

Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.

August 31, 2016
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Gervais, Damsky, Dunn, Mastrorocco, Lederman)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of July 27, 2016 Meeting
5. Leisure World Board of Directors Report
6. Treasurer's Report
 - a) CD due from Synchrony Bank on 9/3/16 (\$97,000 @ 1.25%)
 - b) Invoices for Payment -
7. Unfinished Business - Update Reports
 - a) PPD Items
 - 1) Window cleaning
 - 2) Painting exterior and trash doors - Top and Bottom Edges Incomplete - Status
 - 3) Dryer Vent Cleaning - PPD (3/30), \$15,960.00, W/O #87480, Oct. 11th thru Oct. 28th
Oct. 11-12 - Bldg. #88, Oct. 13-14 - Bldg. #89, Oct. 17-18 - Bldg. #90, Oct. 19-20 Bldg. #91,
Oct. 21 & 24 - Bldg. #92, Oct. 25-26 -Bldg. #93, Oct. 27-28 - Bldg. #94, Make Up - Nov 7-8
 - 4) Corner Guards - Have been installed
 - 5) Quote from PPD for painting of front door benches
 - 6) Stair treads at Bldg.#93, Bldg.#94 and Bldg. #88
 - 7) Removal of Pepco logs near Bldg. #91, termites, and drainage problems
 - 8) Termite Inspection - Bldg. #91
 - 9) Engineering study for Brick Inspections, Parking Lot and gutters and downspouts
 - b) McFall Berry Items
 - 1) - Proposal #16193 dated 6/2/16 for \$360.00, Remove 2 Trees #90/91 - Status
 - 2) - Proposal #16192R dated 6/2/16 for \$2,920.00 - (11 Items - Bldgs. # 91, 90-91, 94)
 - 3) - Proposal #16194 dated 6/2/16 for \$325.00 (Bldg. #88, 3-3 gal. & 2-5 gal. Shrubs)
 - c) Overdue Insurance Claims

d) Final Rules Document for website and new owners - completed

e) Two Board position openings - Contact John Gervais (240-669-9092) if interested

8. New Business

a) Holiday Party Maureen McCleary - Dec. 4th - 5:00 P.M. - 9:00 P.M.

b) 2017 Budget - Review for mailing for comments

c) Minutes Of Action Without A Meeting - 8/9/2016

d) ABM - Sigrid Nadeau, 15201 Elkridge Way (93-2C) Bathroom Renovation

e) Weather stripping on outside doors that were painted

f) Tree removal behind Bldg. #88

g) Insurance Claims Process

h) Procedure for PPD Requests

i) "Who Pays List" updating

j) Pet complaint

9. Advisory Committee Reports & Nominations

10. Building Representatives

11. Unit Owners

12. Open Forum

13. Adjournment

14. Next Regular Meeting - September 28, 2016, Sullivan Room, 1:00 p.m.

15. Next Agenda Meeting - September 21, 2016, Sullivan Room, 1:00 p.m.

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.

July 27, 2016

SULLIVAN ROOM – 1:00 P.M.

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room on Wednesday, July 27, 2016 at 1:00 p.m.

Directors Present: John Gervais, President; Larry Damsky, Vice President; John Dunn, Treasurer; Rita Mastrorocco, Secretary; and Richard Lederman, Director.

Management: Tim Coursen, Assistant General Manager; Alicia Drummond, Mutual Assistant.

1. Call to Order – Mr. Gervais called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved as amended. New Business- c. ABM; d. Insurance Claims Procedure; e. Administrative Assistant
3. General Manager’s Report – The General Manager’s Report was presented by Mr. Coursen. It was received, noted and made a part of the record.
4. Approval of Minutes of June 22, 2016 – The minutes of the regular meeting held on June 22, 2016 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky reported that McFall & Berry has been chosen for Snow Removal and Landscaping on a five-year contract. The Budget will be discussed at the August 30, 2016 meeting and additions will be approved at that time. An FEP update was given. He also mentioned that there was an Executive Session following the meeting.
6. Treasurer’s Report – Mr. Dunn distributed copies of the Monthly Treasurer’s Report. The report provided an update on the balance in the Operating Account. There are no delinquencies for this month.

- a. Invoices-Upon motion duly made and seconded, the Board agreed:

To authorize payment to Dorma USA, Inc. in the amount of \$2,275.00 for the preventative maintenance of entrance doors.

Resolution #7, 7/27/2016

To authorize payment to Montgomery County DHCA in the amount of \$1,050.00 for Montgomery County registration fee.

Resolution #8, 7/27/2016

To authorize payment to Palmer Brothers in the amount of \$5,600.00 for stairwell painting in Bldg. 94.

Resolution #9, 7/27/16

To authorize payment to Palmer Brothers in the amount of \$1,760.00 for pulling up carpet, cleaning and priming steps and floor beyond scope of original contract.

Resolution #10, 7/27/16

To authorize payment to Palmer Brothers in the amount of \$2,020.00 for drywall repairs on all three floors in Building 94.

Resolution #11, 7/27/16

To authorize payment to Palmer Brothers in the amount of \$6,266.66 for stripping of wallpaper, prepped and painted wall in Building 94.

Resolution #12, 7/27/16

To authorize payment to McFall & Berry in the amount of \$2,465.00 for landscaping work at Buildings 88-91.

Resolution #13, 7/27/16

To not authorize payment of invoice #87611 dated 7/19/16 to LW Physical Properties for \$5,250.00 for painting of six doors per building. Payment was not authorized because the top and bottom edges of the doors had not been painted as requested.

Resolution #14, 7/27/16

b. CD due from Sonabank on 8/8/16 –

Upon motion duly made and seconded, the Board agreed with 2 opposed:

To approve to renew CD that expires on August 8, 2016 at best rate that the accountant is offered for a one-year term.

Resolution #15, 7/27/16

c. CD due from Synchrony Bank - Mr. Dunn will meet with Fidelity Investments and subsequently will provide a written report on investment options offered, possibly bonds. This item will be revisited at the next meeting.

7. Unfinished Business-

a. Window Cleaning- Ms. Lazar stated that a window in her unit was missed during cleaning services. The company could be asked to clean her window when they return to install Mr. Reeve's damaged screen.

b. Painting Trash & Exterior Doors- Request has been reported. Mr. Lederman will follow-up with Physical Properties.

c. Dryer Vent Cleaning- Mr. Lederman will follow-up with Physical Properties and report an update to the Board.

d. Corner Guards- Mr. Lederman will follow-up with Physical Properties and report an update to the Board.

e. Status of Cleaning of Gutters in All Buildings- Mr. Lederman will follow-up with Physical Properties and will be reported to the Board.

f. Brick, parking area, downspout engineer inspections- Mr. Lederman will follow-up with Physical Properties and report to the Board.

- g. Front door benches- Mr. Lederman will follow-up with Physical Properties and report to the Board.
- h. McFall & Berry – Proposal #16103 – Ms. Howard stated work has been completed.
- i. McFall & Berry – Proposal #16193 – Ms. Howard stated trees (2) stated in proposal have not been removed.
- j. Final Rules Document for website & new owners – Mr. Dunn to make necessary revisions.
- k. Stair problem at Bldg. #93 and Bldg. #94 – Mr. Dunn recommends stair treads be installed in Bldg. #93 and #94 where carpets were removed. At the request of the Bldg. #88 Representative that building was added to the list.

Upon motion duly made and seconded, the Board agreed:

To approve for the Board to ask Physical Properties to help choose stair treads to be installed (one flight) where carpeting was in Buildings 93, 94 and 88.

Resolution #16, 7/27/16

- l. Percentage of Rental Units Report – Mr. Gervais reported that the last rental report submitted to the county stated that there were 36 rental units. Last year's report was 37 rental units.
- m. Board Position Openings- Mr. Gervais stated that no submissions have been received.
- n. Removal of Pepco logs near Bldg. #91- Beth Urban – Mr. Gervais addressed a letter received from Ms. Urban regarding a request to remove Pepco logs near building 91. There may be a possible termite problem due to the sitting logs. Ms. King has been made aware of this request as well as a drainage issue and will be addressed.

Upon motion duly made and seconded, the Board agreed:

To approve for pest control to be contacted for termite inspection in building 91.

Resolution #17, 7/27/16

- o. Overdue Claims – Mr. Gervais stated that there are several unpaid insurance claims. The Board discussed alternatives of how to collect the balances due. A thought for Leisure World to cover the cost for an unpaid claim due to delay in properly informing the owner was discussed. Filing a lien was also considered among the Board.

Upon motion duly made and seconded the Board agreed to forgive payment of insurance claims on list prepared by accounting for units 88-1H, 88-2B and 89-3D and since the LWMC management is unable to produce documentation indicating its timely handling of these matters LWMC should be held accountable for the costs incurred for these claims.

Resolution #18, 7/27/16

8. New Business-

- a. McFall & Berry- Proposal #16192R- The Board received a proposal from McFall& Berry for landscape.

Upon motion duly made, the Board agreed:

To approve proposal # 16192R from McFall & Berry dated 6/2/16 in the amount of \$2900.00.

Resolution #19, 7/27/16

- b. McFall & Berry- Proposal #16194- The Board received a proposal from McFall & Berry for landscape.

Upon motion duly made and seconded, the Board agreed:

To approve proposal #16194 form McFall & Berry dated 6/2/16 in the amount of \$325.00.

Resolution # 20, 7/27/16

- c. ABM- Smith 93-1J – Ms. Smith submitted an ABM to replace 3 windows in her unit. Physical Properties approved the request.

Upon motion duly made and seconded, the Board agreed:

To approve an ABM request from Helen Smith (93-1J) for installation of 3 windows. American Windows & Siding of VA, Inc. will perform service.

Resolution #21, 7/27/2016

- d. Insurance Claims Procedure – Item postponed until next meeting.
- e. Administrative Assistant – Mr. Damsky explained his rationale for the Board to consider the idea of having an onsite property manager. The Board further discussed this concept. Mr. Gervais accepted the suggestion to attend future 3M meetings.
9. Advisory Committee Reports – Reports were presented from the Leisure World Advisory Committee Representatives present at the meeting.
10. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
11. Open Forum – None.
12. Adjournment – The meeting adjourned at 4:35 p.m.

Rita Mastrorocco, Secretary

MINUTES OF AN ACTION WITHOUT A MEETING

MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.

BOARD OF DIRECTORS

AUGUST 9, 2016

The undersigned being all of the Directors of the Council of Unit Owners of Mutual 19B - Condominium of Rossmoor, Inc., hereby consent, pursuant to Section 14 of Article V of the Bylaws of the Corporation, as follows:

1) All actions taken herein are taken by written consent by the Board of Directors of the Corporation without a meeting as authorized by the provisions of Article V, Section 14 of the Bylaws duly adopted by the Corporation.

2) The following Resolutions are hereby adopted:

The Board agreed -


To approve payment of the following invoices:

\$10,362.00 to American Protective Service for fire watch at Building #94 in March 2016; Invoice LW-02-2016 dated 8/4/16.

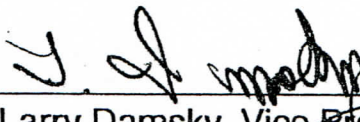
Resolution #19, 8/9/2016

\$2,253.00 to American Protective Service for fire watch at Building #94 in April 2016; Invoice LW-03-2016 dated 8/4/2016.

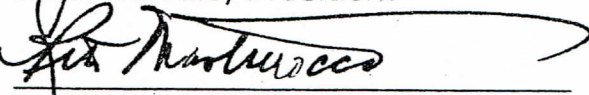
Resolution #20, 8/9/2016



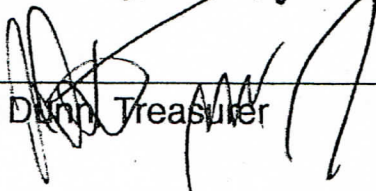
John Gervais, President



Larry Damsky, Vice President



Rita Mastrovocco, Secretary



John Dunn, Treasurer



Richard Lederman, Director

Monthly Treasure's Report
For the Month Ending: July, 2016

Operating Account	
Previous Balance	\$155,913.88
Total Receipts	124,090.32
Total Disbursements	-125,065.86
New Balance	\$154,938.34

1. We enjoyed a budget surplus of \$6,708 In June.
2. Attached please find the Cash Investments report for May 31, 2016
3. We have 5 units delinquent in monthly assessments. As noted last month, one is over 90 days late; however, the Unit owner has passed away and the estate will pay the arrears as soon as funds are released. Of the others one is two months delinquent.

MUTUAL 19B
CASH INVESTMENTS
July 31, 2016

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							154,938.34	154,938.34
ALLOCATED FUNDS:								
MONEY MARKETS								
ACCESS NATIONAL BANK	1.10%			143,454.37	80,022.27	13,186.24		236,662.88
CAPITAL ONE BANK	0.30%			150,487.44	221.80			150,709.24
100003 B OF I FEDERAL BANK	0.80%			242,775.33				242,775.33
100016 CONGRESSIONAL BANK	0.57%			96,777.18	33,204.84	4,505.14		134,487.16
CERTIFICATES OF DEPOSIT								
100011 SONABANK	1.10%	100,000.00	08/08/2016	103,263.15				103,263.15
100010 SYNCHRONY BANK	1.25%	97,000.00	09/03/2016	100,524.12				100,524.12
100014 FIRST INTERNET BANK OF INDIANA	1.00%	150,000.00	11/07/2016	151,735.48				151,735.48
100015 CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000.00	11/13/2016	152,686.02				152,686.02
100012 SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,221.54				51,221.54
100013 SONABANK*	1.00%	100,003.29	07/18/2017	100,003.29				100,003.29
DUE TO FROM:				1,303.50	(299.08)		(1,004.42)	
TOTAL				1,294,231.42	113,149.83	17,691.38	153,933.92	1,679,006.55

*One free withdrawal penalty after the first year

**MUTUAL 19B
BUDGET - 2017**

APPROVAL SIGNATURE: *[Signature]*

DATE: 8/25/16

NUMBER OF UNITS 210
BILLING UNITS 2520
E-RATING 2,071,899

	Acct #	2017 BUDGET	2016 BUDGET	2017 BUDGET vs. 2016 BUDGET	
I. INCOME					
1) ASSESSMENT INCOME	5110	1,282,625	1,268,337	1.13%	14,288
2) INTEREST INCOME (RESERVES)	5111	9,051	8,600	5.24%	451
3) PRIOR YEAR SURPLUS		10,000	15,000	-33.33%	-5,000
TOTAL INCOME		1,301,676	1,291,937	0.75%	9,739
II. OPERATING EXPENSES					
Administrative Expenses					
1) COMMON OWNERSHIP FEE	6112	1,050	630	66.67%	420
2) AUDIT	6115	4,400	4,275	2.92%	125
3) INCOME TAXES	6117	0	0	100.00%	0
4) INSURANCE PROPERTY	6118.1	52,930	48,950	8.13%	3,980
5) INSURANCE/FIDELITY	6118.3	3,070	3,000	2.33%	70
6) PROPERTY MANAGEMENT	6120	11,714	11,714	0.00%	0
Total Administrative Expenses		73,164	68,569	6.70%	4,595
Building Expenses					
1) ELEVATOR CONTRACT	6204	18,113	17,640	2.68%	473
2) ELEVATOR OVERTIME	6204	4,000	7,000	-42.86%	-3,000
3) PEST CONTROL	6209	3,500	3,000	16.67%	500
4) SPRINKLER CONTRACT	6211.5	4,000	4,000	0.00%	0
5) REPAIR SPRINKLER, FIRE ALARM	6211.6	1,000	1,000	0.00%	0
6) FIRE MARSHAL, PERMITS	6211.7	1,000	1,000	0.00%	0
7) FIRE ALARM INSPECTIONS	6211.10	2,000	2,000	0.00%	0
8) GROUNDS/LANDSCAPING	6214	16,000	16,000	0.00%	0
9) ELEVATOR TELEPHONES	6224	2,112	2,112	0.00%	0
Total Building Expenses		51,725	53,752	-23.51%	-2,027
Utility Expenses					
1) ELECTRIC COMMON AREA	6301	35,000	35,000	0.00%	0
2) 2015 OVERCOLLECTED ELECTRIC	6301	-6,495	-11,604	-44.03%	5,109
3) ELECTRIC MASTER	6301	180,000	180,000	0.00%	0
4) 2015 OVERCOLLECTED ELECTRIC	6301	-15,691	-16,948	-7.42%	1,257
5) WATER	6303	125,522	117,310	7.00%	8,212
Total Utility Expenses		318,336	303,758	4.80%	14,578
Other Expenses					
1) ACTIVITIES/PROGRAMS	6401	2,000	2,000	0.00%	0
2) BAD DEBT	6403	2,500	2,500	0.00%	0
Total Other Expenses		4,500	4,500	0.00%	0
TOTAL OPERATING EXPENSES		447,725	430,579	3.98%	17,146

III. COMMUNITY FACILITIES

	Acct #	2017 BUDGET	2016 BUDGET	2017 BUDGET vs. 2016 BUDGET	
1) ADMINISTRATION	7100.10		75,096	-100.00%	-75,096
2) EDUCATION & RECREATION	7100.20		29,686	-100.00%	-29,686
3) CLUB HOUSE II	7100.21		24,595	-100.00%	-24,595
4) LW NEWS	7100.22		-1,462	-100.00%	1,462
5) FOOD SERVICE	7100.25		2,747	-100.00%	-2,747
6) MEDICAL CENTER	7100.30		-6,426	-100.00%	6,426
7) PPD MANAGEMENT	7100.40		1,537	-100.00%	-1,537
8) GROUNDS	7100.41		15,574	-100.00%	-15,574
9) TRASH	7100.43		19,858	-100.00%	-19,858
10) TV	7100.58		74,340	-100.00%	-74,340
11) TRANSPORTATION	7100.60		12,298	-100.00%	-12,298
12) SUPPLEMENTAL TRANSPORTATION	7100.61		7,686	-100.00%	-7,686
13) SECURITY	7100.65		50,148	-100.00%	-50,148
14) STREET LIGHTS	7100.70		6,527	-100.00%	-6,527
15) GOLF COURSE	7100.80		9,828	-100.00%	-9,828
16) PRO SHOP	7100.81		2,192	-100.00%	-2,192
17) COMMUNITY CALL SYSTEM	7100.85		1,336	-100.00%	-1,336
18) SNOW RESERVE	7100.90		2,974	-100.00%	-2,974
19) PROPERTY MAINTENANCE RESERVE	7100.92		55,086	-100.00%	-55,086
20) CONTINGENCY RESERVE	7100.93		1,109	-100.00%	-1,109
21) NEW EQUIPMENT FUND	7100.94		630	-100.00%	-630
22) REPLACEMENT RESERVE	7100.95		15,397	-100.00%	-15,397
23) SALARY ADJUSTMENT	7100.98		6,224	-100.00%	-6,224
TOTAL COMMUNITY FACILITIES		419,580	406,980	3.10%	12,600

IV. MUTUAL OPERATING

1) ADMINISTRATION	7600.10	52,462	51,086	2.69%	1,376
2) GROUNDS	7600.41	51,755	48,150	7.49%	3,605
3) COMMUNITY SERVICES	7600.44	3,679	3,679	0.00%	0
4) JANITORIAL	7600.50	39,123	36,562	7.01%	2,561
5) AFTER HOURS	7600.52	731	731	-0.03%	0
6) SALARY ADJUSTMENT	7600.100	2,570	2,570	0.02%	0
TOTAL MUTUAL OPERATING		150,320	142,778	5.28%	7,542

V. RESERVES

1) REPLACEMENT RESERVE		185,000	193,000	-4.15%	-8,000
2) MAINTENANCE RESERVE		80,000	100,000	-20.00%	-20,000
3) LEGAL/INSURANCE RESERVE		10,000	10,000	0.00%	0
4) RESERVE INTEREST		9,051	8,600	5.24%	451
TOTAL RESERVES		284,051	311,600	-8.84%	-27,549
TOTAL EXPENSES		1,301,676	1,291,937	0.75%	9,739

NET REVENUE (SURPLUS / DEFICIT)		0	0		
PERCENTAGE INCREASE	0.0113				
AVERAGE INCREASE PER UNIT	5.67				

MUTUAL 19B

Planned Capital Expenditures from Replacement Reserve during 2017

Exterior Building Elements:

Wall, Masonry, Inspection and Repair 163,113

Interior Building Elements:

Elevator Cabs 44,558

Building Services Elements:

Elevator, Hydraulic, Pumps and Controls, Phased 65,776

Elevator, Hydraulic, Cylinders, Partial 29,175

Heat Pump and Air Handling Units, Phased 7,638

Life Safety System, Control Panels and
Emergency Devices, Phased 56,758

Property Site Elements:

Asphalt Pavement, Crack Repair, Patch and
Seal Coat 22,534

Reserve study Update with Site Visit 4,300

Total Planned Reserve Expenditures 393,852

Estimated balance at 1/1/17 1,394,855

Add Receipts:

Members' assessments 185,000
Estimated interest income 9,051
194,051

1,588,906

less: 2017 planned expenditures (393,852)

Estimated balance at 12/31/17 1,195,054

Leisure World of Maryland Corp. Mutual 91 Payment Schedule 2017

Model Type	Add-On Code	Number of Add-On Units	Number of Units	Factor	E-Rating	Electric	Water	Common	Comm Fac	Additional Charge 1	Additional Charge 2	Total Carrying Charge	PRIOR CARRYING CHARGE
ELLI		0	36	0.00551603	25060	165.61	49.81	250.39	166.50	0.00	0.00	\$632.31	\$628.71
ELLI		0	48	0.00551603	0	19.80	49.81	250.39	166.50	0.00	0.00	\$486.50	\$480.61
HIGH		0	3	0.00360502	17295	114.30	49.81	163.64	166.50	0.00	0.00	\$494.25	\$488.98
HIGH		0	4	0.00360502	0	19.80	49.81	163.64	166.50	0.00	0.00	\$399.75	\$391.81
WARA		0	6	0.00466711	22174	146.54	49.81	211.85	166.50	0.00	0.00	\$574.70	\$570.33
WARA		0	8	0.00466711	0	19.80	49.81	211.85	166.50	0.00	0.00	\$447.96	\$441.16
WARF		0	45	0.00424837	21158	139.83	49.81	192.84	166.50	0.00	0.00	\$548.98	\$544.22
WARF		0	60	0.00424837	0	19.80	49.81	192.84	166.50	0.00	0.00	\$428.95	\$421.71
BALCONY	EA	16	0	0.00000000	500	3.30	0.00	0.00	0.00	0.00	0.00	\$3.30	\$3.28
BALCONY	EB	37	0	0.00000000	800	5.29	0.00	0.00	0.00	0.00	0.00	\$5.29	\$5.25
SL DOORS	SF	3	0	0.00000000	-600	(3.97)	0.00	0.00	0.00	0.00	0.00	(\$3.97)	(\$3.93)
WINDOWS	WB	1	0	0.00000000	-200	(1.32)	0.00	0.00	0.00	0.00	0.00	(\$1.32)	(\$1.31)
WINDOWS	WG	1	0	0.00000000	-700	(4.63)	0.00	0.00	0.00	0.00	0.00	(\$4.63)	(\$4.59)
WINDOWS	WJ	1	0	0.00000000	-1000	(6.61)	0.00	0.00	0.00	0.00	0.00	(\$6.61)	(\$6.56)
WINDOWS	WL	1	0	0.00000000	-1200	(7.93)	0.00	0.00	0.00	0.00	0.00	(\$7.93)	(\$7.87)
		60	210	1.000000	2071899	16,068.58	10,460.10	45,392.34	34,965.00	0.00	0.00	\$106,886.02	\$105,695.39
Annual CE	\$419,580.00		Annual Water	\$125,521.20		Additional Charge 1	\$0.00	Total Annual Condo fee -		\$1,282,632.24			
Annual Electric	\$192,822.96		Annual Common	\$544,708.08		Additional Charge 2	\$0.00	Total Annual Budget -		\$1,282,632.24			
								Total Annual Prior Condo Fees		\$1,268,344.68			

BMC

GENERAL MANAGER'S REPORT

August 2016

COMMUNITY TOPICS

1. Finances —

Year-to-date, through June 30th, operating expenses are approximately \$97,000 under budget.

There were 56 property transfers in the month of July, generating approximately \$215,000 in contributions.

Financial statements for July will be released the week of August 15th.

2. Budget 2017 —

The complete Budget Workbook is available on the website at lwmc.com.

The August 5th issue of the LW News will include the annual budget explanation.

Management anticipates receiving Budget Workbooks from the printer by Friday, August 5th. Management is targeting Monday, August 8th, for the placing of Budget Workbooks in the library and at both clubhouses for review by any resident.

The Budget & Finance Advisory Committee will review the budget on Monday, August 15th, at 1:30 p.m. in the Montgomery Room, CH I.

The LWCC Board of Directors will take action on the budget on Tuesday, August 30th, at the regularly scheduled meeting.

3. Phone Books

The new telephone books have arrived. During the first week of August, distribution will be coordinated with each respective Mutual. The Mutuals will then distribute them to the residents. After all the Mutual phonebooks have been distributed, extra copies will be made available in the Clubhouses and the Administration Building.

4. Landscape and Snow Removal Contract —

At its meeting on July 26, 2016, the Board took action recommending that management negotiate and finalize a five-year agreement for landscape services and snow removal with McFall & Berry. Term of contract will commence on 1/1/2017 and term on 12/31/2021.

5. Special Meeting Cancellation —

A special meeting of the LWCC Board of Directors that was tentatively scheduled for Thursday, August 18th, at 1:30 p.m. has been cancelled.

LEISURE WORLD OF MARYLAND CORPORATION

1. Personnel Changes

New Hires:

David Estes – Postal Clerk – Post Office
Ellen Solomon – Administrative Assistant/Trust Services - Administration
Juan Bailey – Recycling Driver – Sanitation Department - PPD

Resignations:

Bradley Yohe — Security & Transportation
Kevin Foley – Sanitation/Vehicle Maintenance Dept. – PPD
Marygrace Serra – Administration Assistant/Mutual Services — Administration

Open Positions:

Administrative Assistant/Mutual Services — Administration
Golf Course Attendant
Golf Course Technician II
HVAC Foreman
Security Guard
Special Police Officer
Shuttle Bus Driver

Filled Positions:

Administrative Assistant/Trust Services
Supplemental Transportation Driver