventure. This greenhouse and another greenhouse located on the ground floor of Haddon are available for wintering patio plants or house plants. For information contact the Haddon Greenhouse Committee (see Appendix). The Nature Center can be reserved for meetings by calling the front reception desk.

Guest Accommodations

One double-occupancy guest room is located on the ground floor of Haddon, a two-room guest cottage with kitchenette is located near the entrance to the Medford campus off Route 70, and a number of apartments in the courts - varying from a studio, one- and two-bedroom are available. Reservations may be made through the Reception Desk.

Roll-away beds and cribs may be obtained from Environmental Services and reservations may be made by calling the Reception Desk. (see Appendix for fees involved).

Hair/Nail Salon

The Salon, features hairstyling and barber services, as well as manicure and pedicure services, is located on the ground floor of Haddon. For an appointment, call Ext. 3110 (654-3110).

Libraries

The Medford campus Library, including over 6,000 volumes, is located off the Atrium in the Community Building. It has collections of fiction, non-fiction, biography, mysteries, paperbacks, and references. Books are signed out for a month and may be renewed. There are no fines for late returns. However, items that are lost are to be replaced. A CD collection with hundreds of classical music titles is located on the outside wall of the Library. Most paperbacks need not be signed out – and may be borrow on the honor system. Albums of residents' pictures and bound volumes of Medford Leas Life and Lumberton Chronicle can be found on shelves near the windows.

A Large Print Library is near the Haddon elevators on the first floor.

A library of talking books and music tapes is located in the Ruth Bump Low-Vision Center (see further details under Low-Vision Centers section below), on the ground floor of Estaugh near the Pharmacy. Also housed in the Center is a library of videos and music recordings for wide-ranging interests. Special interest video collections include Great Decisions, PBS documentaries, and many titles from The Teaching Company. All Low-Vision Center materials may be borrowed on the honor system.

The Lumberton campus library is located in the mezzanine of the Community Center. It includes hard cover and paperback books, along with videos, and are signed out on the honor system.

The Burlington County Library Bookmobile visits the Medford campus on Mondays from 1:50 to 2:30 p.m. – and the Lumberton campus every other Wednesday morning at 10:15 a.m. (except holidays). Residents may borrow or reserve current books, tape, or videos. The County Library can be accessed via the Internet to search the collections, check availability of items, connect to the inter-library loan system, and even make suggestions for additions to the collections.

Lounge

The Lounge is decorated with comfortable furnishings, a grand piano and a fireplace and is located off the Medford campus Atrium, next to the Colonial Dining Room. It is used by residents for reading; conversation; accessing newspapers, magazines, and periodicals; working jigsaw puzzles; and playing the piano. The Lounge is also the frequent site for receptions and other social events.

Low Vision Centers

The Medford campus features the Ruth Bump Low Vision Center, located near the Pharmacy on the ground floor of Estaugh. The Center features a variety of specially designed reading equipment available for use at any time which may help those residents with certain visual impairments. Equipment includes several magnifiers which magnify up to 60 times and a Kurweil Reader which can read the printed word. As noted in the Libraries section above, the Center also maintains a library of books on audiotape.

The Lumberton campus offers a Low Vision Reader, located in the mezzanine of the Community Center for those who need the assistance of this technology for reading.

Meeting Rooms

There are several areas on the Medford campus that may be reserved for meetings or social activities. The Private Dining Room, located between the Gift Shop and the Coffee Shop, may be used for meetings, private dinners, and social gatherings. The Lounge described above, the Gathering Room, and other areas on the two floors of the Arts and Social Wing may also be reserved. To reserve a room you must complete a Medford Leas Room Reservation Form, (forms available near message boxes), and return it to the receptionist. (See Appendix for sample.) You will be notified if the date is unavailable and asked to choose another date. If the room is unavailable, an alternative room that is suitable room may be chosen. A confirmation will be placed in your mail box when your reservation is completed.

In the Lumberton Community Center, the large Great Room and the Board Room may be used for meetings and other events. Either space may be reserved by completing the request form available near the message boxes in Lumberton or by calling Dave Swartz (702-5735).

Movies/Concerts/Lectures

Medford campus - Movies are shown Monday nights in the Theater and Saturday afternoons in the Activities Room. The monthly and weekly calendars list the titles.

Concerts, sometimes classical, jazz or contemporary, but always anticipated by the residents, may be performed by instrumentalists, choral groups, or soloists in the Theater. Posters in the Atrium and calendars announce upcoming events. SpectiCast performances, which may include live streaming from the Philadelphia Orchestra, Opera, European Orchestras, Chamber Music or Library Lecture Series are played in the Theater. Individual annual subscriptions may be purchased through the MLRA. Programs committee.

Lectures, sponsored by groups such as the Leas Forum, Medford University, and others, attract many residents for the quality and unique perspectives of the presenters. Guest speakers may be invited to address specific topics by Health Services or Resident Services. Residents lead and participate in the Foreign Policy Association's "Great Decisions" program presented annually.

Photographic Dark Room

Resident photographers can use the dark room located on the ground floor of Haddon. Contact the Reception Desk for key and further information.

Pottery Studio

The Studio introduces residents with little or no prior experience to the work of shaping clay with their hands. Residents with experience working with clay will be available at specific times to mentor beginners. Experienced residents are also welcome to use the Studio's resources. The Studio is located near the Work Shop on the ground floor under the Theater.

Shuffleboard Court

There are two shuffleboard courts behind the Medford campus Community Building. Equipment and instructions on play are in the equipment box. (Contact the Recreation Committee chair for further information (see Appendix).

Sports Days

On Memorial Day, July 4th, and Labor Day, residents enjoy friendly sports competition. These festive morning celebrations usually include music and refreshments. (Contact the Recreation Committee chair for further information (see Appendix).

Swimming Pools and Spas

There is an indoor pool in the Medford campus Community Building and an outdoor heated pool at the Lumberton campus. Both pools may be used for recreational swimming when they are not in use for organized programming, such as exercise classes, water walking and water sports which are held at scheduled times. Residents' guests may use the pools outside of scheduled hours and must be accompanied by a resident. Persons using the pools must have a buddy present and are asked to observe the pool rules available at the Reception Desk and the Lumberton Community Center. Residents use the pools at their own risk; there are no lifeguards.

The indoor pool, spa, men's and women's changing rooms with showers (towels provided), and bathroom facilities are located on the ground floor of the Community Building near the Fitness Center. A resident can access the area via the elevator or stairs off the Atrium or the parking lot adjacent to the Arts and Social Wing.

The outdoor pool, spa, men's and women's changing rooms with shower, bathroom facilities, and work-out equipment are located adjacent to and on the ground floor of the Community Center area at Lumberton.

Tennis Courts

Both the Medford and the Lumberton campuses have outdoor courts which are available to all residents and their guests during daylight hours. The Medford campus courts feature a slow surface and are located adjacent to the Nature Center. The Lumberton campus courts feature a fast (traditional) surface and are located across from the Community Center.

During the winter, interested residents can play at a nearby indoor tennis club on a fee basis. Contact the Recreation Committee chair for further information (see Appendix).

A number of indoor tennis clubs are located nearby:

- Arrow Head Tennis Club, Medford (609-654-7848)
- Cherry Hill Health and Racquet Club, Cherry Hill (856-429-1388)
- Moorestown Tennis Club, Moorestown (856-234-8484)

for Raquet Repairs, suggested contact

- Everyone's Racquet, Mt Laurel, (856-778-7223)

Theater

The Theater is vital to the life of Medford Leas. Many events, performances, and meetings are a common focus for residents. World-class artists, health professionals from near and far, candidates for public office, and many others come to the Theater. This venue is popular as well with not-for-profit public organizations. Groups scheduling use of the Theater may include South Jersey Camera Club, Pinelands Garden Club, Berry Basket Quilters, and the Pennsylvania Horticulture Society to name a few. Some of these events may be for their members only; others will be open to residents as well as the general public.

The Theater is opposite the Garden Dining Room in the Community Building. Entrance doors are off the common hall leading to the Arts and Social Wing. Access from the parking lot by the Arts and Social Wing is via an elevator or an outside ramp. Call the Reception Desk to reserve. Forms to request Theater assistance and to place event notices on the Calendar are available at the Reception Desk.

Thrift Shop

New and used items donated by residents and employees are received, priced, and sold. Resident volunteers manage and staff the Thrift Shop. The doors open to receive items Mondays from 8:00 a.m. to 11:00 a.m. Sales hours are: Tuesdays from 10:00 a.m. to 12:00 p.m. and 2nd and 4th Wednesdays from 7:00 p.m. to 8:30 p.m. Proceeds go to Medford Leas' Educational Advancement Fund and MLRA's Appreciation Fund. The Thrift Shop is spread between several adjoining and nearby rooms on the ground floor of Haddon.

Wood/Metal Working Shops

On the Medford campus, a workshop is located on the ground floor beneath the Theater. Entrances are from the sidewalk and the parking lot outside the Theater. All manner of repairs and construction is performed by and for residents for a nominal charge. "Residents Workshop Request" forms are available at the Reception Desk. Income beyond that needed for new equipment and materials is donated to MLRA Funds. Contact chair of Workshop Committee for more information (see Appendix).

On the Lumberton campus, a workshop is located in a separate building overlooking Creek Road. It is accessed by a road found between residences at 20 and 24 Woodside Drive. It is well equipped for all sorts of work. There is a committee that oversees its use. The shop also provides knife sharpening. Residents are encouraged to use the workshop for their own projects. Special work order forms for the workshop are found in a box next to the mailboxes in the Community Center.

Chapter 8 – Dining Services

Dining Venues and Meal Times

Medford Leas has four main dining venues: the Garden Room and the Colonial Room offer seated service; the Coffee Shop offers casual café dining; and the Courtyard Dining Room offers seated **service in Assisted Living**. **Residents may choose the venue where they prefer to dine for any given meal.**

- **The Coffee Shop** is open 7 days a week, three meals a day, for café-style dining.

Breakfast: 7:30 a.m. to 9:00 a.m.

Lunch: 11:00 a.m. to 2:00 p.m.

Sunday Main Meal: 11:00 p.m. to 2:00 p.m.

Dinner/Sunday Supper: 4:30 p.m. to 6:30 p.m.

Meals can be eaten in or packaged for takeout using the disposable containers provided by Dining Services. The Coffee Shop also has a limited number of grocery items for sale such as milk, packaged snacks, bottled & canned beverages, fresh produce, and baked goods. Dress is casual.

- **The Garden Room** is open for seated service Monday through Saturday for dinner, as well as on Sunday for the Main Meal. Dress is appropriate casual dining attire.

Dinner, Monday - Saturday: 5:00 p.m. - 6:00 p.m.

Sunday Main Meal: 12:00 p.m. - 1:30 p.m.

- **The Colonial Room** is open for seated service Monday through Saturday for dinner, as well as the noon meal on Sundays and holidays. Dress is appropriate casual dining attire.

Dinner: Monday – Saturday: 5:30 p.m. - 7:00 p.m.

Sunday Main Meal: 12:30 p.m. - 2:00 p.m.

- **"Courtyard"** (Elizabeth Haddon Activities Room) **Dining Room** is open for seated service Monday through Saturday for dinner, as well as the noon meal on Sundays and holidays. Dress is appropriate casual dining attire.

Dinner: Monday – Saturday: 5:00 p.m. - 6:00 p.m.

Sunday Main Meal: 12:00 p.m. - 1:00 p.m.

Special Needs: Special diets in the dining rooms are provided if prescribed by the Health Center.

Reservations

- When: Table reservations generally may be made up to one week in advance. Residents wishing to reserve tables should call ext. 3100 (654-3100) between 9:00 a.m. and 4:00 p.m., seven days a week. On weekends only, reservations are accepted for that same day (Saturday or Sunday). For designated holidays (New Year's Day, Easter, Mother's Day, Memorial Day, July 4th, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Eve) reservations may be requested up to one month in advance.

- How Many: A table may be reserved up to one week in advance if non-resident guests are being entertained or a resident is entertaining a party of five residents or more. When a resident requires a table for eight or more, please provide Dining Services with at least a two week notice so that staff members can do their best to accommodate the larger party.

Residents not dining in parties as described above will be seated by the host(ess) in the order of their arrival or may ask to be seated at the Friends Table (Monday through Friday). Residents at tables with extra settings may be asked if they are willing to host a resident that is dining by themselves. New residents are especially welcome!

All reservations for dining in the Courtyard Dining Room are coordinated by an interdisciplinary team comprised of nursing staff and dining staff and are arranged in advance. Initial requests for dining in the Courtyard Dining Room may be made through a nurse manager in the appropriate licensed area.

Holiday and Special Dinners

Holidays are celebrated at Medford Leas with special dinners. In addition to the designated holidays listed under Reservations, the dining staff plans special meals or international menus for other special occasions such as Hanukkah, Father's Day, and the Employee Holiday Show. Reservations for holidays and special dinners are accepted up to one month in advance. Residents are notified of changes via memo.

Guest Meals

Guests are welcome in all dining areas. A table may be reserved up to one week in advance if non-resident guests are being entertained. Residents may charge guest meals to their accounts or purchase separate guest meal cards at the reception desk. Residents on the Flexible Spending Dining Dollars plan may utilize dining dollars to pay for guest meals. Guest meals are charged according to the applicable published guest meal prices.

Alcoholic Beverages

The use of Alcoholic beverages is permitted in all residents' private homes and at private functions in designated locations throughout the Medford campus Community Building, such as the Private Dining Room and the Holly Room. Upon request, alcoholic beverages may also be served at certain functions in the licensed areas (Assisted Living and Skilled Nursing) as these areas are considered the home of the residents living there. Use of such beverages is also permitted in the Community Center on the Lumberton campus.

BYOB Beer, Wine, and Champagne are also permitted in the Colonial Dining Room for dinner, main meal, holiday meals, and special events. Residents are expected to bring, serve, and pour their own alcoholic beverages and take with them any remaining alcohol after the meal. "Hard alcohol" is not permitted. Dining Services will provide set-ups, such as glassware, openers and ice buckets. Alcohol is not permitted in the Garden Room, the Coffee Shop, or any Community areas such as the Theatre, Atrium, Art Gallery or hallways.

Meal Tray Service Delivery

For temporary illness or disability – Courtyard Apartment residents with Residence & Care Agreements only

When ordered by the Medical Director or designee, meal tray service delivery will be provided to Courtyard Apartment residents who are confined to their apartments due to minor temporary illness or disability. Such tray service is temporary and for brief periods only. Contact the Health Center at Ex. 3427 (654-3427) for additional information.

NOTE: No tray service is available to residents of Semi-Attached homes on either campus.

Meal charges for tray services will apply when a resident receives meals over and above the meal plan as defined by the resident's Residence & Care Agreement.

For delivery to residents and non-resident guests in the Licensed Care Areas

A delivery charge is applied to meal tray deliveries for residents without a meal plan and for non-resident guests visiting the licensed care areas. Arrangements for this type of tray delivery are made with the nursing staff of the specific licensed area being visited.

Charges are as follows:

Residents with meal plans: Residents may utilize their meal plans to pay for meal tray services. Meals over and above the meal plan will be charged at established prices. There is no delivery charge for each meal tray delivery

Residents without meal plans and all non-residents: Meals are charged at established meal prices *plus* \$1.00 for each meal tray delivery.

Courtesy New Courtyard Resident “VIP” Meal Delivery

As a welcome to new Courtyard residents after moving in, a courtesy “VIP” dinner is specially prepared and delivered by Dining Services during the first week of their residency. The Marketing Dept. staff provides new residents with instructions for redeeming this offer.

Emergencies and Meal Service

Medford Leas Main Campus – In times of severe weather, outages, or other emergencies, regular meal times and service may be adjusted. In such instances, residents will be notified by their Friendly Visitors. This will also be reflected on the Medford Leas Voice, on Medford Leas television Channel 2 and on the Medford Leas emergency notification system.

In general, a dinner/main meal will be provided as take-out buffet service in the Coffee Shop at midday.

- Residents of Courts 1 through 12 will be asked to arrive at the Coffee Shop at 11:45 a.m.
- Residents of Courts 13 through 20 will be asked to arrive at the Coffee Shop at 12:15 p.m.

- Residents of Courts 20 & up, as well as residents in Rushmore and Bridlington, will be asked to arrive at the Coffee Shop at 1:00 p.m.

Cold boxed lunches and/or non-perishable items may also be made available, or residents may be encouraged to take a meal home directly from the buffet if they feel the need for an additional meal at home.

Depending on the type of emergency, alternate or additional meal arrangements are made and are be coordinated through Dining Services.

During emergencies, three meals per day are provided to residents living in the Licensed Care Areas. Meal times, service, and menus may be adjusted as needed, in keeping with State regulations.

Flexible Spending Dining Dollars

The Medford Leas Flexible Spending Dining Dollars meal plan (“Flex Spending”) is based on a declining balance system. Flexible Spending Dining Dollars are credited to residents each month with an amount of Flexible Spending Dining Dollars. Residents are free to enjoy food using their Flexible Spending Dining Dollars in any of the Medford Leas dining venues, take out service through the Coffee Shop or for guest meals. Residents may accumulate their unused Flexible Spending Dining Dollars beyond the current month up to an amount equal to 14 days worth of meals as stipulated in your residence agreement.

Residents are asked to use their Point of Sale (POS) swipe ID cards to record Flexible Spending dollar meal charges. The cashier, host or hostess will swipe residents’ cards through the POS terminals in the dining venues to record your transactions and debit your accounts. You may check the status of your account balance by calling 654-3001 or by checking the balance at the bottom of your receipts. Flexible Spending Dining Dollars may not be exchanged for US currency, may not be used to purchase gift cards, may not be used to pay for catering or events, or be used for the payment of any other bills.

Additional Meals

You are welcome to enjoy more meals than are provided by your monthly allotment of Flexible Spending Dining Dollars. The cost of these additional meals will first be offset by any carried over Flexible Spending Dining Dollars. Any excess cost not offset by carried over Flexible Spending Dining Dollars or your current month’s allotment will be billed to you on your next monthly statement at the Flexible Spending Dining Dollar rate listed in the annual summary of miscellaneous charges or the rates posted in the dining venues.

Opting for an Away Allowance or Accumulation of Flex Spending Dining Dollars

If you are a Garden Apartment Resident and you are going to be away from Medford Leas for more than 14 consecutive days you have the option of:

- 1) While you are away, you may allow your unused Flexible Spending Dining Dollars to accumulate up to an amount equal to 14 days worth of the number of meals per your meal plan outlined in your Residence Agreement; or

- 2) Receive an away allowance credit against your monthly service fee after you have reached 14 consecutive days away. When the fifteenth consecutive day away is reached, you will be credited with an away allowance for the fourteen days you were away and for each consecutive day you are away thereafter.

Residents must complete the “Resident Absent Card,” available at the reception desk, authorizing the choice of: 1) accumulating 14 days worth of Flexible Spending Dining Dollars; or 2) receiving an “Away Allowance.” Completed forms should be returned to the reception desk for processing. Forms must be completed and submitted in advance of your absence from the community.

For temporary transfers to the Medford Leas Health Center, or another health center, the Resident’s Flex Spending account will be suspended (held static) while the resident receives three meals a day in the Medford Leas licensed care areas or other health center at no additional cost. The resident’s Medford Leas Flexible Spending Dining Dollar account is not affected. When the resident returns to his or her residence, the resident’s Flexible Spending Dining Dollar account will receive a credit equal to the amount of Medford Leas Flexible Spending Dining Dollars sufficient to provide for the number of meals per day in accordance with their meal plan for the balance of the month. The next month, the resident will receive his or her normal full month allotment.

If a resident is permanently transferred to the Medford Leas a licensed care, a Hospital, other non-provider health care facility, or another facility, the resident’s Flex Spending account will be closed and any accumulated balance will be forfeited. The resident will receive three meals per day in the Health Center or at other facility.

If a resident expires, his or her Flexible Spending Dining Dollars account will be closed and any accumulated balance will be forfeited.

Traditional Meal Plans Meal Credits

Monthly Meal Credits are available to Residents on Traditional Meal Plans (*Courtyard Apartment Residents only with contracts dated prior to 04/01/03*). Arrangements are made through the Finance Office at Ext. 3001.

Away Meal Allowances for Traditional Meal Plans

Residents living in Courtyard apartments with meal plans who choose to be away from Medford Leas for fourteen (14) or more consecutive days must arrange *in advance with the Finance Department* in order to be eligible for an *away meal allowance*. Eligible allowances will be credited on residents’ monthly statements according to the established schedule. The *away meal allowance* may be taken only for the month being billed currently.

Under state law, residents of the licensed care area facilities (assisted living and skilled nursing) are required to be provided three meals a day. Therefore, residents of the John Estauigh Building, the Elizabeth Haddon Pavilion, and the John Woolman House, are not eligible for meal credits if they are away from Medford Leas for at least 14 or more consecutive days. They may be eligible for the Away Allowance. See guidelines in previous section on *away meal allowances*.

Meal credits are based on a 30-day month; no credit is given for the 31st day. Credits must be taken and the bill paid by the 5th of each month; otherwise the credit is forfeited.

Any questions regarding meal credits and/or allowances should be directed to the Finance Department at Ext. 3001.

Additional/Optional Meals

Courtyard apartment residents *only with contracts dated after 04/01/03* have the a la carte option to purchase additional meals by paying for individual meals at the established per meal charge.

Residents of Semi-attached homes – *both Medford and Lumberton campuses* – have the option to purchase breakfast, lunch and dinner either by paying for individual meals at the established per meal charge or by purchasing meal tickets at the reception desk.

Catering

Dining Services will cater meetings and parties for residents in their residential units as well as in a variety of venues throughout both campuses. Requests for catered events are accepted based upon the availability of the desired venues and staffing. Catering may not be available on Sundays and is not available on holidays and/or designated special event periods.

Catering inquiries and requests should be made through the catering representative in Dining Services by calling ext. 3100 (654-3100). There is a minimum two-week advance notice for all requests, but resident may reserve rooms or request arrangements several months prior to the desired date.

At least two weeks before the event, the resident should meet with the catering representative to establish final details, such as the number of individuals attending, time of service, décor, and menu. Residents may order from the planned menu of the day or customize a menu to their liking. Menu prices will vary based on the selections chosen. There is a per-person charge for the use of the room to cover service costs. There are also additional charges for serving each guest who is a resident of the semi-attached homes (both campuses) or a non-resident.

Prices will be quoted during menu planning; the final charges will appear on the resident's monthly financial statement or may be paid by individual check. No invitations should be issued until arrangements are confirmed in writing by Dining Services. Residents may not use Flexible Spending Dining Dollars to pay for catering services.

Chapter 9 – Keeping In Touch

Campus Addresses

The official postal mailing address for the Medford Leas corporate entity is:

Medford Leas
One Medford Leas Way
Suite One
Medford, NJ 08055-9980
Telephone: 609-654-3000
Facsimile: 609-654-7894

A list of names and addresses for residents and telephone numbers for staff is included in the Appendix of this handbook. The postal mailing address formats for individual residents of each campus are: (Note: It is unnecessary to *use the word “apartment” or “unit” in the address line – both campuses.*)

For Medford Campus:

(Resident’s Name)
(Residence Number) Medford Leas
Medford, NJ 08055-9980

For Lumberton Campus:

(Resident’s Name)
(Residence Number) Woodside Drive
Lumberton, NJ 08048-0159

Telephone Service

Both the Medford and the Lumberton campuses are located within the 609 area code, with telephone systems and numbers as follows:

For Medford Campus:

The Medford campus features an independent, dedicated telephone system which enables residents to make inter-community calls by dialing just the last four digits of each phone number. For example, to call the health center at Ext. 3427 from a Medford Leas telephone, one need only dial “3427”. To call off campus from a Medford campus telephone, first dial “9” before dialing the area code, if applicable, plus the number. For non-Medford Leas telephones, when calling a Medford campus extension, first dial “654”; thus, to call the health center, dial “654-3427.”

Medford campus residents may also arrange to have outside telephone service, and, if they choose to do so, will be billed directly by the telephone company for the installation costs and for the service

For Lumberton Campus:

A telephone service connection for commercial telephone service is installed in each residence and in the Community Center. Residents are responsible for arranging their own telephone service and are billed directly by the telephone service provider. To call the Medford Campus, residents must first dial “654”; thus, to call the health center, dial “654-3427.”

United States Postal Service (U.S.P.S.) Mail

For Medford Campus

The U.S.P.S. delivers daily to all individual Courtyard apartments and semi-attached homes.

The U.S.P.S. also delivers mail daily to two large locked boxes marked “Woolman” and “Estaugh”. Resident volunteers deliver mail to residents in Woolman and mail addressed to residents living in Estaugh is delivered to Estaugh for others to sort as appropriate. Residents living in Haddon have locked boxes which the residents or their companions check for mail. The mail boxes are all located opposite the elevators on the first floor of Haddon.

There are U.S.P.S. mailboxes for outgoing mail at the entrance to the Community Building and on the first floor of Haddon opposite the elevators.

For Lumberton Campus

The U.S.P.S. delivers mail daily for all Lumberton campus residents to the groups of locked mailboxes located near each cluster of homes.

Intra-Community Mail

For Medford Campus

Courtyard Apartments and Semi-attached Homes - Message boxes for residents of these residential areas are located in the Atrium Information Center.

Haddon and Woolman - Message boxes for residents living permanently in all areas of these buildings are located opposite the elevators on the first floor of Haddon, above the locked U.S.P.S. mailboxes.

Estaugh - Intra-community mail for Estaugh residents should be given to the Reception Desk for hand delivery by staff and/or resident volunteers.

For Lumberton Campus

Messages for Lumberton campus residents are presented to the Medford Campus Reception Desk and delivered regularly to the Lumberton campus by volunteers. They are then placed in message boxes located in the Community Center hallway.

Use of the Medford Leas internal mail system to distribute partisan material or to solicit funds is prohibited.

Monthly Calendar

The calendar is delivered to each resident’s message box prior to the beginning of each month. It lists regular and special activities for each day of the month. On the reverse side are activities that meet weekly at the same time and place, weekly bus schedules, and a summary of hours of operation. Large print copies are posted on the bulletin boards.

“This Week at Medford Leas”

This daily supplemental schedule of Medford Leas’ activities is delivered to each resident’s message box prior to the beginning of each week. It describes each day’s activities, including where and at what time each is to be held. It also includes a reminder to look at the reverse side of the Monthly Calendar for regularly scheduled meetings, the bus schedule, and dining hours.

Medford Leas Voice

This service, available on the Medford campus telephone system, allows residents to hear taped recordings of each day’s menus. Dial “7” for menus.

In-House Cable Television System

Medford Leas provides an independent, in-house cable television system on a fee-for-service basis to Medford Campus residents (see Appendix). Channels 2 and 15 are operated by Medford Leas. Channel 2 is used primarily to convey Medford Leas Dining Room menus, and emergency announcements; Channel 15 brings certain televised programs from the Theater. Cable service connections for non-Medford Leas area commercial cable service providers are also installed in each residence. Residents who arrange for their own commercial cable installation and service are billed directly by the cable company. Call the Operations Coordinator at Ext. 3396 (654-3396) for all cable television service details.

Medford Leas Life

The Residents’ Association newsletter is published monthly. Copies are distributed to all residents (both campuses) and to Reservation List depositors. Bound volumes of back issues are on a shelf in the Library. The Library’s reference section also offers an index of residents’ biographies featured in past issues. Subscriptions are available by writing to Medford Leas Life, 144 Medford Leas, Medford, NJ 08055.

Lumberton Campus Chronicle

This monthly publication features articles, poems, and other writings by residents of the Lumberton campus. It is distributed to all residents on the Lumberton campus and is also available at the Reception Desk to Medford campus residents. Back issues are found in the Lumberton campus Library as well as the Medford campus Library.

Newspapers

To arrange for delivery of the Philadelphia Inquirer, call 1-800-222-2765; for the New York Times, 1-800-631-2500; for the Wall Street Journal, 1-800-568-7625; for the Burlington County Times, 1-800-871-8000; for the Courier Post, 1-856-662-4700; and for the Central Record, 654-9221.

Bulletin Boards

For Medford Campus

All material is to be submitted to the Bulletin Board Committee for posting by placing it on the bulletin board shelf of the message boxes located next to the resident mail boxes in the Atrium. It should be signed and dated on the back. Only material submitted by residents may be posted on resident boards. Material will be posted for two weeks, after which it will be taken down. If it is to be returned, that should be noted on the back. No Medford Leas facilities (e.g. Auditorium, Activities Rooms, Lounge, Great Room, etc.) and no Medford Leas communications systems (e.g. resident mailboxes, voice, bulletin boards, etc.) should be used to appeal for funds for, or to support, any charitable, political or other purpose, activity or cause not directly connected to Medford Leas, the Medford Leas Residents Association, or the Lumberton Residents Council (e.g. solicit votes, funds for a charity or a political campaign, support for a cause, etc.). The Medford Leas communications system includes the provision of internet access on the Medford Campus. This policy applies to email which uses the Medford Leas system as the Internet Service Provider.

The Community Building features several resident-maintained bulletin boards for the display of varied information.

- Atrium Bulletin Boards - The Atrium bulletin boards are intended for displaying the following types of information.
 1. Obituaries, notices of memorial services, and notes of appreciation. Such materials may be posted by residents and should be dated and removed generally after two weeks.
 2. Notices of events sponsored by the MLRA and administration, including rosters of MLRA Council and list of committee/activities chairs; monthly calendar; weekly bus schedule; daily menus; and MLRA committees/activities information. Material is posted and removed by the Bulletin Board Committee.
 3. Medford Leas' bus schedule.
 4. Nature Committee displays. All material is posted and removed by the Nature Committee.
- Bulletin Board on wall of hallway from Reception Desk to Coffee Shop
 1. Left Side – notices of external events and opportunities such as civic activities, concerts festivals, and trips. All material is posted and removed by the Bulletin Board Committees. Informative material from other sources may be posted with the permission of the appropriate committee chair (see Appendix).
 2. Right Side – personal - personal resident-to-resident messages, e.g. items for sale. Material may be posted by residents; it should be dated and removed generally after two weeks.

- Bulletin Board on Haddon ground floor opposite elevators
 1. Left Section – business cards and services notices
 2. Center Section – duplicate copies of menus, calendar, and activities.
- Bulletin Board in the covered walkway leading to Courts 1 – 18 – used to display the arboretum site map and for Bird Club and Nature Center notices.
- Electronic Bulletin Boards outside of the Coffee Shop and next to the mailboxes on Haddon I - are maintained by Medford Leas Therapeutic Recreation staff and are designed to provide timely information about current events on either campus.

For Lumberton Campus

In the Community Center, four bulletin boards display information for residents.

- Bulletin Board just inside main entrance – used for postings about events on either campus.
- Bulletin Board on stair wall leading to Fitness Center – includes two monthly calendars used for scheduling activities within the Community Center.
- Bulletin Board by side door – used for semi-permanent postings, e.g. the trail map and organization charts.
- Bulletin Board on stone wall opposite side door – used for postings about off-campus events of interest to Lumberton campus residents – and for group activity schedules.

Each notice must include the name of the person who posted it and the date on which it will be removed.

Internet and Email

The official Medford Leas website is: www.medfordleas.org

The MLRA website is: www.mlra.org

On the Medford campus, high-speed internet access for residents' home computers is offered by Medford Leas for an additional fee (see Appendix). Technical assistance is provided on a fee-for-service basis. (See Appendix – Summary of Miscellaneous Charges) Call the Information Technology department at Ext. 3396 (654-3396) for further details.

On the Lumberton campus, setting up internet access is at the discretion of the resident.

Email service is available for residents in the Computer Center on the Medford campus, where they may send and/or receive email. Residents who do not have computer knowledge can have e-mail sent to them at <MLRA@medleas.com>. The sender must put the resident recipient's name and apartment number on the 'SUBJECT' line of the message. A volunteer from the MLRA Computer Committee prints and distributes incoming email every day. Medford Leas' email cannot be used internally for any advertising, political advocacy or controversial content.

Email Directory and mlra.org/private – The MLRA website (mlra.org) has a private password-protected section which is not accessible by outside search engines. Email addresses of residents who have given permission are available in this section. The password protected index to the private section is at mlra.org/private and it provides links to material provided by both Administration (Community Conversation slides, financial reports, this residents directory, etc.) and also by the MLRA (email directory, MLRA minutes, an index to residents biographies, Medford Leas Life, Lumberton Campus Chronicle, etc.)

Residents wishing to learn the username and password for mlra.org/private may receive the information from the Receptionist.

Chapter 10 – Residents Association (MLRA)

All residents constitute the Medford Leas Residents Association, referred to as “MLRA.” MLRA sponsored committees and activities are organized and directed by residents themselves. Activities, events, and opportunities for pleasure, learning, travel, pursuing hobbies, and finding new interests are continually initiated by residents. New residents are encouraged to participate in the committees and activities which reflect their interests so they may share their talents and make new friends. When persons move into the community, they find a wide array of choices that lead toward rich and fulfilling experiences.

Friendly Visitors/Cluster Leaders

A prime example of MLRA’s mission to its members is orienting them to this community. The first persons new Medford campus residents may meet are the Friendly Visitors and the Cluster Leaders on the Lumberton campus. As their designation implies, they welcome new residents and, most importantly, help familiarize them with Medford Leas’ resources and practices.

Resident Committees and Activities

A master list of all MLRA sponsored activities and committees, their MLRA Council sponsors, and their current leaders is posted on the Atrium bulletin board (see Appendix). This Resident Handbook includes resident directories, both alphabetical and by campus (see Appendix), so that every resident can quickly find the contacts necessary to join at the level of involvement that he or she chooses. Weekly and monthly calendars inserted in each resident’s message box list upcoming events and activities.

Leas Forum offers a year-round series of Saturday morning events in the Theater. A committee of residents invites guest speakers on a wide range of topics to present a point of view and interact with the audience. Music programs presented by gifted artists, Monday evening movies, and Saturday afternoon movies are all planned and carried out by volunteers.

Annual events include the eight-week Foreign Policy Association’s *Great Decisions* discussion series, a juried flower show, and a spring plant sale. Residents and staff also enjoy many activities together. The friendly competition engendered by the juried show or the pleasure of the Employees Annual Holiday Show contribute to community life.

Two monthly newsletters - “Medford Leas Life” and “The Lumberton Campus Chronicle” and “Leas Lit” - an occasional literary journal, give their writers and readers unique insight into the community.

Residents conduct particular services appreciated by all. These include in-house mail distribution, bulletin board management, copier use, and recording of menus and daily activities for telephone and television transmission.

A lending library, Thrift Shop, and Gift Shop are organized and managed by volunteers. Trips are announced and conducted by residents. Committees arrange for subscriptions and transportation to the Philadelphia Orchestra, Walnut Street Theater, ballet, opera and chamber music venues. Hobby groups include nature study, crafts, bridge, woodworking and more. Educational opportunities include current events programs, libraries, video-education. Service Committees include food and dining, health,

citizens, grounds, transportation, flower arrangement and others. Call the chairperson for more information (see Appendix for a complete list of committees).

Whatever a resident's special interest—gardening, genealogy, jigsaw puzzles, ecology, meditation, bird-watching, art, tennis, ping-pong, shuffleboard, pool, needlework, weaving — one can always find others ready to share time and space for that activity.

MLRA Constitution and Bylaws

The Medford Leas Residents Association Constitution and Bylaws (see Appendix) prescribe election of eleven residents as a council and, subsequently, election by the Council of the MLRA's president and vice president. The MLRA nominates resident member(s) for the Estaugh Board and participates in meetings that The Estaugh holds for residents. All residents can communicate directly with Council by writing memos commonly called PIWs (Put It in Writing) (see Appendix) and indirectly through their Friendly Visitors and Cluster Leaders.

MLRA Funds

Each year, the Medford Leas Residents Association raises money from residents for three funds. The Constitution of the Association authorizes the Board to solicit the funds needed to finance the Association's projects and activities. The budgets for the funds are prepared by the MLRA Budget and Finance Committee and approved by the MLRA Council and by the Residents Association. The resident donor receives services and benefits. Donations to these funds are not tax-deductible. The funds are administered by the MLRA, not a 501(c)(3) organization.

- The Activities Fund finances the activities of the Association. Working through its 80+ committees, the Association's range of activities is broad. Entertainment and cultural events on the campuses include concerts, movies, lectures, art exhibits, travelogues, and other committee activities.
- The Appreciation Fund was established to provide monetary gifts to employees (excluding managerial personnel) during the December holiday season as evidence of residents' appreciation for the fine service employees render in performing their individual duties and enhancing the quality of life at Medford Leas. These one-time bonuses are given in lieu of tips or gratuities throughout the year.
- The Community Services Fund makes contributions to outside volunteer organizations that serve residents on both Medford and Lumberton campuses.

Chapter 11 – General Information

Medford Campus

The Medford campus is located on a 168-acre site off Route 70 in historic Medford, New Jersey. The entire campus is designated as the Barton Arboretum and Nature Preserve. Over half of the acreage is preserved in its natural state (which includes wetlands) with activity trails. Over 300 separate residential accommodations, ranging from studios, to one-, two- and three--bedroom residences, are arranged in three distinct “neighborhoods” throughout the campus. These neighborhoods are comprised of the Courtyard Garden apartments; the Rushmore patio homes, and the Bridlington townhomes. Administrative offices are located in the Community Building, together with communal dining areas, a library, arts and social wing, fitness center, swimming pool, theater, guest rooms, and a coffee shop. In addition, two greenhouses, a nature center, tennis courts, a guest cottage, outpatient medical facilities, an assisted living facility, and short- and long-term skilled nursing facilities are located on the Medford campus (campus maps and schematic floor plans are included in the appendix).

Lumberton Campus

The Lumberton campus is located about five miles north of the Medford campus on an 89- acre site off Creek Road (Route 640) in Lumberton Township. The entire acreage is considered an extension of the Barton Arboretum and Nature Preserve that originated at the Medford campus. Approximately half of the acreage is preserved in its natural state (which includes wetlands) with activity trails. One hundred ten one-, two- and three-bedroom townhouses are situated on the campus, in two and three-unit clusters. In addition, there is a Community Center with meeting and activity rooms, a library and a fitness center. Other amenities include two tennis courts, an outdoor swimming pool and spa, a canoe dock and a workshop (campus maps and schematic floor plans are included in the appendix).

Absent Cards

Medford campus residents who plan to be away for more than a day (Lumberton campus residents to be away for more than two weeks) are asked to fill out and turn in an Absent Card (see Appendix) at the Reception Desk – and to notify their Friendly Visitor (Cluster Leader on the Lumberton Campus). The Reception Desk and Friendly Visitor/Cluster Leader should also be notified when the resident returns.

Electric Carts

Residents are allowed the use of electric carts and must register them with the Rehabilitation Therapy department. Rules applicable to the use of electric carts such as locations in which they are to be parked are provided when they are registered.

Gratuities

Gifts, gratuities and/or tips of any kind to any employee are not permitted. Instead, residents show their appreciation of the fine service rendered by employees through bonuses distributed to employees from the Appreciation Fund during the December holiday season each year (see Chapter 10 – Residents

Association (MLRA)). Employees are not permitted to work privately for residents. A resident who disregards these rules could bring about the dismissal of the employee involved.

Keys to Common Areas

Keys for many locked areas, such as swimming pools, fitness centers, the Theater and the Computer Room, are available to be signed out temporarily by a resident at the Reception Desk. As soon as a resident is finished using the area, it should be locked and the key returned to the Reception Desk. A duplicate key for a locked area or for a residence may be obtained by submitting a Work Order; there is a charge (see Appendix).

PIW's

PIW (Put It in Writing) forms (see Appendix) are available at the Reception Desk. Residents are urged to make use of PIW's to suggest improvements, identify community problems, and express appreciation. Each PIW is read aloud during an MLRA Council meeting while management is present, and each PIW is answered in writing.

Residents should submit Work Orders (see Appendix), rather than PIW's, to request specific assistance; to request information concerning outside contractors; and to identify specific mechanical, electrical, plumbing, and other problems that need to be corrected (see Chapter 5 – Your Residence).

Smoking

For Medford Campus

The Medford campus is smoke-free, although smoking is permitted inside one's residence.

For Lumberton campus

Smoking is permitted inside one's residence and on Woodside Drive as it is Lumberton Township property.

Transportation

The Medford Leas bus makes regularly scheduled trips to area stores and shopping malls. The schedule is posted in the Atrium, and further information is also available at the Reception Desk. In addition, weekly bus schedules are printed on the back of the monthly calendar. Information regarding available private transportation services is available through Resident Services.

Transportation for physician's office visits is provided by Medford Leas when prescribed by the Medical Director. Call Resident Services at Ext. 3198 (654-3198) for further information.

Voting

Friendly Visitors (Cluster Leaders on the Lumberton campus) or Resident Services at Ext. 3198 (654-3198) can assist residents in obtaining information about registering and reporting changed addresses. To obtain an absentee ballot, contact the chairperson of the MLRA Citizens Committee (see Appendix).

For Medford campus:

The Linden Room on the Medford campus is designated as a polling place for Medford campus residents.

For Lumberton campus:

The polling place for Lumberton campus residents is indicated on the sample ballot mailed to all registered voters.

Date and hours are indicated on the sample ballots mailed to registered voters one week in advance of an election.

Worship Services

Each Sunday, all residents are welcome to attend worship services held on the Medford Campus. Friends (Quaker) Meeting is held weekly in the Holly Room (Arts and Social Wing) as well as other ecumenical services. Other off-campus worship services and places of worship are posted on bulletin boards displayed on each campus. Contact the Reception Desk for further information.

Chapter 12 – Financial Information

This chapter describes financial statements and reports that reflect Medford Leas' financial plans and performance. It also describes opportunities for charitable giving and provides general information related to medical billing and insurance, tax deductions, and monthly billing practices. For answers to detailed questions concerning finances, call the Finance Department at Ext. 3001 (654-3001).

Annual Disclosure Statement

This is a comprehensive report of financial matters that Medford Leas must, by State law, prepare for certification by the New Jersey Department of Community Affairs within six months following the end of each fiscal year. There is a copy of the Annual Disclosure Statement in the Library on the Medford Campus and interested residents may obtain copies from the Reception Desk. This report covers such matters as a description of services, financial stability, fees and other contract terms.

Auditor's Report

This report, prepared by an independent auditing firm, presents the consolidated financial statements of Medford Leas for the prior year. It also includes the auditor's opinion as to whether those statements fairly present the financial position of Medford Leas at year-end, and conform to generally accepted accounting principles. There is a copy in the Library on the Medford campus, and interested residents may also obtain a personal copy at the Reception Desk.

Charitable Gifts

Gifts to Medford Leas are used to support our mission to provide outstanding programs and services to residents. The Arboretum, swimming pool, coffee shop, brain gym and low vision library are all examples of physical enhancements that have been made possible through gifts to Medford Leas. In addition, gifts to our benevolence funds have helped hundreds of residents in need of financial assistance, while unrestricted gifts have been used for countless special projects.

A description of the various funds follows:

- **UNRESTRICTED DONATIONS** are spent at the direction of the Board of Trustees. These gifts have the benefit of allowing the Board to ensure that resources are available to help meet the ever-changing needs of the Community.
- **RESTRICTED DONATIONS** are spent according to the direction of the donor and include funds that are either: Permanently Restricted - meaning that only the interest generated by the fund may be spent, and; Temporarily Restricted – meaning that both principal and earnings are available for use.

Funds have been created by The Estaugh or at the request of the donor for the following purposes:

BENEVOLENCE OF RESIDENTS

- **The Reserve Fund** is used to help residents who are no longer able to pay their monthly expenses or who incur unusual expenses necessary for their well-being. Both principal and earnings are available for use.
- **The Friends Assistance Fund** is available to any Quakers who may need financial assistance. Both principal and earnings are available for use.

CAPITAL AND OPERATIONS

- **The Estaugh Fund** is used for capital additions and replacement of property and equipment. Both principal and earnings are available for use.
- **The Medford Leas Fund** is used for both capital and operating purposes, which may be specified by the donor. Both principal and earnings are available for use.

EDUCATIONAL

- **The Employee Educational Advancement Fund** is used to provide financial assistance to employees enrolled in accredited post-secondary educational programs, such as a trade school, community college, or a four-year college or university program. Both principal and earnings are available for use.
- **The Nursing Scholarship Fund** is used to provide financial assistance to employees enrolled in nursing programs. Only earnings are available for use.

ENDOWMENT

- **The Medford Leas Endowment** is used for a broad range of operating or capital expenses. Only earnings are available for use.

ARBORETUM

- **The Arboretum Fund** is used for the development, enhancement, maintenance and improvement of the grounds at Medford Leas. Both principal and earnings are available for use.
- **The Lewis W. Barton Endowment** is used for continued support and development of the Arboretum at Medford Leas. Only earnings are available for use.

HOW TO GIVE

Medford Leas is a qualified 501(c)(3) charitable organization. Contributions are fully tax deductible according to IRS guidelines. In addition to gifts of cash, there are other forms of gifts that may provide certain financial and tax advantages:

- **Securities** – Gifts of appreciated stock are credited at the appreciated value and avoid taxes and fees on liquidating the asset.
- **Bequests** – Provide tax advantages while preserving current assets.
- **Charitable Gift Annuities** - Offers immediate tax advantage and pays interest to the donor for the rest of his or her life.
- **Other Property** - Gifts may include retirement funds, life insurance, real estate and other valuable property.

Financial Review Committee

Residents may be reassured to learn that the MLRA has a Financial Review Committee. Throughout the year, this group of residents, with appropriate experience, studies and reviews Medford Leas' monthly financial reports. It meets regularly with the Administration for discussion and to offer the perspective of the residents. Periodically, the group meets with the Estaugh Finance Committee and has been invited to presentations by the actuarial consultants.

The Financial Review Committee has the opportunity to meet with senior staff for questions and discussion of the annual operational and capital budgets that determines the monthly fee increases for residents before they are adopted.

All discussions with management are frank, specific and in-depth.

Medical Billing and Insurance

Residents with Residence and Care Agreements

Reimbursement checks made payable to residents by their health care insurance providers for services rendered at Medford Leas must be endorsed over to Medford Leas and should be forwarded directly to the Finance Department for processing. It is the resident's responsibility to register supplemental insurance coverage with the Finance Department and to report any changes regarding his or her policies.

The resident bears sole financial responsibility for all health care expenses excluded from his or her agreement, as well as for all uninsured costs for any medical services initiated by and provided to the resident without the Medical Director's (or his or her designee's) prior approval.

Medical Expense Tax Deductions

At the end of January, the Finance Department furnishes each resident with the amount of his or her monthly fees that may be considered as deductible medical expenses for IRS purposes. The resident will be responsible for claiming any additional deductible medical expenses, which may have been paid either to Medford Leas or to outside health care providers.

Miscellaneous Service Charges

There are a number of ancillary services available to residents that enrich our lives and that are not covered by resident contracts. These costs will appear on the monthly statements. Early each year the Finance Department furnishes each resident an updated listing of these charges, effective for the coming fiscal year (see Appendix).

Monthly Statements

Each month, the Finance Department issues each resident a monthly statement that reflect all charges – monthly occupancy, miscellaneous expenses, and where appropriate, real estate taxes – for which the resident is responsible. Payment due date is listed and payments may be placed in the box marked “Monthly Bills” located near the message boxes in the Medford campus Atrium information center.

Real Estate Tax Deductions

The State of New Jersey has specifically provided that residents of Continuing Care Retirement Communities who live in residential accommodations qualify as homeowners and are therefore able to claim real estate taxes paid as income tax deductions.

For the Medford campus, real estate taxes paid by residents are assessed on the basis of the square footage of their residence. Lumberton campus townhouses are assessed by the municipality and paid on an individual basis. At the end of January, the Finance Department provides individualized letters stating the amount of taxes paid for income tax reporting purposes. No taxes are assessed on residents who permanently reside in Medford Leas’ assisted living and skilled nursing facilities or full-service efficiency apartments.

Appendix

- Hours of Operation
- At the Reception Desk
- Medford Campus Cable Television Channel List
- Medford Campus – Maps
- Lumberton Campus – Map
- Directions from the Medford Campus to the Lumberton Campus
- Floor Plans
 - Medford Campus Community Building Ground Floor
 - Medical Building Ground Floor
 - Community Building First Floor
 - Medford Campus Medical Building First Floor
 - Lumberton Campus Community Center
- The Estaugh Organization (Officers & Members)
- Organizational Chart
- Summary of Miscellaneous Charges
- MLRA Standing Rules
- MLRA Constitution and By-Laws
- MLRA Committees and Activities List
- Medford Leas @ Lumberton Campus Committees
- Activity Trail System Maps

FORM SAMPLES

- Health Center Referral/Consult Request
- Pet Policy and Pet Ownership Waiver
- PIW (Put It in Writing)
- Resident Absent Card
- Work Order Requisition
- Privacy Waiver
- Room Reservation Form
- Calendar Request

Hours of Operation

Reception Desk

Monday through Friday 8:00 a.m. to 8:30 p.m.
Saturday, Sunday & Holidays 9:30 a.m. to 6:00 p.m.

Administrative Offices

Monday through Friday 8:30 a.m. to 5:00 p.m.

Coffee Shop/Dining Rooms

See Chapter 8 – Dining Services

Dental Office

By appointment -- call 856-235-8181

Lino D'Asti, DMD 9:00 a.m. to 3:15 p.m. Wed. & Thurs.

Gift Shop

Monday through Friday 12:30 p.m. to 4:30 p.m.
Closed Saturday & Sunday

Health Center

Monday through Friday 8:00 a.m. to 4:30 p.m.

Hearing Aids

By appointment – call 856-428-0885

Chip Herb, Audiologist 2:00 p.m. to 5:00 p.m. Fridays

Optician

By appointment – call Ext. 3119 (654-3119)

Budd Optical 8:30 a.m. to 9:30 a.m.
2nd and 4th Tuesdays

Pharmacy

Monday through Friday 9:00 a.m. to noon
1:00 p.m. to 4:00 p.m.

New prescriptions may be filled at any time during regular hours.

Refills may be picked up the next afternoon following the request.

Thrift Shop

Intake of donations: Mondays 8:00 to 10:30 a.m.

Purchases: Tuesdays 10:00 a.m. to 12:00 p.m.

Alternate Wednesdays 7:00 to 8:30 p.m.

At the Reception Desk

The following materials are available at the Reception Desk. Lists and schedules are revised monthly and/or quarterly.

Arboretum Brochure for Self-Guided Tour

Monthly and Weekly Calendars

Campus Maps

Committees/Activities List

Directories:

- Resident – Alphabetical & by Location (includes name, address, & telephone)
- Staff – Department Heads & Selected Staff (includes name, title, telephone & e-mail address)

Fitness and Aquatics Schedule and Rules

Pet Policy and Pet Ownership Waiver

PIW (Put It in Writing) Forms

Privacy Waiver Forms

Resident Absent Cards

Rules for Swimming Pool Use

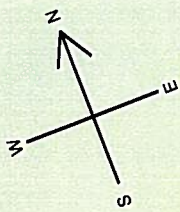
Work Order Forms

Medford Leas Cable Television Channels

Medford Leas Information Channel	2		Discovery	32
CBS (Channel 3)	3		Animal Planet	33
WNJS (Channel 23)	4		Home & Garden	34
The CW (Channel 57)	5		Food Network	35
ABC (Channel 6)	6		Travel	36
FOX (Channel 29)	7		Family Channel	37
WPHL (Channel 17)	8		Fox Sports	38
NBC (Channel 10)	9		ESPN	39
C-SPAN	10		ESPN 2	40
PBS Phil (Channel 12)	11		ESPN Classics	41
EWTN	12		Golf Channel	42
National Geographic	13		Nick	43
Medford Leas In-House Weather/Meeting Channel	15		Lifetime	44
Hallmark	16		Comedy Central	45
American Movie Classics	17		Tennis	46
Sundance	18		Court TV	47
History Channel	19		Sci Fi	48
A & E	20		E! Entertainment	49
Turner Classic Movies	21		BBC America	50
Weather Channel	22		C-SPAN 2	51
ESPN News	24		CNN	52
Fox News	25		TBS SuperStation	53
MSNBC	26		Bravo	54
CNBC	27		USA	55
Bloomberg	28		Tech TV	56
TV Land	29		OWN	57
Game Show Channel	30		TNT (Turner Network)	58
The Learning Channel	31			
HBO	60		Showtime East	64
HBO +	61		Showtime too	65
Starz	62		Encore	66
HBO Family	63			



MEDFORD CAMPUS



TO PHILADELPHIA

ROUTE 70

NEW FREEDOM ROAD

CHURCH ROAD

CHURCH ROAD

WILKINS STATION ROAD

SILLO

Bridlington Townhomes

WILDFLOWER MEADOW

Courtyard Apartments

NATURE CENTER

FARM PLOTS

Rushmore Patio Homes

WOODS COTTAGE

Community Building-Offices

VISITOR PARKING

HEALTH FACILITIES

RECEIVING

GUEST COTTAGE

RANCOCAS CREEK S.W. BRANCH

SHARP'S RUN

WOLLMAN HARDWOOD

MEDFORD LEAS WAY

ESTOUGH WAY

PINETUM

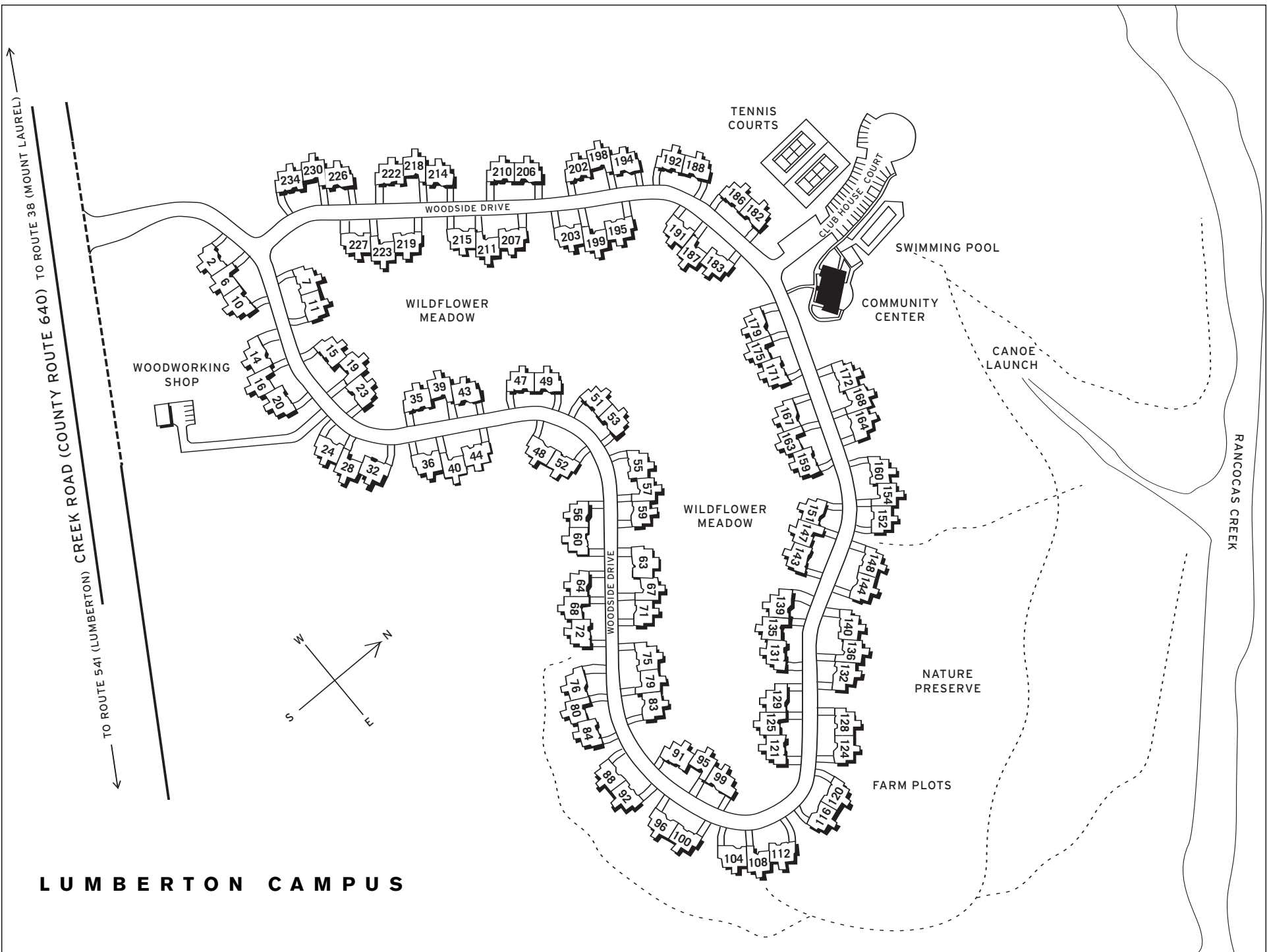
MEDFORD LEAS WAY

MEDFORD LEAS WAY

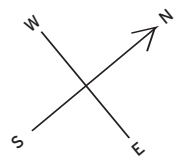
ESTOUGH WAY

ENTRANCE

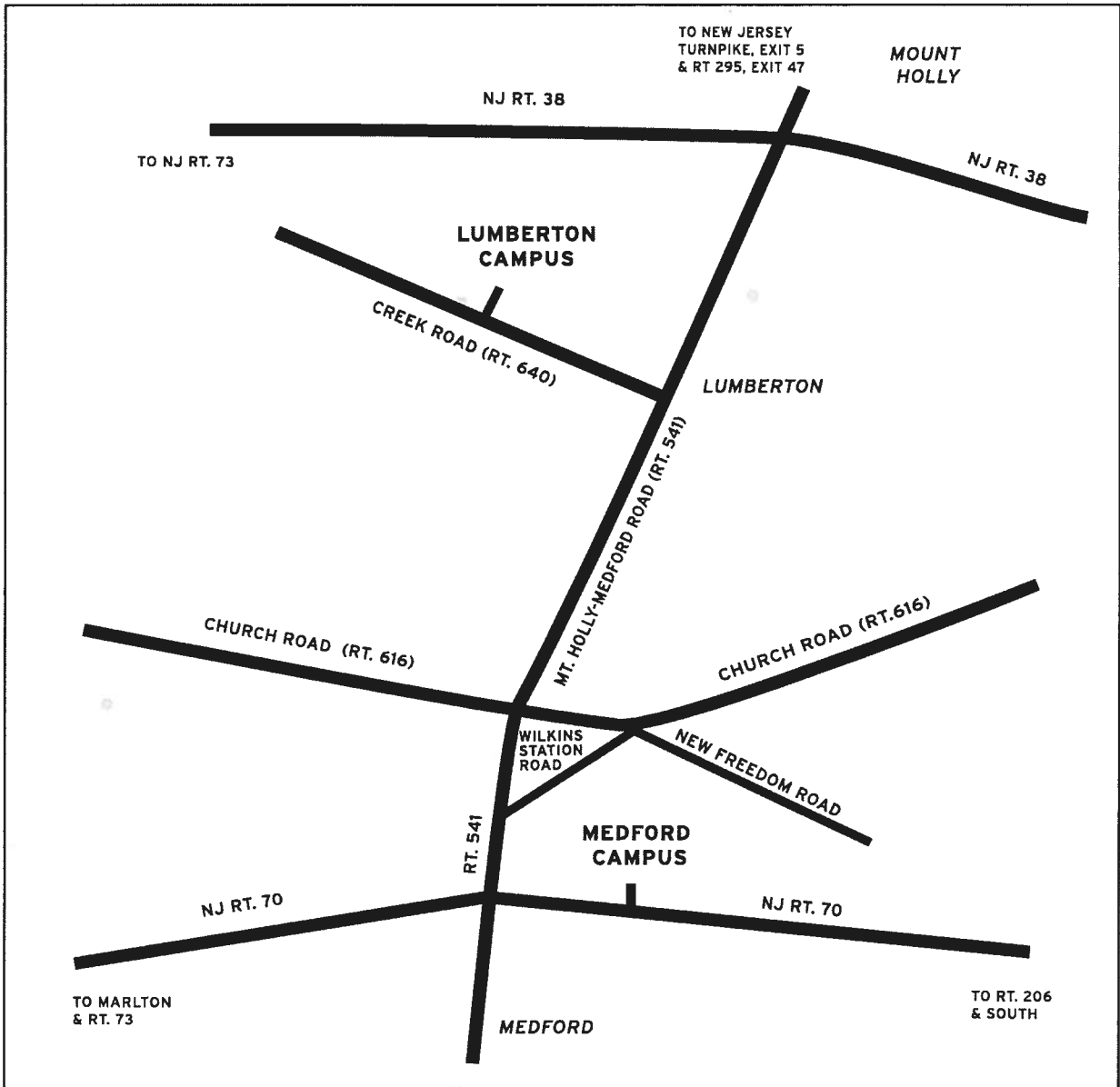
ENTRANCE



TO ROUTE 38 (MOUNT LAUREL)
TO ROUTE 640
TO ROUTE 541 (LUMBERTON)



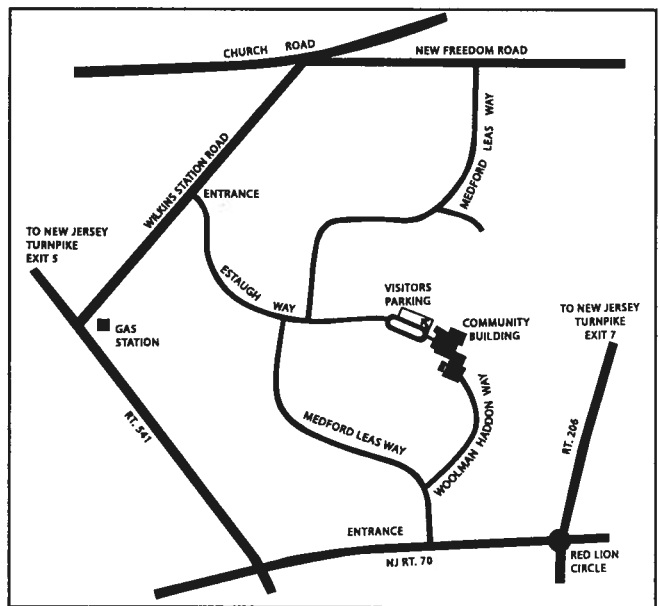
LUMBERTON CAMPUS



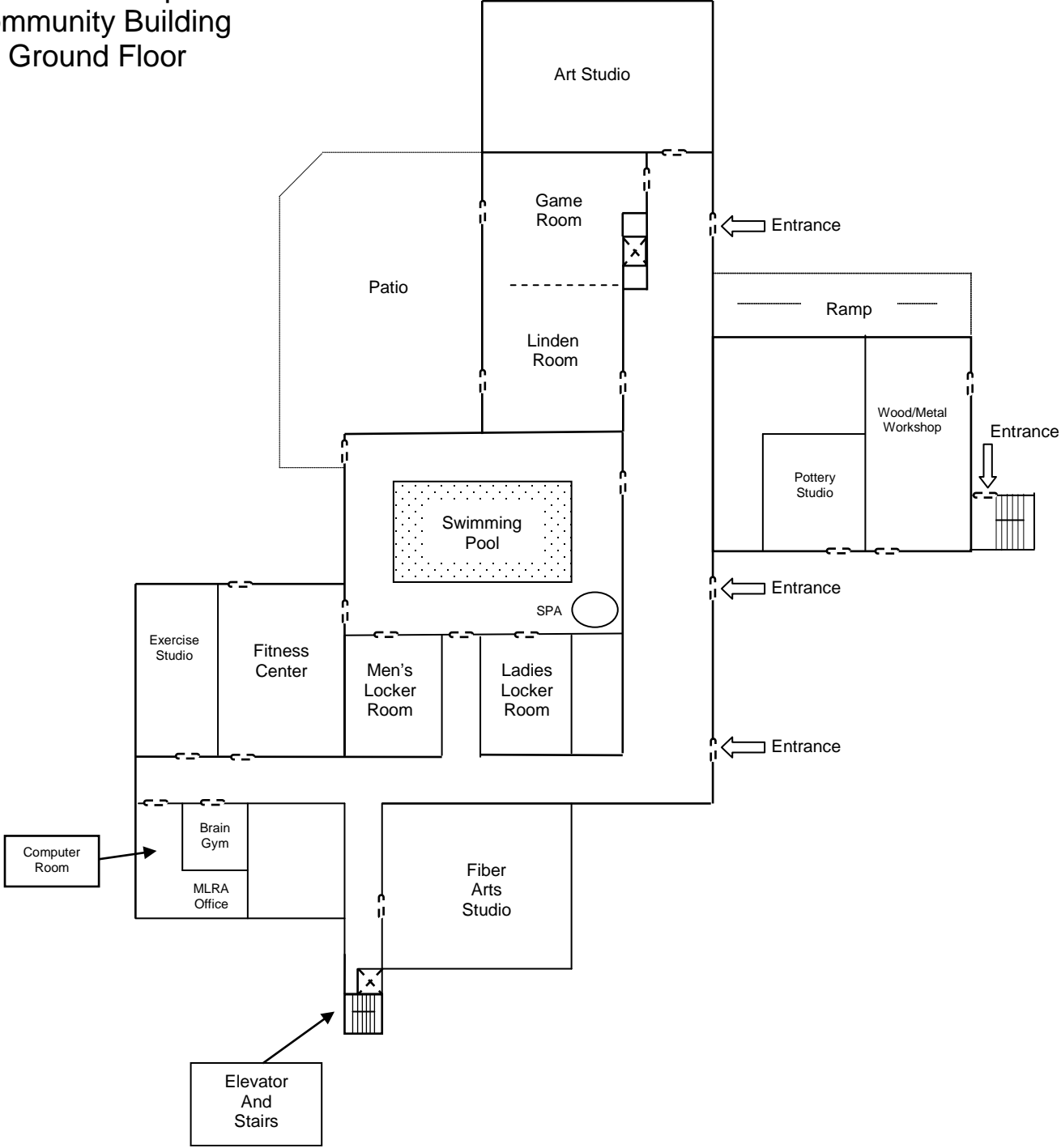
Two Beautiful Campuses

**MEDFORD LEAS AT MEDFORD
MEDFORD LEAS AT LUMBERTON**

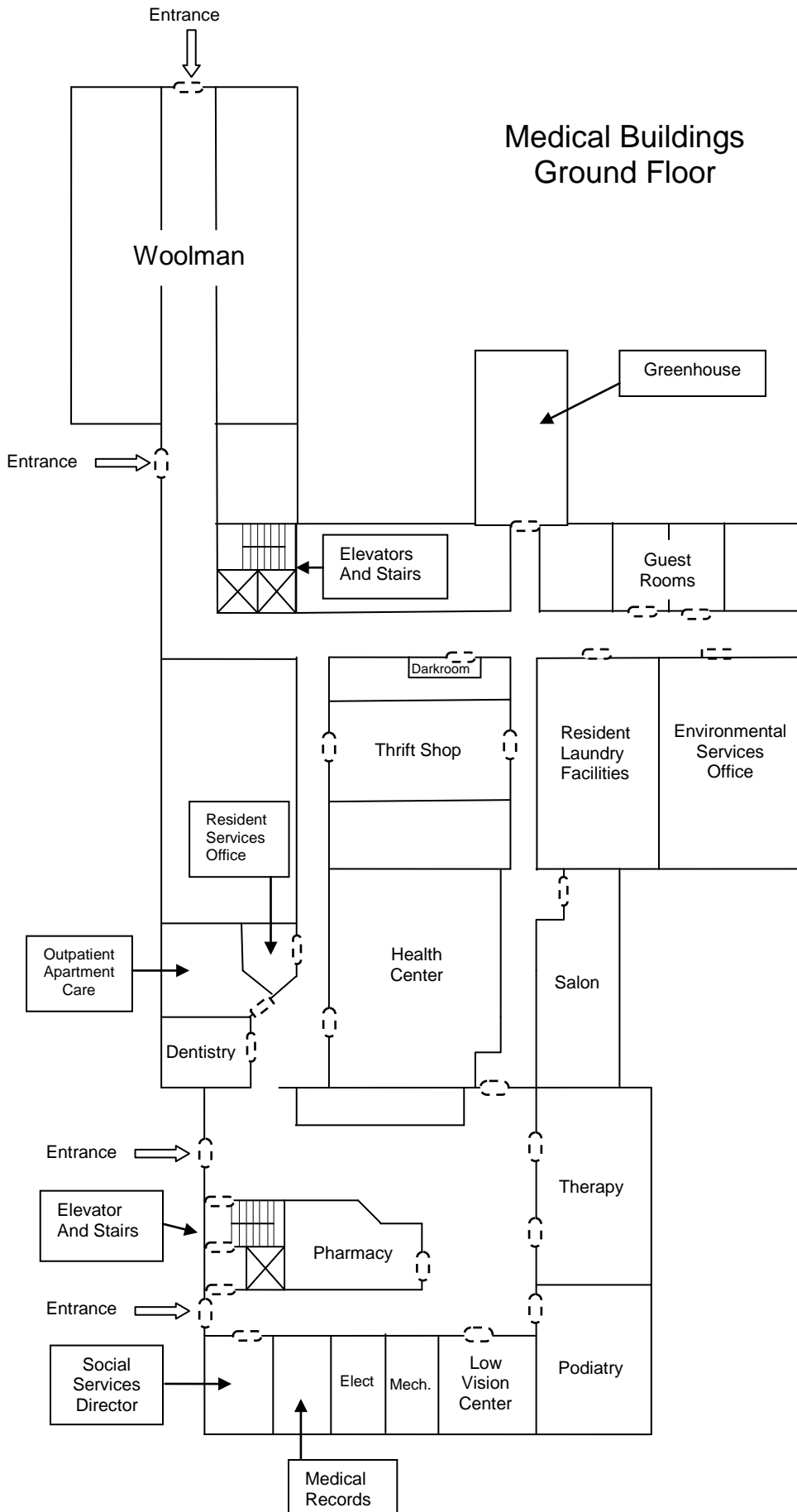
**FROM THE MEDFORD CAMPUS
TO THE LUMBERTON CAMPUS**
Take Route 541 North, 3 1/2 miles to Lumberton.
Turn left onto Route 640 (Creek Road).
The Lumberton campus is located one mile
on the right.



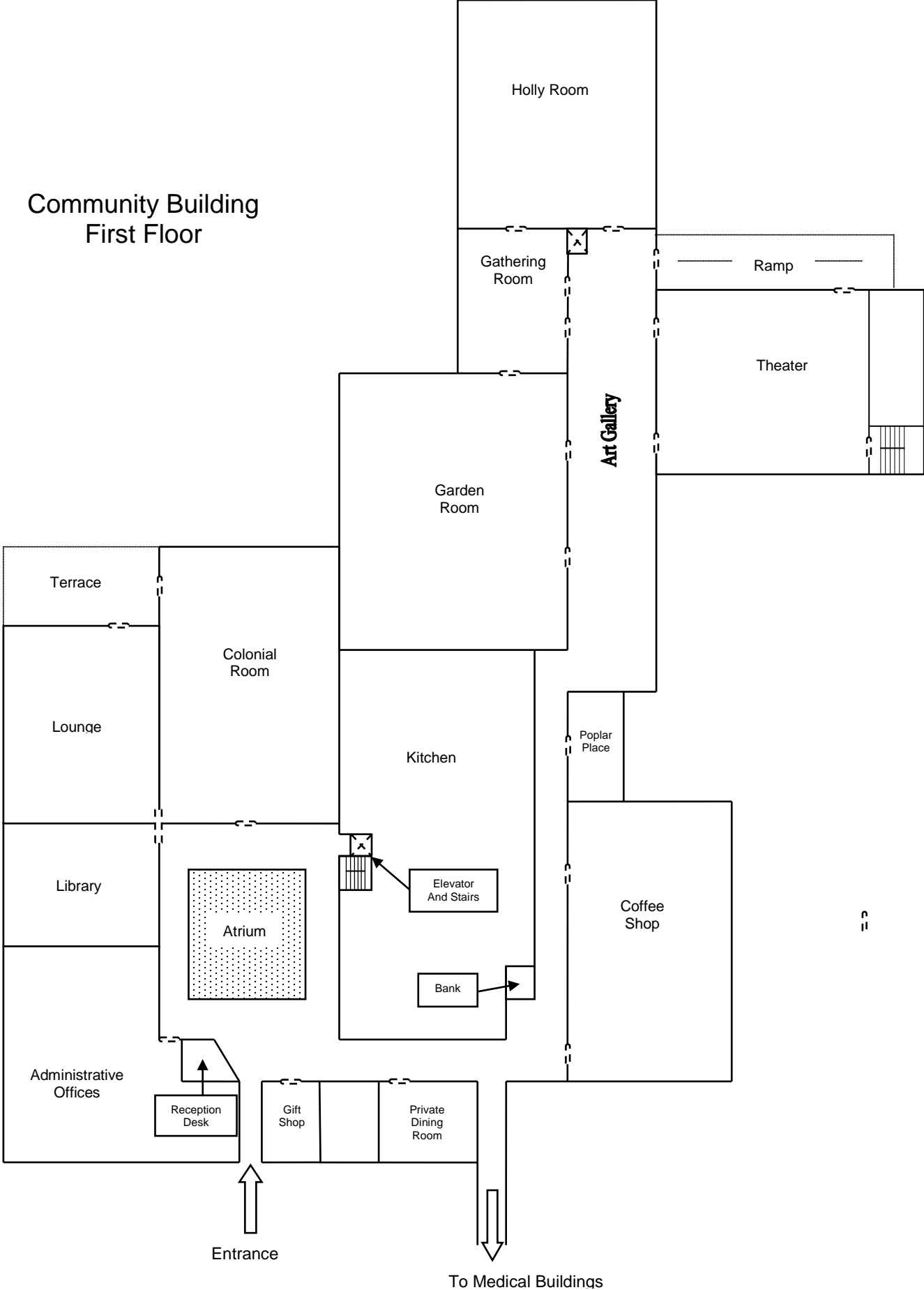
Medford Campus
Community Building
Ground Floor



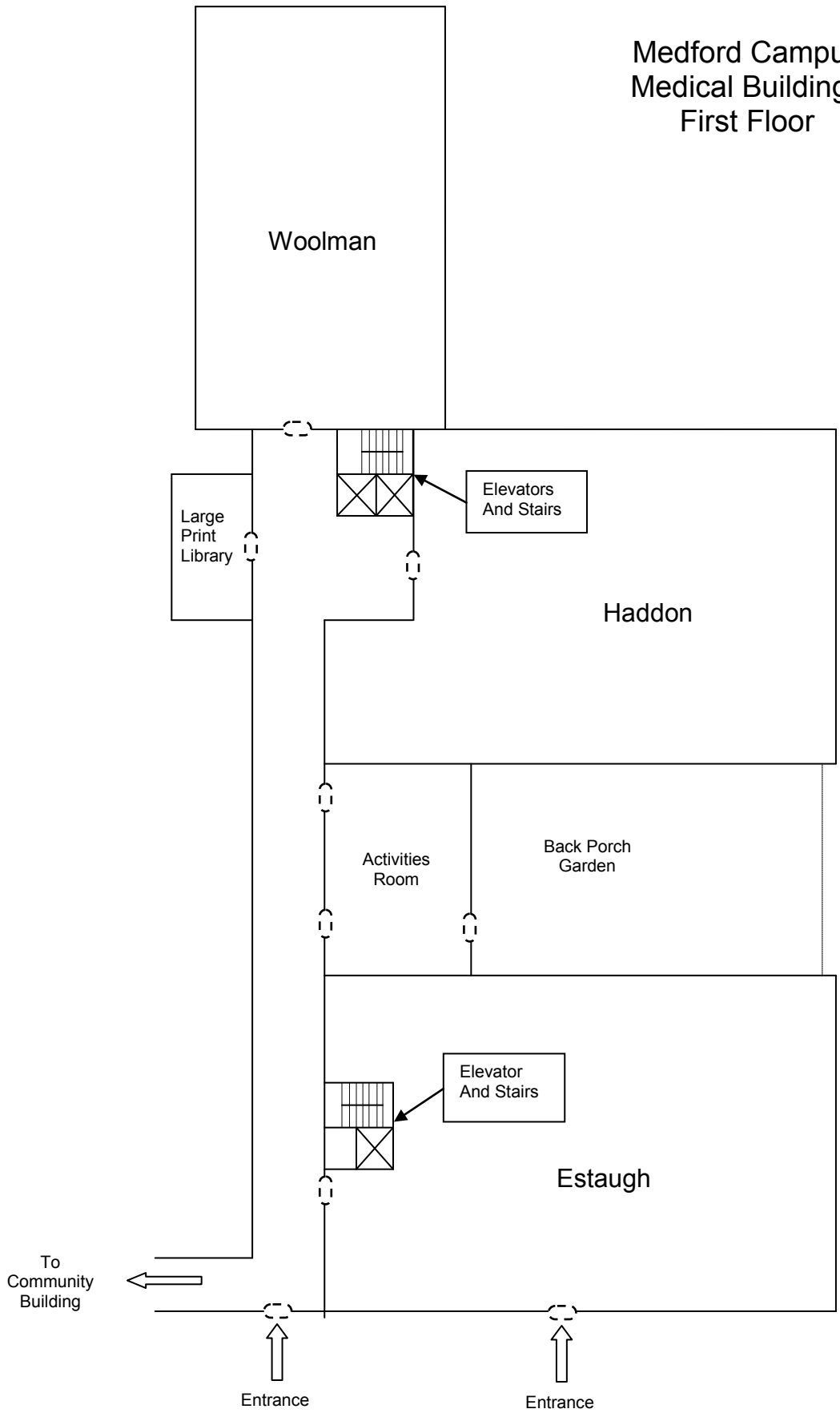
Medical Buildings Ground Floor



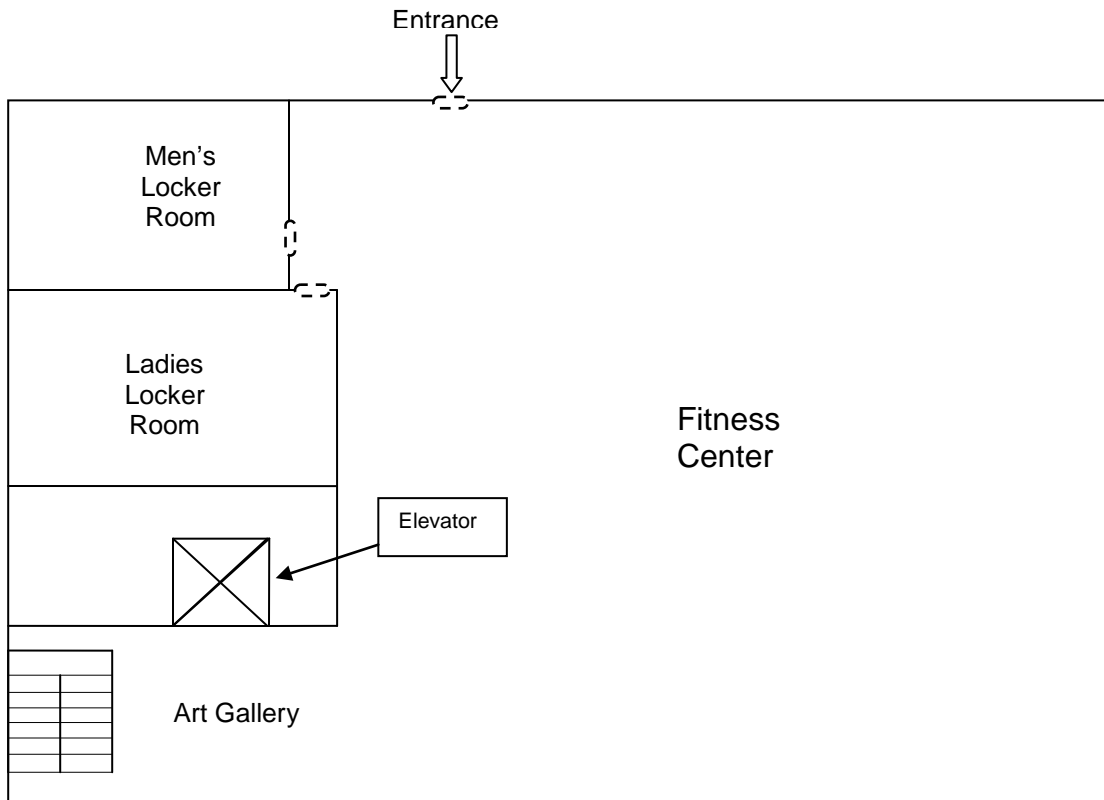
Community Building
First Floor



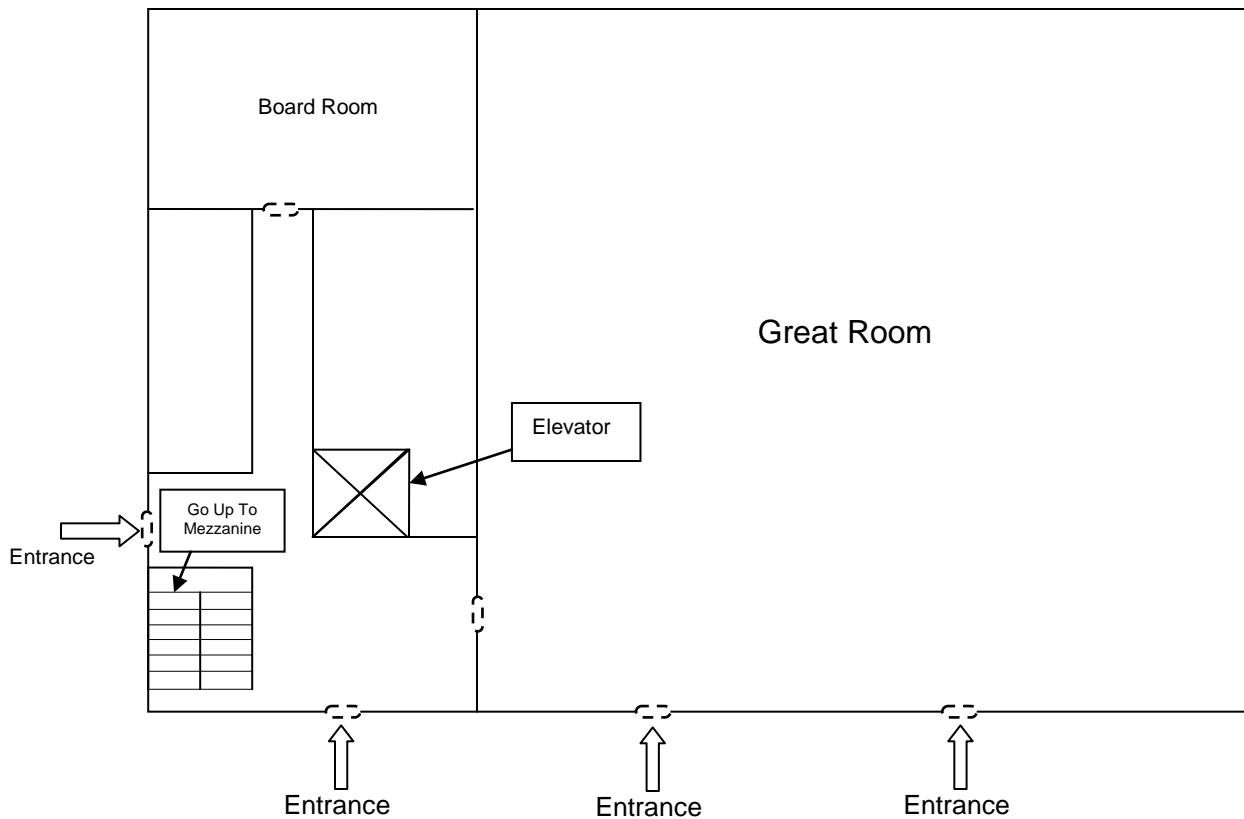
Medford Campus
Medical Buildings
First Floor



Lumberton Campus Community Center - Ground Floor



Lumberton Campus Community Center - First Floor



THE ESTAUGH ORGANIZATION

Officers & Members

Officers:

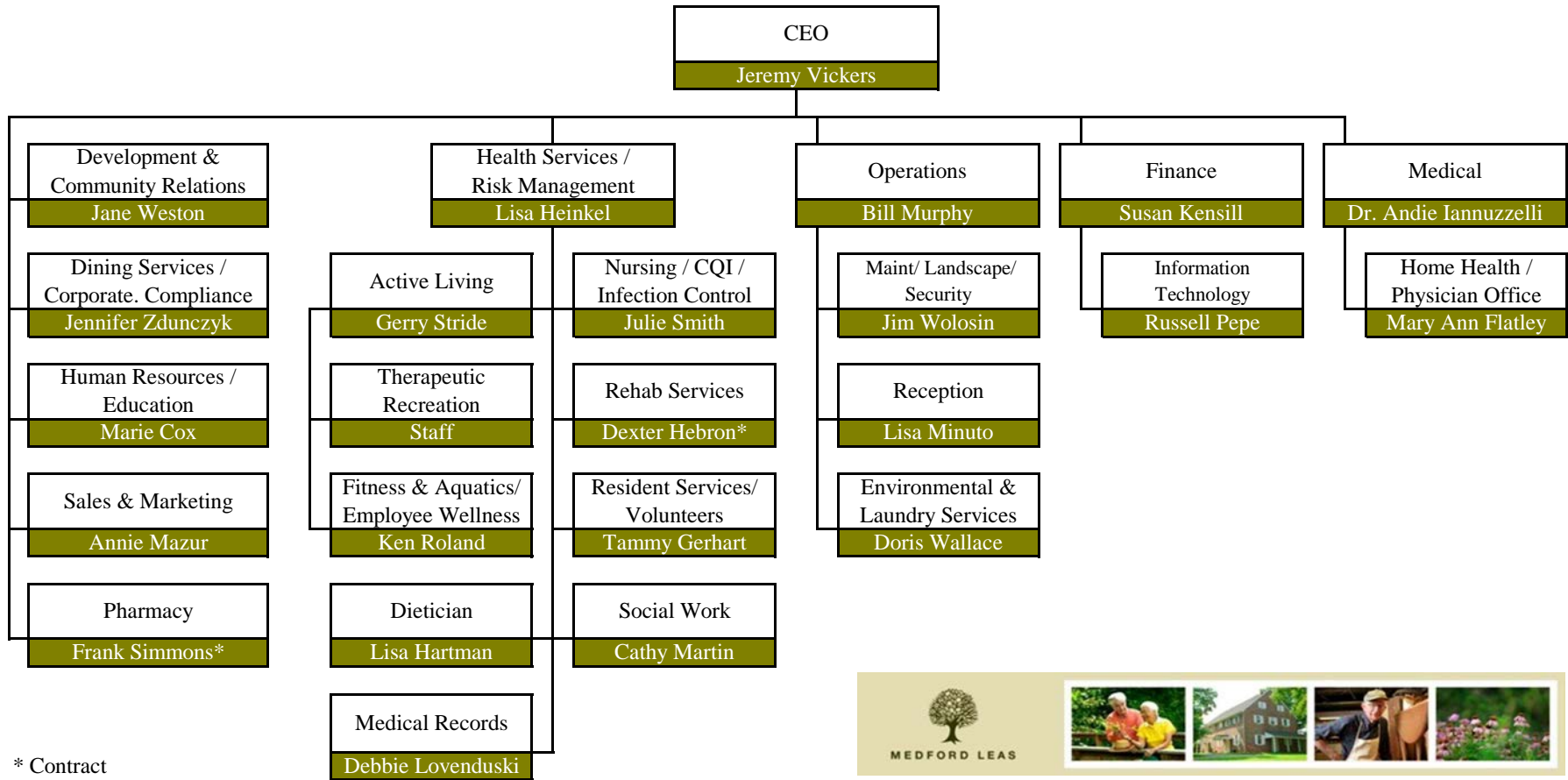
Richard A. Cleaver, President
Financial Services
Chiyo Moriuchi, Vice President
Real Estate Investment & International Business
Walter Evans, Treasurer
Real Estate
Laurie Hodian, Esq.
Director of Administration, Dept. of Children & Families
Jeremy Vickers, Assistant Secretary
Chief Executive Officer

Members:

C. Miller Biddle Retired - Physician	Patricia Meller VP Finance & Administration
Gregory H. Busch Physician	John Mutschler Retired - VP Operations
Davis Henderson Retired - CEO	Thomas Russell Retired - Contractor
Haley Driscoll Director of Healthcare Interior Design	Harry Scheyer, CPA Financial Advisor
Davis Henderson Retired - CEO	Laurence Van Meter Head of School
Anne Matlack Director of Marketing	

rev. 2/14

MEDFORD LEAS ORGANIZATIONAL CHART



* Contract



2014 – 2015 SUMMARY OF MISCELLANEOUS CHARGES

DINING SERVICES

Meal charges for outside guests and residents without meal plans (per person, per meal)

Colonial or Garden Dining Room

Breakfast.....	N/A
Lunch.....	N/A
Dinner (Monday through Saturday & Sunday Supper).....	\$17.00
Sunday Main Meal.....	\$20.00
July 4th Picnic Lunch.....	\$13.00
Memorial Day & Labor Day Holiday Meal.....	\$20.00
Holiday Main Meals & Special Events (Easter, Thanksgiving, Christmas, New Year's Day, Special Event, Holiday Show, Mother's Day).....	\$22.00
Ten Meal Dinner Value Card (non-refundable; residents only; excludes holidays and special events).....	\$130.00

Coffee Shop

Guest meals.....	a la carte
Children under age 12.....	½ price

Monthly Meal Credits

Courtyard Garden Apartment Residents only, with Traditional, non-Flexible Spending meal plans and contracts dated prior to 04-01-03

Breakfast.....	\$30.00 credit
Lunch.....	\$45.00 credit
Breakfast/Lunch Combination.....	\$75.00 credit

Tray Service to Courtyard Garden Apartments

Breakfast.....	\$4.50 per tray
Lunch.....	\$8.50 per tray
Dinner, Sunday Main Meal, Designated Holidays.....	\$12.50 per tray

Residents without meal plans and residents' guests who receive meals via medically-approved tray services are charged at the guest meal prices plus \$1.00 service charge for each meal tray delivery.

Tray Service to Licensed Care Areas

When joining spouses or family members for meals in the licensed care areas, residents without meal plans and residents' guests are charged for trays at the guest meal prices, plus \$1.00 service charge for each meal tray delivery.

GUEST ACCOMODATIONS

Guest Rooms

Central Building Apartment.....	\$75.00 per night
Courtyard Apartment Studio.....	\$64.00 per night
Courtyard Apartment Extended Studio.....	\$75.00 per night
Courtyard Apartment One-Bedroom.....	\$75.00 per night
Courtyard Apartment Two-Bedroom.....	\$96.00 per night

Roll-away Beds & Cribs

First Night.....	\$16.50 per night
Each Subsequent Night.....	\$6.25 per night

NOTE: Check In: 3:00pm - Check Out: 11:00am

HEALTH CENTER SERVICES

Physical Therapy

Electric Cart Rental (Maximum 2 months).....	\$28.00 per week
--	------------------

Pharmacy

Medication Bubble pack.....	\$10.50 per week
-----------------------------	------------------

Options Program

Companionship Service.....	\$22.00/hr.*
Certified Home Health Aide (CHHA) Services.....	\$25.00/hr.*#
Hospital Support Aide.....	\$25.00/hr.**#
Home Nursing Visits.....	\$37.50/hr.*#

* Minimum charge: 30 minutes for Residency & Care contract holders; 60 minutes for all other residents

Available to Courts, Estaugh and Assisted Living Residents

** Minimum charge for service: 2 hours

MAINTENANCE, LANDSCAPING, & HOUSEKEEPING SERVICES

Work Order Charges - Maintenance and Landscaping

Per half-hour or fraction thereof.....	\$17.50 plus material
Replacement keys.....	\$5.75
Per light bulb change.....	\$8.55 plus material
Per off-hook incident.....	\$7.50

Optional Housekeeping and Laundry Services

Residential Housekeeping - Minimum one hour charge per visit.....	\$33.00 per hour
Laundry Services (Nursing & Assisted Living).....	\$3.50 per pound

MULTI-MEDIA & INFORMATION TECHNOLOGY SERVICES & EQUIPMENT

Telephone

Installation:

Telephone Outlet Installation	\$86.00
Phone/Answering Machine Installation	\$15.00
Phone with Indicator Light	\$55.00

Recurring Charges:

Voicemail	\$3.00 per month
Information	\$0.25 per call
Local Dialing Area	\$0.15 per call
To Exchange in 609 and 856 Area (Hainesport, Lumberton, Medford, Mt. Holly, Pemberton, Vincentown, Berlin, Marlton & Moorestown	\$0.15 + toll charges
“800” Calls	\$0.15 per call
Long Distance: First Minute	\$0.25
Additional Minutes	\$0.10 per minute
International Calls: First Minute	\$0.40
Additional Minutes	\$0.25 per minute

Television

Installation:

Cable Outlet Installation	\$86.00
Basic TV Mount Installation – up to 32”	\$100.00
Extensive TV Mount Installation – 32” & above	\$200.00
DVD/VCR & Remote Setup	\$15.00
Smart TV Setup & Training (TiVo, Roku Box, etc.)	\$75.00

Recurring Charges:

Expanded Cable Package	\$34.99 per month #
Premium Cable Package	\$49.99 per month #

Computer

Installation:

Outlet Installation	\$86.00
Modem Installation	\$15.00
Router Installation	\$50.00
New Computer Setup & Removal of Old Computer	\$50.00
Transfer Information from Old to New Computer	\$54.00 per hour
New Basic Printer Setup	\$35.00
New Wireless Printer Setup	\$50.00
Printer Cartridge Installation	\$15.00
Computer Remote Support	
First 10 minutes	\$10.00
Each additional 10 minutes	\$5.00
Other Device Setup and Training	
15 Minute Labor Rate	\$13.50
30 Minute Labor Rate	\$27.00
1 Hour Labor Rate	\$54.00

Computer (con't)

Recurring Charges:

Internet Access\$39.99 per month

Triple Play (Voice/Cable/Internet) Packages *

Basic Triple Play Package\$99.99 per month #
Premium Triple Play Package\$115.00 per month #

plus 7% NJ State Sales Tax

* International phone calls are not included in Triple Play Packages

Residents who will be away from the facility for three months or longer may have their cable and internet services disconnected and suspend the billing of charges. Upon return to the facility there will be a reconnection charge of \$16.00.

Residents who are temporarily receiving care on the John Woolman Skilled Nursing Unit will not be charged for television service if they desire such service. They will also concurrently be billed for their selected cable package in their apartment.

OFFICE SERVICES

Copying – Residential

B&W - 8.5 x 11

1 – 25\$.22 per copy
26+\$5.25 for the first 25 and \$.06 for each copy thereafter

Color - 8.5 x 11

1 – 25\$.33 per copy
26+\$7.75 for the first 25 and \$.16 for each copy thereafter

NOTE: Two sided copy orders are charged as two copies per page.

Fax Service

To receive a fax\$.55 per page
To send a fax\$2.15 for first page and \$1.05 for each page thereafter

RESIDENT SERVICES

Carport Rentals (Courtyard residents only)\$51.50 per month

Safe Deposit Box Rentals

Small\$34.00 per year
Medium\$46.00 per year
Large\$58.00 per year

NOTE: There is a \$300.00 charge for drilling of the safe deposit box if box key is misplaced.

TRANSPORTATION SERVICES

By Auto\$.56 per mile plus \$20.00 (\$30.00, if overtime) per hour driver time plus any tolls and waiting time

By Bus or Van\$1.82 per mile (bus or van) plus \$20.00 (\$30.00 if overtime) per hour driver time plus any tolls and waiting time

MEDFORD LEAS

2013 – 2014 SUMMARY OF MISCELLANEOUS CHARGES

DINING SERVICES

Meal charges for outside guests and residents without meal plans (per person, per meal)

Colonial or Garden Dining Room

Breakfast.....	N/A
Lunch.....	N/A
Dinner (Monday through Saturday & Sunday Supper).....	\$16.00
Sunday Main Meal.....	\$19.00
July 4th Picnic Lunch.....	\$12.00
Memorial Day & Labor Day Holiday Meal.....	\$19.00
Holiday Main Meals & Special Events (Easter, Thanksgiving, Christmas, New Year's Day, Special Event, Holiday Show, Mother's Day).....	\$21.00
Ten Meal Dinner Value Card (non-refundable; residents only; excludes holidays and special events).....	\$130.00

Coffee Shop

Guest meals.....	a la carte
Children under age 12.....	½ price

Monthly Meal Credits

Courtyard Garden Apartment Residents only, with Traditional, non-Flexible Spending meal plans and contracts dated prior to 04-01-03

Breakfast.....	\$30.00 credit
Lunch.....	\$45.00 credit
Breakfast/Lunch Combination.....	\$75.00 credit

Tray Service to Courtyard Garden Apartments

Breakfast.....	\$4.50 per tray
Lunch.....	\$8.50 per tray
Dinner, Sunday Main Meal, Designated Holidays.....	\$12.50 per tray

Residents without meal plans and residents' guests who receive meals via medically-approved tray services are charged at the guest meal prices plus \$1.00 service charge for each meal tray delivery.

Tray Service to Licensed Care Areas

When joining spouses or family members for meals in the licensed care areas, residents without meal plans and residents' guests are charged for trays at the guest meal prices, plus \$1.00 service charge for each meal tray delivery.

GUEST ACCOMODATIONS

Guest Rooms

Central Building Apartment.....	\$75.00 per night
Courtyard Apartment Studio.....	\$64.00 per night
Courtyard Apartment Extended Studio.....	\$75.00 per night
Courtyard Apartment One-Bedroom.....	\$75.00 per night
Courtyard Apartment Two-Bedroom.....	\$96.00 per night

Roll-away Beds & Cribs

First Night.....	\$16.50 per night
Each Subsequent Night.....	\$6.25 per night

NOTE: Check In: 3:00pm - Check Out: 11:00am

HEALTH CENTER SERVICES

Physical Therapy

Electric Cart Rental (Maximum 2 months).....	\$27.00 per week
--	------------------

Pharmacy

Medication Bubble pack.....	\$10.50 per week
-----------------------------	------------------

Options Program

Companionship Service.....	\$22.00/hr.*
Certified Home Health Aide (CHHA) Services.....	\$25.00/hr.*#
Hospital Support Aide.....	\$25.00/hr.**#
Home Nursing Visits.....	\$37.50/hr.*#

* Minimum charge: 30 minutes for Residency & Care contract holders; 60 minutes for all other residents

Available to Courts, Estaugh and Assisted Living Residents

** Minimum charge for service: 2 hours

MAINTENANCE, LANDSCAPING, & HOUSEKEEPING SERVICES

Work Order Charges - Maintenance and Landscaping

Per half-hour or fraction thereof.....	\$17.10 plus material
Replacement keys.....	\$5.40
Per light bulb change.....	\$8.55 plus material
Per off-hook incident.....	\$7.50

Optional Housekeeping and Laundry Services

Residential Housekeeping - Minimum one hour charge per visit.....	\$32.25 per hour
Laundry Services (Nursing & Assisted Living).....	\$3.20 per pound

MULTI-MEDIA & INFORMATION TECHNOLOGY SERVICES & EQUIPMENT

Telephone

Installation:

Telephone Outlet Installation.....	\$86.00
Phone/Answering Machine Installation.....	\$15.00
Phone with Indicator Light	\$55.00

Recurring Charges:

Voicemail.....	\$3.00 per month
Information.....	\$0.25 per call
Local Dialing Area.....	\$0.15 per call
To Exchange in 609 and 856 Area (Hainesport, Lumberton, Medford, Mt. Holly, Pemberton, Vincentown, Berlin, Marlton & Moorestown.....	\$0.15 + toll charges
“800” Calls.....	\$0.15 per call
Long Distance: First Minute.....	\$0.25
Additional Minutes.....	\$0.10 per minute
International Calls: First Minute.....	\$0.40
Additional Minutes.....	\$0.25 per minute

Television

Installation:

Cable Outlet Installation.....	\$86.00
Basic TV Mount Installation – up to 32”.....	\$100.00
Extensive TV Mount Installation – 32” & above.....	\$200.00
DVD/VCR & Remote Setup.....	\$15.00
Smart TV Setup & Training (TiVo, Roku Box, etc.).....	\$75.00

Recurring Charges:

Expanded Cable Package.....	\$34.99 per month #
Premium Cable Package.....	\$49.99 per month #

Computer

Installation:

Outlet Installation.....	\$86.00
Modem Installation.....	\$15.00
Router Installation.....	\$50.00
New Computer Setup & Removal of Old Computer.....	\$50.00
Transfer Information from Old to New Computer.....	\$54.00 per hour
New Basic Printer Setup.....	\$35.00
New Wireless Printer Setup.....	\$50.00
Printer Cartridge Installation.....	\$15.00
Computer Remote Support	
First 10 minutes.....	\$10.00
Each additional 10 minutes.....	\$5.00
Other Device Setup and Training	
15 Minute Labor Rate.....	\$13.50
30 Minute Labor Rate.....	\$27.00
1 Hour Labor Rate.....	\$54.00

Computer (con't)

Recurring Charges:

Internet Access.....\$39.99 per month

Triple Play (Voice/Cable/Internet) Packages *

Basic Triple Play Package..... \$99.99 per month #
Premium Triple Play Package.....\$115.00 per month #

plus 7% NJ State Sales Tax

* International phone calls are not included in Triple Play Packages

Residents who will be away from the facility for three months or longer may have their cable and internet services disconnected and suspend the billing of charges. Upon return to the facility there will be a reconnection charge of \$16.00.

Residents who are temporarily receiving care on the John Woolman Skilled Nursing Unit will be required to pay the \$2.15 daily charge for television service if they desire such service. They will also concurrently be billed for their selected cable package in their apartment.

OFFICE SERVICES

Copying – Residential

B&W - 8.5 x 11

1 – 25..... \$.21 per copy
26+..... \$5.25 for the first 25 and \$.06 for each copy thereafter

Color - 8.5 x 11

1 – 25..... \$.31 per copy
26+..... \$7.75 for the first 25 and \$.16 for each copy thereafter

NOTE: Two sided copy orders are charged as two copies per page.

Fax Service

To receive a fax.....\$.54 per page
To send a fax.....\$2.15 for first page and \$1.05 for each page thereafter

RESIDENT SERVICES

Carport Rentals (Courtyard residents only)..... \$51.50 per month

Safe Deposit Box Rentals

Small..... \$34.00 per year
Medium.....\$46.00 per year
Large..... \$58.00 per year

NOTE: There is a \$300.00 charge for drilling of the safe deposit box if box key is misplaced.

TRANSPORTATION SERVICES

By Auto.....\$.55 per mile plus \$20.00 (\$30.00, if overtime) per hour driver time plus any tolls and waiting time

By Bus or Van.....\$1.82 per mile (bus or van) plus \$20.00 (\$30.00 if overtime) per hour driver time plus any tolls and waiting time

MEDFORD LEAS RESIDENTS ASSOCIATION

STANDING RULES ADOPTED ON 12 JANUARY, 1990 BY THE BOARD, NOW COUNCIL,
AND AMENDED BY THE RESIDENTS ASSOCIATION
ON THE FOLLOWING DATES: MARCH 22, 2010; June, 2011; February 8, 2013

1. Regularly scheduled meetings of the Association shall be held in the Medford Leas Theater at 7:20 PM.
2. The Nominating Committee shall solicit written suggestions for candidates from Residents by means of the internal mail boxes. These suggestions should be returned to the Chairman within two weeks after the solicitation is issued.
3. Following is the procedure to be used when the Estaugh Board requests that MLRA Council provide nominations for a resident-nominated representative on the Board:
 - a. The Estaugh will notify the MLRA Council when there is a need for the Board to elect a resident to the Board in accordance with the NJ Legislative provisions. The Board will also identify the qualifications required of the nominees.
 - b. The MLRA Council will ask MLRA members to suggest names of residents who agree to serve if elected. Council will review the list of proposed candidates and their qualifications, reducing the number as appropriate. The MLRA President will forward the list of nominees approved by the Council to the Chair of the Leadership Development Committee of the Estaugh Board.
 - c. When a resident has completed a term on the Board and subject to the agreement of the incumbent, the Board, and the MLRA Council, that residents may be re-nominated for an additional term. Otherwise the first two steps will be repeated.
 - d. Appropriate communications should be in writing.
4. The President shall automatically be Sponsor of the Budget and Finance Committee and the Financial Review Committee.
5. Representatives of The Estaugh Board and the Administration shall be invited to attend the regular meetings of the MLRA Council.
6. The Recording and Corresponding Secretaries may each appoint an assistant or assistants to aid them in carrying out their duties.
7. The Secretaries shall see that:
 - a. Copies of the Minutes of the meetings of the Association are distributed to the Residents.
 - b. Copies of the Minutes of the Council's meetings are filed in notebooks near the entrance to the coffee shop, on the ground floor of Woolman (near the third floor elevators), and in the Libraries at both campuses.
8. The Treasurer shall make financial reports to the Association every six months, and to the Council monthly; shall appoint one or more assistants to collect and disburse funds; and shall assist the Chairman of the Finance Committee in the preparation of the budgets for the Activities Fund, the Appreciation Fund, and the Area Community Services Fund. In addition to the Treasurer, the Assistant Treasurer(s), the Chairman of the Budget and Finance Committee, and the President of the Association shall have check signing authority.
9. All Chairpersons shall submit annual budget requests by April 15 to their sponsors who shall review and forward them to the Treasurer in order that the annual Association Budget may be prepared.
10. A list of Committees and Activities shall be posted on the main bulletin boards.

11. An annual report from the Chairman of each Committee shall be submitted to the Sponsor by April 15 and the latter shall submit it to the President by May 1. These reports shall be placed in the MLRA Archives.
12. Residents may attend Council meetings as observers. To discuss a confidential matter, the Council may vote to close a portion of a meeting to all persons other than Council members and officers. All official actions will be taken at meetings with motions and votes recorded in Council minutes. Any Resident may ask to be put on the agenda for an MLRA Council or Business Meeting, stating subject and length of time needed.
13. No person, committee, or group has the authority to speak for the MLRA Council without prior Council approval, or to speak for the Association without the prior approval of the Association granted at a duly called meeting of the Association.
14. The presiding officer at the meeting when the President and Vice President of the incoming Council are elected shall be the outgoing MLRA President.
15. Council Members, Council Members–elect and appointed officers shall be invited to attend all meetings between the Council and the Estaugh Board.

MEDFORD LEAS RESIDENTS ASSOCIATION

CONSTITUTION AND BYLAWS

ARTICLE I. DEFINITIONS, PURPOSE, AND MEMBERSHIP

Section 1.01 - Definitions

“Medford Leas”: A continuing care retirement community with one or more campuses.

“Main Campus”: The Medford Leas main campus, located on Route 70 in Medford, NJ.

“Satellite Campus”: A Medford Leas campus which is separate from the Main Campus.

“Resident”: A person residing on a Medford Leas campus pursuant to an agreement under which the person makes certain payments and receives certain services; a member of the Association.

“Association”: The Medford Leas Residents Association, an organization organized by, with membership restricted to, Residents.

“Council”: The Association’s governing body.

“President”: The Association President.

“Vice President”: The Association Vice President.

“Administration”: Medford Leas’ Chief Executive Officer and senior staff, collectively.

“Estaugh”: The Estaugh Corporation, a not-for-profit, New Jersey Corporation which owns and operates Medford Leas.

“Estaugh Board”: The Board of Trustees of The Estaugh, the Estaugh’s governing body.

Section 1.02 - Purpose.

a) It is the Association’s purpose to promote and further the common interests of the Residents, and to communicate and cooperate with the Estaugh Board and the Administration in creating and cultivating a healthful, enjoyable, active, constructive and useful community life and to represent Residents as required by law.

b) The Association shall neither promote nor support pecuniary gain for Residents, and no significant part of its activities shall be for the purpose of influencing legislation.

Section 1.03 – Membership

All Residents shall automatically become members of the Association upon becoming Residents, and only Residents may become members.

ARTICLE II. MEETINGS

Section 2.01 – Times and Places

- a) A regular meeting of the Association shall be held on the third Monday of each month except during July and August, when there shall be only one meeting during that two month period, held during July or August as the Council may designate.
- b) The regular meeting held in April shall be the annual meeting, during which time the election of Council members shall be held.
- c) Special meetings may be called by the President, the Council, or by written request of no fewer than thirty Residents. Such meetings shall be held for such purpose, on such date and at such time as are specified in the call for a meeting.
- d) All meetings shall be held on the Main Campus.

Section 2.02 – Notice of Meetings

- a) Notice of the regular monthly Association meetings shall be given in the monthly and weekly calendars provided to Residents, and shall appear on the principal Medford Leas bulletin boards. It is desirable, but not required, that other means of communication with Residents also be used. Not less than five days notice of each meeting of the Association shall be given to Residents.
- b) Written notice of Special Meetings shall appear on the principal Medford Leas bulletin boards and be delivered to Residents' Medford Leas internal mail boxes. Should there arise a matter requiring urgent consideration, the President or the Council may call a Special Meeting on less than five calendar days' notice.

Section 2.03 – Quorum

One hundred Residents shall constitute a quorum.

Section 2.04 – Voting

- a) Residents may vote in person or by written proxy. Voting may be by voice, show of hands, or rising vote, unless in the determination of the presiding officer it shall be by ballot.
- b) At the request of ten or more Residents, a written ballot shall be required.
- c) A majority vote shall be decisive unless otherwise provided in this Constitution and Bylaws.

ARTICLE III: THE COUNCIL

Section 3.01 – Membership

- a) The Council shall consist of eleven members, elected by Residents, each to serve for a term of two years or until a successor takes office.
- b) Elections shall take place at the Association's regular meeting in April. Six Council Members shall be elected in the even-numbered years, and five in the odd-numbered years.
- c) Those elected pursuant to this Section 3.01 shall take office on the July 1 immediately following their election.
- d) Newly elected Members shall be invited to attend, as guests, Council meetings between the time of their election and their installation in office.

Section 3.02 – Restrictions

- a) No Council Member who shall have served nine months or more of a full term shall be elected or appointed for a second consecutive term.
- b) No Resident then serving as an officer or member of the Estaugh Board shall serve as a Council Member or Association officer.

Section 3.03 – Nominations

- a) A Nominating Committee of five Residents appointed by the Council shall select and nominate candidates for membership on the Council.
- b) Chairman of the Committee shall be a Council Member, and shall be appointed at the first Council meeting held after July 1. The remaining four members shall be appointed as soon thereafter as possible and, if possible, shall include one person who has previously been either a Council Member or a member of a Nominating Committee. Except for the Chairman, the Committee shall not include any Council Member, Association Officer, Estaugh Board member or Estaugh officer. Announcement of the Committee membership shall be made at the first Association meeting held after their appointment.
- c) Candidates' names shall be announced at the Association's March meeting. As soon thereafter as possible, written notice of candidates' names shall be delivered to Residents' Medford Leas internal mail boxes.
- d) Within one week after announcement of candidates has been made at an Association meeting, any ten or more Residents may present to the Chairman of the Nominating Committee written nominations of other candidates accompanied by their respective written consent to serve if elected.

- e) Council Members shall be elected from a list consisting of persons nominated pursuant to paragraphs c) and d) of this Section 3.03. Nominations for Council membership may not be made except as herein provided.

Section 3.04 – Vacancies

Should a vacancy occur among the Council Members, it shall be filled by the Council upon the recommendation of the Nominating Committee. Priority shall be given to previous members of the Council.

ARTICLE IV. THE COUNCIL AND OFFICERS

Section 4.01 – Election of Officers

- a) At a special meeting called by the President on such oral or written notice as is reasonably possible, and held within one month after the election of new Council Members, a committee, consisting of the newly elected Members and Members who will be serving their second year, shall by majority vote elect from its members the President and Vice President.
- b) The President and Vice President shall each serve for a period of one year commencing that July 1, each may be reelected for a second term if such person has one year remaining in his or her term of office as a Council Member.
- c) Subject to the approval of the Council, the President shall also appoint one or more Recording Secretaries for the Council and Association meetings, a Treasurer and a Corresponding Secretary. They may not be members of the Council, shall have no vote and shall have no definite term of office, serving at the discretion of Council.
- d) Should the President resign or become permanently unable to act, the Vice President shall become President. The Council shall elect one of its members to become Vice President. Any vacancy left on the Council shall be filled as provided in Section 3.04 hereof.

Section 4.02 – General Powers

- a) The Council shall have full power to conduct, manage, and direct the affairs of the Association and may adopt Standing Rules consistent with Roberts Rules of Order for the operation of the Association and the Council.
- b) The Council may, through its Committees or by other means, solicit such money as may be needed to finance the Association's projects and activities. The Association shall approve any solicitation of funds.
- c) Any action or decision of the Council may be reversed or amended by vote of the Residents at an Association meeting held pursuant to Article II hereof.

Section 4.03 – Meetings

Meetings of the Council shall be held on the Main Campus on the second and fourth Fridays of each month unless otherwise ordered by the Council.

Section 4.04 – Notice of Council Meetings

Timely and effective notice of meetings shall be given to Council Members.

Section 4.05 – Quorum

The presence of seven members of the Council shall constitute a quorum for the transaction of business. A minimum of six affirmative votes shall be required for any Council action.

Section 4.06 – Absence from Meetings

Any Officer or Council member who shall have been absent from three consecutive meetings, without explanation acceptable to the Council shall cease to be an Officer or Council Member.

ARTICLE V. OFFICERS AND COUNCIL MEMBERS

Section 5.01 – President

The President shall be the chief executive officer of the Association and shall have general supervision and responsibility for its operations and affairs, subject to the direction and control of the Council. The President shall preside at meetings of the Association and of the Council.

Section 5.02 – Vice President

During any period in which the President is absent or temporarily unable to function, or at the President's request, the Vice President shall act in the President's place and with the powers of that office. Should the President resign or become permanently unable to function, the Vice President shall have the powers and duties of the President.

Section 5.03 – Recording Secretary.

A Recording Secretary shall be responsible for the recording of the minutes of the meetings of the Association and of the Council. A Recording Secretary shall maintain record books in which the Constitution and Bylaws, Standing Rules, and minutes are entered.

Section 5.04 – Corresponding Secretary

The Corresponding Secretary shall be responsible for conducting the general correspondence of the Association and of the Council and for issuing notices of meetings as prescribed in Section 2.02 hereof, and shall keep a record of all standing Committees and Activities, including current Committee job descriptions and of the annual reports of Committees.

Section 5.05 – Treasurer

The Treasurer shall have and provide for custody of the funds of the Association, shall collect and receive monies owing, donated or paid to the Association, shall pay all bills presented and approved by the Council and/or by the Chairman of the related Committee, shall keep proper books of account, and present a written report monthly to the Council, and to the Association at such times as determined by the Council.

ARTICLE VI. COMMITTEES

Section 6.01 - Appointment, Powers, and Duties

- a) The Council shall establish such Committees as it believes necessary and beneficial by approving the initial job description/mission statement and the person recommended by Committee members as its initial chair person. The Council may discontinue a Committee no longer needed.
- b) The job description/mission statement of each Committee will describe the area of responsibility, activity, or special event. Any changes to a Committee's job description/mission statement shall be submitted to the Council for review.
- c) The Council shall appoint a Council Member to be Sponsor of each Committee. The Sponsor shall be the means of communication between the Chairman and the Council. Each Chairman shall make an annual report to his or her Sponsor.
- d) The President, or, at the President's request with respect to any Committee or Committees, the Vice President shall be an ex officio member of all Committees, with the exception of the Nominating Committee and of the Auditing Committee.

Section 6.02 – Organization of Committees

Each Committee Sponsor shall assist the Committee in selecting a Chairman. Each Chairman will select a Vice Chairman and appoint Committee members as appropriate. Committee Chairmen shall serve for the fiscal year and may be reappointed.

Section 6.03 – Auditing Committee

The Council shall appoint two Residents to audit the annual report of the Treasurer. The Committee shall report the results of its audit to the Association at the Association's regular September meeting held immediately following the fiscal year audited. The members of the Committee shall serve a term of two years, but may be reappointed. One Committee Member shall be appointed in even-numbered years and one in odd years.

ARTICLE VII. MISCELLANEOUS

Section 7.01 – Compensation

No member of the Council shall be entitled to compensation for his or her services as such. At the discretion of the Council, Officers and Council members may be reimbursed for reasonable expenses incurred in connection with their duties on behalf of the Association.

Section 7.02 – Communications

The Association and the Council may be addressed by depositing signed, written messages in the PIW box at the reception desk.

Section 7.03 – Resignations

Any Council Member may resign by notice, preferably written, to the President. Any Committee Chairman may resign by notice to his or her Sponsor. Each such resignation shall take effect at the date of such notice or at a later date therein specified.

Section 7.04 – Office

The office of the Association shall be on the Main Campus.

Section 7.05 – Fiscal Year

The fiscal year of the Association shall begin the first day of July and end on the following thirtieth day of June.

Section 7.06 – Conduct of Meeting

All meetings of the Association and the Council shall be governed by the then current edition of "Robert's Rules of Order, newly Revised," unless provided otherwise in this Constitution and Bylaws.

ARTICLE VIII. AMENDMENTS

Section 8.01 – Amendments

- a) Any provision of this document may be amended or repealed by vote of the Residents at a meeting held pursuant to Article II hereof, except that at least thirty days' notice shall be given of such proposed action.
- b) Each such notice shall be in writing and shall include a copy of the provision to be repealed or amended and a copy of the proposed amendment, if any.
- c) Any such notice shall be transmitted to Residents in the same manner as provided in Article II for special meetings.
- d) Any action taken by the Association pursuant to this Article VIII shall require a quorum of at least 100 Residents and an affirmative vote of at least two-thirds of those present.

The Constitution and Bylaws were adopted on September 5, 1972 and were amended on the following dates: November 19, 1973; February 21, 1977; December 21, 1981; June 19, 1989; October 17, 2005; March 22, 2010.

MLRA ACTIVITIES

2013-2014

ACTIVITY	SPONSOR	CHAIRPERSONS/COORDINATORS
Albums of New Residents ²	E. Elmendorf	S. Frank
Atrium Arrangements ²	J. Jordan	F. Webb
Apiary ²	R. Gage	R. Wilson
Art Studio ²	F. Alderfer	A. Culbreth / A. Wood
Auditing ¹	D. Eynon	G. Holben / J. Cronin
Archives ²	E. Elmendorf	K. Katzell
Ballet ²	Jean Cronin	J. Scattergood
Birders ¹	J. Jordan	D. & M. Swartz
Bridge-Duplicate ²	E. Elmendorf	G. Goering / B. Hambleton
Bridge-Progressive ²	E. Elmendorf	D. Dill / D. Smith
Budget & Finance ¹	D. Eynon	T. Roberts
Bulletin Boards ²	B. J. Tetlow	B. J. Tetlow
Chamber Music ²	T. Augenti	C. Hanley / K. Ellenbogen
Citizens ¹	T. Augenti	T. Roberts / E. Stimler
Computer ²	R. Gage	D. Bartrum
Copier ¹	J. Jordan	C. Darlington
Courtyard Mapping ²	B. J. Tetlow	B. Pennink
Craft Show ¹	R. Rosvold	A. Hartwig / T. Roberts
Diversity ¹	J. Cronin	S. Klos
Family History ²	G. Trought	T. Riley
Farm ¹	J. Jordan	P. Krakora / S. Dowling
Financial Review ¹	D. Eynon	J. Akerboom
Flower Show ¹	J. Jordan	C. Hanley / R. Wilson
Food & Dining Rooms ¹	J. Cronin	M. Black
Friendly Vistiors ¹	G. Trought	C. Hanley
Gallery ¹	J. Jordan	W. & L. Haworth
Gift Shop ¹	J. Cronin	J. Bartram
Great Decisions ¹	T. Augenti	B. Wray
Haddon Greenhouse ²	J. Cronin	P. Krakora / S. Dowling
Harmony/Everybody Sings ²	T. Augenti	N. Hanslowe
Health ¹	E. Elmendorf	R. Gage
Health Volunteers ²	E. Elmendorf	J. Stratton
Holiday Decorations ²	R. Rosvold	V. Cross / G. Farnath
Hospitality / Newcomers ¹	K. Cooley	C. Hanley
Interior Design ²	R. Rosvold	B. Zimmerman / J. Stratton
Jigsaw Puzzles ²	B. J. Tetlow	C. Kunyczka
Knitting and Sewing ²	B.J. Tetlow	H. Hamilton/W. Eby
Leas Forum ¹	R. Gage	B. Trought
Leas Lit ¹	F. Alderfer	H. Vukasin / H. Heineman
Leas Players ²	T. Augenti	T. Riley
Library & Magazines (Main Library) ²	B. J. Tetlow	J. Greenspun / R. Hambleton
Library-Large Print ²	B. J. Tetlow	I. J. Stiles
Library-Audio Visual ²	B. J. Tetlow	M. Binstock / M. Heineman
Low Vision ²	E. Elmendorf	G. Beckhart

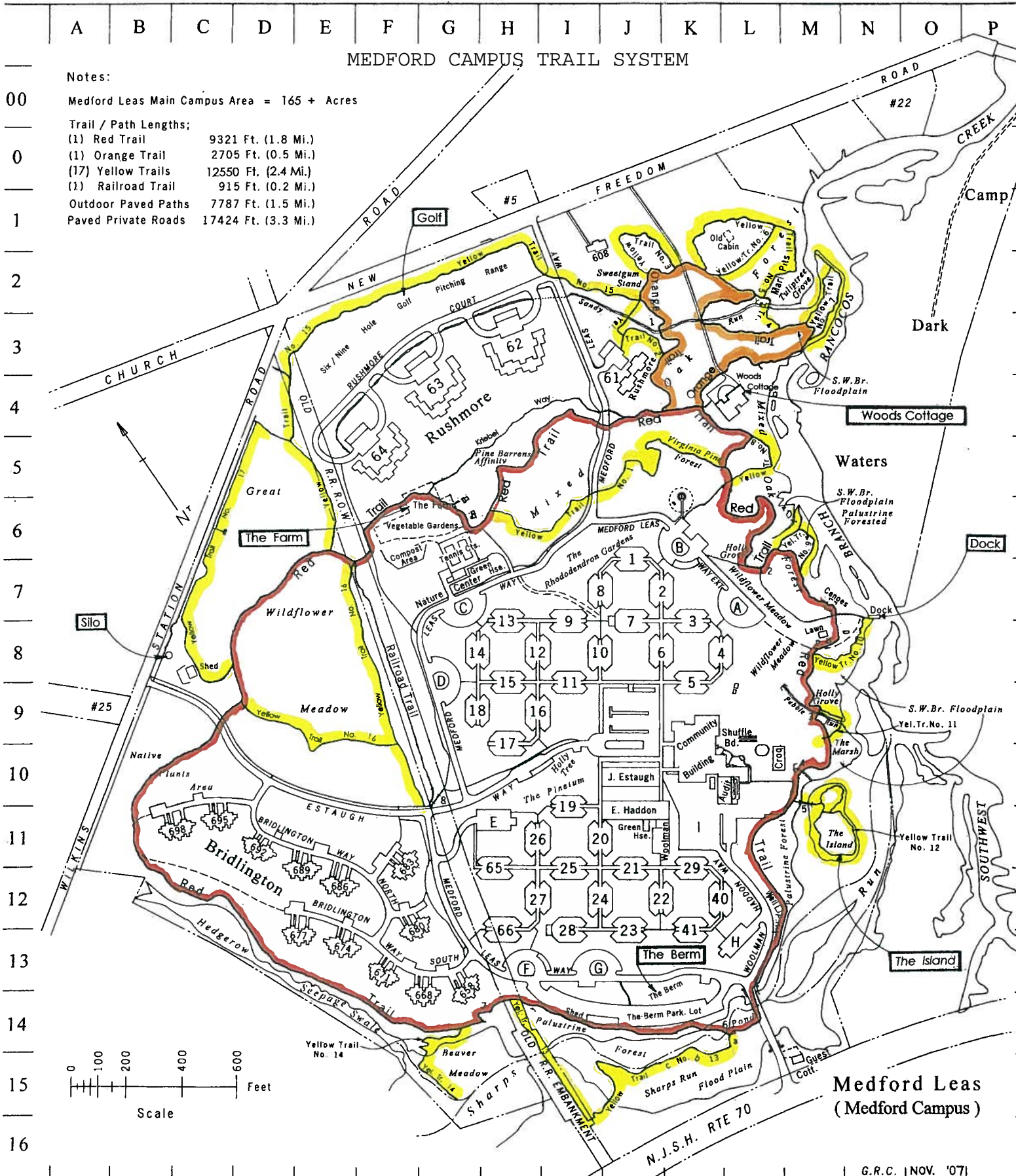
MLRA ACTIVITIES

2013-2014

ACTIVITY	SPONSOR	CHAIRPERSONS/COORDINATORS
Mail Distribution-In House ²	D. Eynon	J. Leonard
Mail Distribution-Licensed Units ²	D. Eynon	C. Barry
Medford Leas Life ¹	F. Alderfer	B. Bogie
Medford University ²	K. Cooley	K. Cooley
Memorials ²	K. Cooley	N. Carson
Movies-Monday Evening ¹	F. Alderfer	M. Black
Movies-Sat. Afternoon ¹	F. Alderfer	R. Dill
Music ¹	T. Augenti	P. Ray
Music Videos ²	D. Eynon	M. Heineman
Nature Bulletin Board ²	B. J. Tetlow	S. Denham
Nature Coordinating ¹	B. J. Tetlow	M. Heineman
Nature Library ²	B. J. Tetlow	J. Moll
Nature Walks ²	B. J. Tetlow	M. Heineman / J. Bourquin
Needlework Social ²	B. J. Tetlow	J. Holben / M. Hines
Nominating ¹	D. Eynon	J. Jordan
Opera ²	T. Augenti	P. Lobo
Philadelphia Orchestra ²	T. Augenti	R. Stratton / J. Stratton
Plant Sale ¹	J. Jordan	P. Krakora / S. Dowling
Quilting ²	B. J. Tetlow	J. Muir
Recovery Assistance Program ¹	J. Jordan	K. Ellenbogen
Recreation & Fitness ¹	G. Trought	W. Reifsteck
Resource Conservation ¹	J. Jordan	S. Frank / G. Trought
Short Trips ²	D. Eynon	M. Norcross / J. Holben
Specticast ¹	R. Rosvold	D. Bartram
Symphony in C ²	T. Augenti	J. Muir
Tennis / Indoor Tennis ²	R. Rosvold	V. Menzel
Theater-Ushers ²	K. Cooley	L. Strassler
Theater-Technical ²	K. Cooley	D. Bartram
Thrift Shop ¹	J. Cronin	J. Durbin
Transportation ²		B. Heizman
Vid-U ²	R. Rosvold	K. Katzell
Voice ²	D. Eynon	B. Heizman
Walnut Theater ²	D. Eynon	A. Rickett
Weaving ²	B. J. Tetlow	B. Snope
Website ¹	F. Alderfer	H. Vukasin / M. Heineman
Woodland Trails ¹	B. J. Tetlow	C. Neil
Workshop ²	G. Trought	A. Moll
Worship, Vespers ²	R. Rosvold	K. Katzell
Worship Friends Worship ²	R. Rosvold	I. McVaugh
Writers Group ²	K. Cooley	H. Vukasin
		23 Oct. 13
1. Annual reports required 2. Annual reports optional		

Lumberton Campus Committees 2013-2014

<u>Committee</u>	<u>Sponsor</u>	<u>2013 Chair/Facilitator</u>	<u>Phone</u>
Community Center	Barbara Stiles	Linda Gaylord Jane Bartram	784-2896 267-7783
Art Gallery	Barbara Stiles	Eve Robinson	518-1134
Building Audit	Barbara Stiles	Linda Gaylord	784-2896
Bulletin Boards	Barbara Stiles	Linda Gaylord	784-2896
Kitchen	Barbara Stiles	Linda Gaylord Jane Bartram	784-2896 267-7783
Reservations	Barbara Stiles	Tom Krainik	702-7344
Communications	Geno Mori	Vince Menzel	947-4886
Campus Mail	Geno Mori	Charlie Morrow	518-9206
<i>Chronicle</i>	Geno Mori	Vince Menzel	947-4886
Clusters	Geno Mori	Judy Atwood	784-8022
Resident Directory	Geno Mori	Mary Noll	261-1446
Library	Janice Saibel	Lori Haworth	914-0056
Book Group	Janice Saibel	Barbara Lewis	518-7420
Bookmobile	Janice Saibel	Jean Ricketts	267-1121
Pool & Fitness	John Speirs	Conant Atwood	784-8022
Social Activities	Bill Beitel	Sue Kuhn	518-0384
Bridge	Bill Beitel	Willem Wythoff	914-0442
Kitchen	Barbara Stiles	Barbara Degler Jane Bartram	288-6353 267-7783
Welcome	Bill Beitel	Carol Ferraro Ruth Rosvold	702-9492 267-2996
Technology	Jane Bartram	Dave Bartram	267-7783
Tennis	John Speirs	Lefty Alderfer	267-7317
Trails and Site	Jim Suplee	Maggie Heineman	518-8906
Meadow	Jim Suplee	Miriam Swartz	702-5735
Troop Coordinator	Bill Beitel	Dr. Green, Scoutmaster	
Woodshop	John Speirs	Art Hartwig	518-7661



MEDFORD CAMPUS TRAIL SYSTEM

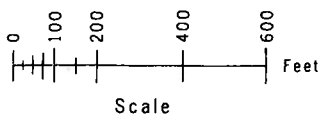
Notes:

Medford Leas Main Campus Area = 165 + Acres












Trail / Path Lengths;

- (1) Red Trail 9321 Ft. (1.8 Mi.)
- (1) Orange Trail 2705 Ft. (0.5 Mi.)
- (17) Yellow Trails 12550 Ft. (2.4 Mi.)
- (1) Railroad Trail 915 Ft. (0.2 Mi.)
- Outdoor Paved Paths 7787 Ft. (1.5 Mi.)
- Paved Private Roads 17424 Ft. (3.3 Mi.)

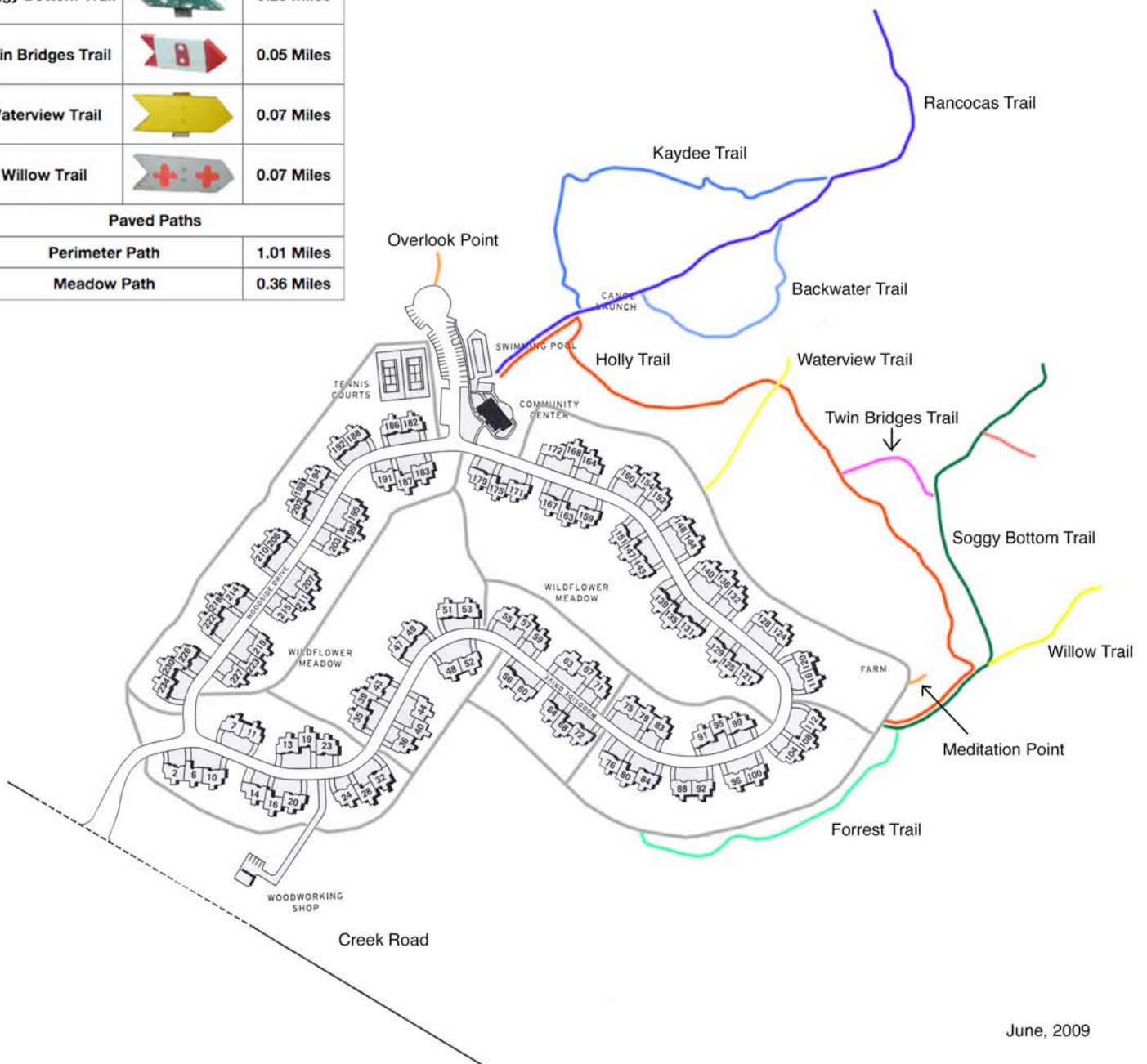
00
0
1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16



Medford Leas
(Medford Campus)

Woodland Trails		
Backwater Trail		0.12 Miles
Forrest Trail		0.15 Miles
Holly Trail		0.38 Miles
KayDee Trail		0.20 Miles
Meditation Point		0.01 Miles
Overlook Point		0.01 Miles
Rancocas Trail		0.29 Miles
Soggy Bottom Trail		0.23 Miles
Twin Bridges Trail		0.05 Miles
Waterview Trail		0.07 Miles
Willow Trail		0.07 Miles
Paved Paths		
Perimeter Path		1.01 Miles
Meadow Path		0.36 Miles

Medford Leas at Lumberton Trails and Activity Paths



Medford Leas
Health Center Referral/Consult Request Form:

Please **DO NOT** complete this form if your appointment is today or tomorrow. See the receptionist at the Health Center, or call 3427 (654-3427) for immediate assistance.

My Name: _____ Today's Date: _____

My Phone: _____ My Address: _____

Dr. Name:	Reason for visit:	Date of Appt.
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

Please check one of the following:

_____ Please mail the consult to me.

_____ I will pick up the consult at the Health Center.
Date I will pick up the consult _____

Please drop this in the consult box above. Thank you.

PET POLICY

New Jersey State Law mandates that domesticated pet ownership in Senior Citizen Housing cannot be prohibited. Recognizing that there are many people who do not enjoy pets the MLRA Board has approved the following Guidelines governing the ownership of pets in full and partial service units. Any current resident that wishes to acquire a pet should consult with Resident Services BEFORE taking any action.

1. It shall be clearly understood that the resident is entirely responsible for the pet, and those residents who live alone will find some person who will be willing and able (on short notice) to be responsible for the animal should the resident, for whatever reason, become temporarily or permanently unable to care for the pet himself or herself. The name of this responsible person shall be registered with management.
2. It is recommended that **all** pets be spayed or neutered.
3. **Dogs and Cats** are to be on a leash at all times, and are not to be tied up outside unless the owner is with them. Pets are not allowed in the swimming pool.
4. Owners are responsible for cleaning up after the pet both around their own patio and when walking on the grounds.
5. Owners are to have a contact with both a local veterinarian and a kennel that can be contacted in an emergency. These names, addresses and phone numbers are to be registered with Medford Leas management, who shall have the authority to take the animal to either place as needed, and the owner shall be responsible for all expenses incurred.
6. Dogs that bark unnecessarily cannot be permitted. However it is recognized that any dog will bark upon provocation, to greet friends and when excited momentarily.
7. Pets must have all necessary inoculations as required by current laws, and be properly licensed. Proof of inoculations

and license must be registered with management. The animal should also have a personal tag of identification.

8. It is hoped that any dog living on the campus would be socially adapted and friendly with residents and staff. As staff members may on occasion have to enter an apartment when the resident is not at home, a dog that feels compelled to “guard” the apartment would be a problem.
9. Any resident who wishes to have a **dog or cat** that is a suitable house pet would be asked to sign a waiver agreeing to the above requirements, and would also agree that if their **dog or cat** became a chronic nuisance to other residents, they would undertake to find a suitable home for the pet. Due consideration would be given to any complaint about behavior before action would be taken.

PET POLICY WAIVER

This waiver is to be signed by any resident bringing a pet to Medford Leas, or any current resident who, after a discussion with Resident Services, wishes to acquire a pet.

I, _____ agree to the following conditions regarding the ownership of a pet at Medford Leas.

1. It is understood that I am entirely responsible for my pet and that I will find someone locally who will be willing and able on short notice to take over the care of the pet should I, for whatever reason, become temporarily or permanently unable to do so myself.

The person who will be responsible in my absence is:

Name:

Address:

Phone #:

2. Is your pet spayed or neutered? Yes _____ No _____
3. I agree to keep my dog or cat in my residence or on a leash at all times, and I will not tie it outside, unless I am also present.
4. I agree to be responsible for cleaning up after my dog or cat both around my own patio and anywhere else on the grounds.
5. I am in contact with a local veterinarian and kennel that may be contacted in an emergency.

Veterinarian's Name:

Address: _____

Vet's Phone #:

Kennel name:

Address: _____

Phone #: _____

6. Prolonged unnecessary barking is not acceptable and I will undertake to curb my dog.
7. My pet has all the necessary inoculations as required by the current laws and is properly licensed. (Please furnish a copy of the license to Resident Services)
8. I have inoculation papers for my pet.
Location:

9. I fully understand that my dog should not feel compelled to "guard" my apartment that the dog should be adaptable to both residents and staff, and that staff members will be able to enter the apartment as required even when I am not present.
10. I understand that, should it be determined that my dog has become a chronic nuisance to other residents; I may have to find another home for it.

11. Name of animal: _____

Breed: _____

Signed _____

Date _____

PIW FORM

The purpose of this form is to encourage residents to Put In Writing (PIW) suggestions for the improvement of life in our community.

My suggestions:

Name _____ Apt. # _____ Date _____

Please give this form to the receptionist.

Thank you,

(FRONT)

RESIDENT ABSENT CARD

NAME _____ APT. _____

WILL BE AWAY FROM _____ TO _____

CAN BE REACHED AT THE FOLLOWING:

PHONE _____

*Please see
other side for
Flex Spending
away options.*

*Please notify
Reception Desk
after returning
to Medford Leas.*

PLEASE HOLD MY MAIL IF AWAY FOR 7 DAYS OR LONGER

SEND MY MONTHLY BILL TO THE ABOVE ADDRESS

(BACK)

GARDEN APARTMENTS ONLY

IF YOU ARE A GARDEN APARTMENT RESIDENT ON THE FLEXIBLE SERVICE DINING DOLLARS PLAN AND ARE PLANNING TO BE AWAY FOR 14 CONSECUTIVE DAYS OR MORE, PLEASE SELECT ONE OF THE TWO FOLLOWING OPTIONS:

- ALLOW MEALS TO ACCUMULATE UP TO A MAXIMUM OF 14 DAYS WORTH
- GIVE ME THE CURRENT AWAY ALLOWANCE (\$5.00/DAY)

WORK ORDER REQUISITION FORM

These forms are kept by your Atrium mailboxes with the other Medford Leas forms. Complete and give to the receptionist. Both copies should be turned in together.

A copy of the form is shown below.

WORK ORDER REQUISITION MEDFORD LEAS

PROBLEM: _____

I understand that any applicable charges for this work, or estimates of the work, not part of regular maintenance responsibility will be billed to me.

Apartment or area: _____ Name: _____

Date: _____ Signature: _____

ACCOUNTING USE ONLY

ACCT. NO.: _____

CODE: _____

AMOUNT: _____

DATE: _____

- TENANT CHARGE
 NORMAL MAINTENANCE

RECORD OF MATERIAL

LABOR RECORD

Qty	Part No.	Description	Price	Amount	Emp. No	Date	Rate	Elapsed Time	Time Clock
									Off
									On
									Off
									On
									Off
									On
									Off
									On
Totals									Totals

COMPLETED BY: _____

FINAL JOB STATUS: _____

Medford Leas Privacy Waiver

Resident Name: _____

Apartment Number: _____

By completing and signing this form, I understand that I am granting to Medford Leas unconditional permission to release the information indicated on this form. Furthermore, I understand that this permission will remain in force until such time as I complete, sign and date the revocation section (below). This form will be available at the Community Center reception desk during normal business hours, should I wish to review or change my instructions.

Please check all applicable boxes for which you grant permission:

I am willing to allow my name to appear on a list of residents that are in hospital or one of the health care units (nursing or personal care/assisted living) at Medford Leas that will appear in the 'Red Book' on display near the resident mail boxes in the Community Center Atrium and in the Lumberton Campus Community Center. If I am on one of the health care units at Medford Leas, the name of the unit and if I am in hospital, the name of the hospital will appear on the list.

I am willing to allow Medford Leas staff to respond to an inquiry (by phone or in person) confirming that if I am on one of the health care units at Medford Leas, the name of the unit and if I am in hospital, the name of the hospital.

THIS FORM MUST BE SIGNED, DATED AND RETURNED TO THE FRONT DESK.

Resident's Signature: _____ Date: _____

DECLINATION

I do not wish to allow any waiver of my rights to privacy as outlined above.

Resident's Signature: _____ Date: _____

Note: Any resident that does not have a form on file at the front desk will be afforded standard confidentiality of this information.

MEDFORD LEAS ROOM RESERVATION FORM

TODAYS DATE: _____ DATE OF MEETING: _____

REOCCURRING MEETING:

WEEKLY Monday Tuesday Wednesday Thursday Friday Saturday Sunday
 MONTHLY Date/Date _____ (example 1st Tuesday)

COMMITTEE/GROUP: _____

START TIME: _____ ENDING TIME: _____

ROOM DESIRED: _____

NUMBER OF PEOPLE EXPECTED: _____

EQUIPMENT NEEDED:

Microphone Portable TV Conference Phone
 Mounted Projector w/Screen Portable Projector VCR or DVD player
 Wireless Internet Projector Screen Needs Assistance

ROOM SET-UP

Card table 6 ft table 8 ft table Round table _____ # of tables needed
 Linens required Chairs _____ # needed

ROOM SET-UP STYLE

Chevron "V" Classroom U-Shape see attached diagram
 Circle of Chairs Conference Other _____

Special Instructions: (if you need signs posted or parking spaces blocked, describe here) _____

CATERING: Yes No

Beverages _____ Appetizers Dessert
 Continental Breakfast Lunch Dinner

Special Instructions:

Name/Contact

Department/Apartment #/Phone

Please turn form into the Front Desk.

If you have any questions or need to CANCEL a reservation, please contact Lisa Minuto x3396

Dining Services Policies for Room Reservations

Welcome to Medford Leas! The Dining Services Department would be happy to provide refreshments and catering for your functions here on campus. Our services range from beverage services to formal and elegant dining.

Here are a few policies and procedures that will facilitate the planning of your function.

General Information

After your function has been booked through the Administrative Office, please contact the Catering Representative in Dining Services at extension 3100 or 3003 or you may stop by the Colonial Dining Room to arrange for catering services.

We ask for at least 2-weeks notice if food and/or beverages are needed for your function. Please also feel free to book your function well in advance- the sooner, the better.

What can or can't I bring to Medford Leas?

Dining Services often gets questions by those using our meeting and party rooms about whether or not food and beverage items can be brought in from the outside and served on our campus.

Only non-perishable items, such as cookies, cakes, chips, pretzels, nuts, candy, etc., are permitted to be brought in from the outside. All other food items and beverages must be ordered through Dining Services.

This policy applies to all meeting and dining areas on campus, except the Linden Room (Lower Level Meeting Room).

Note: Dining Services will not provide set ups or service in the Linden Room for these types of functions.

Exceptions to this policy are made on an individual basis. Please contact Dining Services for more information.

May I serve alcohol?

Alcoholic beverages may be served for Resident functions in the Private Dining Room, Holly Room, and the Lounge. Alcoholic beverages must be purchased by and provided by the resident (BYOB). Dining Services does not provide staff for mixing / bartending services.

At this point in time, outside groups / non-resident groups may not bring or serve alcoholic beverages at functions on our campus.

Please contact Dining Services for more information:

***Catering Representative: 609-654-3100
Main Kitchen Number: 609-654-3003***

REQUEST FOR MEDFORD LEAS CALENDAR NOTICE

JOANNE GREENSPUN, COORDINATOR

PLACE COMPLETED SHEETS IN MAILBOX 128

PLEASE USE A SEPARATE SHEET FOR EACH EVENT.

RESERVE THE ROOM OF THE EVENT by filling out a Room Reservation Form and turning it into the Front Desk or call Lisa Minuto at 654-3396 (This will help to prevent conflicts)

DATE OF EVENT: _____
Month Date Day of Week

TIME OF EVENT: _____
AM
PM

PLACE OF EVENT: _____

TITLE OF EVENT: _____

SPEAKER OR PERFORMER AND IDENTIFICATION: _____

IF A BUS IS INVOLVED: LEAVES _____
AM
PM

DATE SUBMITTED: _____ BY: _____ Phone #: _____

DATE RECEIVED BY COORDINATOR: _____

If there should be any CHANGE in a pre-set date, please provide ANOTHER SHEET NOTING THAT IT IS A CORRECTION.

Coordinator is not responsible for recording any information once it is typed.

A necessary late change will be inserted by the coordinator on the bulletin board calendars.

A last minute cancellation can be made by telephone to the coordinator.

Thank you for your cooperation. Joanne Greenspun128

Directories

- Medford Leas Department Head & Selected Staff
Telephone and E-mail Directory
- Frequently Called Staff & Location Phone Numbers
- MLRA Council & Officers
- Medford Leas at Lumberton Residents Council

**MEDFORD LEAS DEPARTMENT HEADS & SELECTED STAFF
PHONE & E-MAIL DIRECTORY**

ADMINISTRATION

Jeremy Vickers, Chief Executive Officer

Lori Jakelsky Executive Assistant

654-3009 jeremyvickers@medfordleas.net

654-3009 lorijakelsky@medfordleas.net

ACCOUNTING

Susan Kensill

Susan Scheffler

Valerie Wills

Nancy Adams

Judy Brown

Emily Chamberlain

Chief Financial Officer

Accounting Manager

Billing Clerk

Medical Billing Coordinator

Medicare/Billing Coordinator

Accounts Payable Clerk

654-3005 susankensill@medfordleas.net

654-3338 susanscheffler@medfordleas.net

654-3001 valeriewills@medfordleas.net

654-3397 nancyadams@medfordleas.net

654-3002 judybrown@medfordleas.net

654-3030 emilychamberlain@medfordleas.net

INFORMATION TECHNOLOGY

Russell Pepe

Brian Reily

Information Technology Manager

PC Technician

IT Hotline

654-3292 russellpepe@medfordleas.net

654-3340 brianreily@medfordleas.net

654-3018 it@medfordleas.net

PURCHASING SUPPLY COORDINATOR

Mary Calabrese

Purchasing Supply Coordinator

654-3425 marycalabrese@medfordleas.net

HUMAN RESOURCES

Marie Cox

Susan DeJacom

Mark Wick

Director of Human Resources

Human Resources Assistant

Benefits & Payroll Administrator

654-3025 mariecox@medfordleas.net

654-3370 susandejacom@medfordleas.net

654-3309 markwick@medfordleas.net

DEVELOPMENT & COMMUNITY RELATIONS

Jane K. Weston

Director of Development & Community Relations

654-3007 janeweston@medfordleas.net

MARKETING

Annie Mazur

Marianne L. Steely

Margaret Sagett

Katie DeSilva

Director of Marketing

Senior Living Counselor

Senior Living Counselor

Marketing Coordinator

654-3420 anniemazur@medfordleas.net

654-3006 mariannesteely@medfordleas.net

654-3279 margesagett@medfordleas.net

654-3527 katedesilva@medfordleas.net

DINING SERVICES - 654-3003

Jennifer Zdunczyk, Director of Dining Services

Bradley S. Mauger

Christe McGowan

Donna Coonley

Florence Heisler

Executive Chef

Dining Room Manager

Dining Health Services Manager

Administrative Assistant

Dining Reservation Line

Vilma Aldover

Rachael Allen

Nick Bucci

Dining Services Supervisor, Coffee Shop

Dining Room & Catering Coordinator

Dining Service Sup. Sanitation/Receiver

654-3070 jenzdunczyk@medfordleas.net

654-3376 bradmauger@medfordleas.net

654-3398 christemcgowan@medfordleas.net

654-3295 donnacooley@medfordleas.net

654-3379 florenceheisler@medfordleas.net

654-3100

654-3308 vilmaaldover@medfordleas.net

654-3100 rachaelallen@medfordleas.net

654-3137 nickbucci@medfordleas.net

HEALTH SERVICES

HEALTH SERVICES

Lisa Heinkel, BSN, RN, CALA	Director of Health Services	654-3616 lisaheinkel@medfordleas.net
Debbie Lovenduski	Medical Records Coordinator	654-3106 debbielovenduski@medfordleas.net
Lisa Hartman	Registered Dietitian	654-3399 lisahartman@medfordleas.net

NURSING / ASSISTED LIVING

Julie Smith, BSN, RN	Director of Nursing	654-3377 juliesmith@medfordleas.net
Cathy Kissane, RN	Assessment Coordinator	654-3149 cathykissane@medfordleas.net
Cathy Oechsle, RN	Resident Care Mgr. Assisted Living	654-3199 cathyoechsle@medfordleas.net
Michele Jones, RN	Resident Care Mgr. John Woolman	654-3080 michelejones@medfordleas.net
Ashley Grazioli	Resident Care Mgr. John Estaugh	654-3019 ashleygrazioli@medfordleas.net
Joanne Gartenmayer	Admissions Liaison	654-3351 joannegartenmayer@medfordleas.net
Patty Crain	Unit Coordinator, Assisted Living	654-3385 pattycrain@medfordleas.net
Debbie Fisher	Unit Coordinator, John Estaugh	654-3300 debbiefisher@medfordleas.net
Anna Ocasio	Unit Coordinator, John Woolman	654-3600 annaocasio@medfordleas.net
Loretta Homan	Staffing Coordinator	654-3089 lorettahoman@medfordleas.net

REHAB THERAPY

<i>Dexter Hebron</i>	<i>Department Manager</i>	654-3369 dexterhebron@medfordleas.net
	Office Coordinator	654-3069

SOCIAL SERVICES

Cathy Martin	<i>Social Worker</i>	654-3119 cathymartin@medfordleas.net
--------------	----------------------	---

RESIDENT SERVICES

Tammy Gerhart	<i>Director of Resident Services</i>	654-3198 tammygerhart@medfordleas.net
Cathy Malsbury	Scheduling Coordinator/CHHA	653-3327 cathymalsbury@medfordleas.net
	Drivers & Companions	654-3327 hcdrivers@medfordleas.net

ACTIVE LIVING

<i>Gerry Stride</i>	<i>Therapeutic Recreation Director</i>	654-3586 gerrystride@medfordleas.net
Linda Schultz	Therapeutic Recreation Coordinator	654-3574 lindaschultz@medfordleas.net
Marcy Smith	Estaugh Recreation Coordinator	654-3529 marcysmith@medfordleas.net

Ken Roland	Manager of Fitness & Aquatics	654-3312 kenroland@medfordleas.net
Fitness Center		654-3150 fitnessstaff@medfordleas.net
Pool		654-3280
Rick Trandahl	Fitness & Aquatics Instructor	654-3304 ricktrandahl@medfordleas.net
Dana Jones	Fitness & Aquatics Instructor	654-3373 danajones@medfordleas.net
Stephen Porter	Fitness & Aquatics Instructor	654-3328 stephenporter@medfordleas.net
Mark Labajo	Fitness & Aquatics Instructor	654-3310 marklabajo@medfordleas.net

MEDICAL DIRECTOR

HEALTH CENTER

Andrea (Andie) Iannuzzelli, DO	Director of Health Services, Medical Director	654-3427	andieiannuzzelli@medfordleas.net
Janet Rumble, DNP, APN	Nurse Practitioner	654-3427	janetrumble@medfordleas.net
Rebecca Castellanos, DrNP, APN	Nurse Practitioner	654-3427	beckycastellanos@medfordleas.net
Debbie Farley	Office Manager	654-3152	debbiefarley@medfordleas.net
Maryanne Ocasio	Receptionist	654-3427	lindahicks@medfordleas.net maryanneocasio@medfordleas.net

OPTIONS ACCESS CENTER (Outpatient Apartment Care)

Mary Ann Flatley	Director, Residential Health & Wellness	654-3330	maryannflatley@medfordleas.net
Annie Middaugh, RN	Case Manager	654-3039	anniemiddaugh@medfordleas.net
Nurse on Duty		654-3333	
Cathy Malsbury	Scheduling Coordinator/CHHA	654-3327	cathymalsbury@medfordleas.net

PHARMACY

Frank Simmons	Pharmacist	654-3099	franksimmons@medfordleas.net
----------------------	------------	----------	--

OPERATIONS

William D. Murphy, Jr., Director of Operations

Lisa Branagan	Operations Coordinator & Reception Desk Supervisor	654-3160	billmurphy@medfordleas.net
		654-3396	lisabranagan@medfordleas.net
Receptionists	Taryn Ericson, Carmen Smith, Ashley Leitner, Jackie Pacheco, Kim Mattson, Kim Wagner, Sophia Stephen	dial "0"	frontdesk@medfordleas.net

ENVIRONMENTAL SERVICES

Doris Wallace	Environmental Services Manager	654-3249	doriswallace@medfordleas.net
Cheryl Smith	Environmental Services Supervisor		cherylsmith@medfordleas.net

MAINTENANCE / SECURITY / LANDSCAPING

James J. Wolosin, Sr.	Director of Maintenance, Security & Landscaping	654-3299	jimwolosin@medfordleas.net
Bill Conte	Security	Radio	3504 from 12 noon to 10 pm
Bob Costigan	Security	Radio	3504 from 12 noon to 10 pm
Joseph Cavanaugh	Security	Radio	3504 from 10pm to 9 am
James Howard	Security	Radio	3504 from 10pm to 9 am
Maintenance Department	(Voice Mail 3140)	Radio	3504 from 1 pm to 11 pm
Walt George	Electrician	654-3372	waltgeorge@medfordleas.net
Landscaping Voice Mail		654-3102	
Debbie Lux	Landscaping	654-3102	debbielux@medfordleas.net

FREQUENTLY CALLED STAFF & LOCATION PHONE NUMBERS

*(Note: If calling from a non-Medford Campus phone, **Dial “654” plus** the four digit number listed – unless otherwise noted)*

Accounting Department	
Chief Financial Officer	3005
Manager	3338
Billing Clerk	3001
Medical Billing Coordinator	3397
Medicare Billing Coordinator	3002
Accounts Payable	3030
Art Studio	3640
Bank (PNC)	856-489-4135
Brain Gym	3120
Catering Supervisor	3100
Central Supply	3425
Chief Executive Officer	3009
Coffee Shop	3180
Companions	3227
Computer Lab	3569
Dentist	3589
Development & Community Relations	3007
Dietician	3399
Dining Services	
Director	3070
Office	3003 or 3004
Reservation Line	3100
Environmental Services (Housekeeping)	3249
Fiber Arts Studio (Knitting, Sewing, Weaving)	3639
Fitness & Aquatics	
Manager	3312
Fitness Center	3150
Pool	3280
Exercise Studio	3640
Lumberton Fitness Center	261-0943
Gift Shop	3210
Greenhouse (Haddon Bldg.)	3029
Hair & Nail Salon	3110
Health Center	3427
Human Resources - Director	3025
Information Technology	
IT Hotline	3018
Landscaping	
Work Orders via Voice Mail	3102
Laundry Room – Haddon Ground Floor	3618
Library	
Office	3189
Library	3169

Lumberton Community Center	261-0943
Maintenance	
Director	3299
Work Orders via Voice Mail	3140
Marketing	
Director	3420
Senior Living Counselor	3006 or 3279
Marketing Coordinator	3527
Medford Leas Life/MLRA Office	3569
Medford Leas Voice	
Menus (<i>via Recording</i>)	3405 or "7"
Medical Director	3427 or 3152
Medical Records	3106
Nature Center	3170
Nursing & Assisted Living	
Director of Health Services	3616
Director of Nursing	3377
Nurses' Stations	
Estaugh	3200
Haddon – 1 st Floor	3500
Haddon – 2 nd Floor	3502
Haddon – 3 rd Floor	3503
Woolman – 1 st Floor	3600
Operations Division	
Director	3160
Coordinator	3396
OPTIONS	
Director	3330
Case Manager	3039
Scheduling Coordinator	3327
Pharmacy	3099
Podiatrist	3040
Poplar Room (Park Place)	3159
Private Dining Room	3079
Reception Desk	"0" or 654-3000
Rehab Therapy	3069
Resident Services	
Director	3198
Administrative Assistant	3327
Social Worker	3119
Therapeutic Recreation	
Director	3586
Estaugh Recreation	3529
Therapeutic Recreation Staff	3574
Thrift Shop	3289
Workshop (Residents')	
Lumberton Campus	702-0350
Medford Campus	3059

The MLRA COUNCIL & OFFICERS

For the fiscal year 2013 – 2014, the following residents are members and officers:

David Eynon President	judgee29@comcast.net	975-8359
Ruth Gage Vice President	ruthbgpersonal@comcast.net	288-6097
Tom Augenti*	taugenti@medleas.com	3610
Beth Bogie*	bbogie671@gmail.com	3671
Kay Cooley*	kaycooley@medleas.com	3212
Jean Cronin*	c/o MLRA@medleas.com	3057
Elly Elmendorf	bellypark247@gmail.com	3217
Jean Jordan*	jeanleas24@yahoo.com	518-8906
Bob Rosvold*	rdrosvold@gmail.com	267-2996
B.J. Tetlow	tetlowbj@aol.com	3625
George Trought	trought@medleas.com	3045
Sandy Heath Treasurer	heathsandy@aol.com	3689
Helen Vukasin Recording Secretary	vukasih@aol.com	261-3166
Jack Akerboom Corresponding Secretary	jackaker@verizon.net	518-1776

*members in their second year of office.

MEDFORD LEAS AT LUMBERTON RESIDENTS COUNCIL

For the fiscal year 2013-2014, the following residents are members and officers:

Janice Saibel President	jsaibel@comcast.net	261-3510 cell – 609-238-7406
Jim Suplee Vice President	jimtenor@comcast.net	518-6808
Geno Mori Secretary	tandgmori@comcast.net	784-8990
Jane Bartram Treasurer (appointed)	jsbartram@mac.com	267-7783
Barbara Stiles	BarbaraWStiles@gmail.com	265-0761
John Speirs	jerseyjack77@gmail.com	267-2482
Bill Beitel	BeitelSR@gmail.com	702-7408