

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

September 27, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrococco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of August 30, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
6. New Business
 - A) McFall Berry Turf Option Program
 - B) Contract with O'C&L
 - C) Proposed Trust Agreement Amendment
 - D) Management and Operating Agreement - 2018
 - E) McFall Berry - Proposals
7. Unfinished Business - Update Reports
 - A) 2018 Budget
 - B) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
 - C) "Who Pays"
 - D) Shampooing Carpets - Status
 - E) PPD Building Maintenance Checklist
 - F) Status of Clay Kenny project - replace gutter at #91
 - G) Resident door paint touch up at Bldg. #90.

H) Advisory Committee Applications due For approval by Board on Oct. 25

I) Window Cleaning Contract - Fix and Return - Lorraine Gibbons Bldg. #89-3F

J) Jeanette Winegard - Condensate drain Bldg. #90-1H

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - October 25, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - Not scheduled for October

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

August 30, 2017

Sullivan Room – 1:00 P.M.

Res#24-#36

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, August 30, 2017 at 1:00 p.m.

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrorocco, Secretary; Janet Lazar, Director; Regina Goldsborough, Director; John Dunn, Treasurer

Absent: Sigrid Nadeau, Director

Management: Melissa Pelaez, Director Mutual Services; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Jude Howard, Kristin Doherty, Charles Middleton, Sid Lazar, Marion Bedell, Pat Ritter, Lawrence Damsky, Ann Kyber, Virginia Austin, Jeanette Winegard

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.
3. General Manager’s Report – The General Manager’s Report was presented by Ms. Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
4. Approval of Minutes of July 26, 2017 – The Minutes of the regular meeting held July 26, 2017 were approved as presented.
5. Treasurer’s Report – Mr. Dunn reported that the Mutual ended the month with a cash balance of \$177,000 and a surplus of \$6,000.
 - A. Invoices for Payment- The invoices presented at the Board Meeting, upon motion duly made and seconded, the Board approved payment of the following invoices:
 - 1) Mutual 19B Board of Directors approved payment to Clay Kenney Invoice # 1057 (Dated 8/8/17) in the amount of \$1,610.00 for:

Building# 90; as per estimated in April during roof inspection repair hump in roof, work in area left front over exit remove shingles as needed repair and replace plywood as needed. Install new shingles in area of plywood replacement.

Building#91; as per estimate in April during inspections remove existing gutter and fascia cap also soffit. Replace rotten fascia reinstall existing soffit. Install new fascia cap. Install existing gutter.

Resolution # 24, 8/30/17

- 2) Mutual 19B Board of Directors approved payment to insurance claim payment of \$329.93 to LWMC; Invoice #1705311, Bldg.# 88-2K (Date of Occurrence 5/31/2017) for water leak from Unit 2-K into master bedroom ceiling of Unit 1K.

Resolution # 25, 8/30/17

- 3) Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner 15300 Beaverbrook Court, Bldg. #88, Unit 2-K for insurance claim Invoice#1705311 (Date of Occurrence 5/31/2017) in the amount of \$329.93 for water leak from Unit2-K into master bedroom ceiling of Unit 1-K.

Resolution# 26, 8/30/17

- B. Authorize Investment of Money Market Account into a CD- After Board discussion, upon duly made and seconded, the Board approved the following:

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. approve the motion to authorize the Accounting Staff to invest \$95,000 of the Congressional Bank money market replacement reserve account into a Certificate of Deposit at First Internet for 36 months.

Resolution# 27, 8/30/17

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. approve the motion to authorize the Accounting Staff to invest the remainder of the amount in the Congressional Bank money market replacement reserve account and an amount from the B of I Federal Bank money market replacement reserve account to obtain a \$100,000 CD from Pacific National Bank at 1.6% for 12 months.

Resolution# 28, 8/30/17

6. New Business-

- A. ABM (Miller #93-2A) & (Rohan #89-2E)- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved ABM submitted from Lois Miller & Ben Hall, at 15201 Elkridge Way, Unit 93-2A, to replace all windows & screens except patio slider. Work performed by American Windows & Siding of Virginia.

Resolution# 29, 8/30/17

Mutual 19B Board of Directors approved ABM submitted from Annette Rohan, at 15310 Beaverbrook Court, Unit 89-2E, to replace one window, bronze aluminum frame, and 2-lite horizontal sliding replacement window. Work performed by Blaine Window Repair Services.

Resoultion#30, 8/30/17

- B. 2018 Budget- Mr. Gervais reported that the budget that is being considered has an average increase per unit of \$11.07, each unit will be adjusted according to bedroom size and type of unit. The Leisure World Community Facilities line item caused \$4.00 of the increase. Other causes of the increase were a \$4,000 increase to the Landscaping line item, Building Maintenance line item increase and increased Operating expense.

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. approve mailing the proposed 2018 Operating Budget for Mutual 19B to the owners for a 30-day review and written comment period.

Resolution # 31, 8/30/17

- C. RFQ-Engineering Services- The Board agreed to reach out to two companies to set up an interview. A formal email will be sent to those companies for an invite to speak with the Board.
- D. Mutual 19B Fire or Emergency Plan and Resident Information- A committee meeting will be set up.
- E. McFall Berry Proposals- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Proposal #T17175-BR (Dated 5/11/17) for the payment of \$2,585.00, removal of debris & fallen limbs from the natural area at bldgs.# 88,90,91. Also to take down & remove 3 Bradford Pear trees & stumps from rear of bldg. Backfill hole with soil then seed disturbed areas at bldg.# 88.

Resolution #32, 8/30/17

Mutual 19B Board of Directors approved the McFall & Berry Proposal# L17181-BR (Dated 8/21/17) for the payment of \$560.00, remove turf on left side of front entrance, till area for a new bed & design along walkway at Bldg.# 91; 15210 Elkridge Way. Also supply & install Buxus microphylla "Winter Gem" Boxwoods (5 gal) into newly created bed on left side of entrance along walkway at Bldg.# 91; 15210 Elkridge Way.

Resolution #33, 8/30/17

Mutual 19B Board of Directors approved the McFall & Berry Proposal# L17418-BR (Dated 8/21/17) for payment of \$891.00, supply & install Red Sunset Maple Tree (2"-2.5" caliper) into the same location where the Bradford Pear Tree was removed from at Bldg.# 88; 15300 Beaverbrook Court.

Resolution #34, 8/30/17

- F. After-Hours Procedures- After Board discussion, upon duly made and seconded, the Board approved the following:

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. approve the Leisure World of Maryland Corporation; After-hours Procedure Policy to remove all wording of "Call Mutual Assistant". The policy was approved with the change.

Resolution# 35, 8/30/17

- G. Malvin Riggins Audit Engagement Letter for 2017- After Board discussion, upon duly made and seconded, the Board approved the following:

Board of Directors for Maryland Mutual 19B; Condominium of Rossmoor, Inc. approve Malvin, Riggins & Company for the 2017 audit services for a fee of \$4,150.00.

Resoultion#36, 8/30/17

- H. “Who Pays List”- Mr. Gervais stated that it will be mailed out to owners when the final draft is approved. The Board reviewed the “Who Pays List” dated August 24, 2017 prepared by the Mutual attorney Corinne Rosen, the Board made a few changes. The revised document will be on the agenda for approval at the September 27th meeting.
- I. Advisory Committee Applications- Mr. Gervais stated that the applications are to be approved by the Board on October 25th.

7. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects- Mr. Lederman stated that the Mutual is in good shape with PPD items and projects.
- B. Shampooing Carpets Status- Roberta will follow up with Scott Segel from Physical Properties Department.
- C. PPD Building Maintenance Checklist- Mr. Gervais stated that the checklist was sent over to Scott Segel for review.
- D. Status of Clay Kenney projects (replace gutter at Bldg.# 91)- Mr. Gervais asked Roberta Carter to tell Clay Kenney to go ahead with repairing damage gutter on building #91 for \$350.00 as approved earlier.
- E. Window Cleaning Contract- Fix and Return (Lorraine Gibbons Bldg.# 89-3F)- Roberta will follow up with E&R Window Cleaning Services.
8. Leisure World Board of Directors Report- Mr. Gervais reported included: (1) LWCC met on Tuesday, August 29, 2017. (2) The Tennis Advisory Committee name was changed to Tennis and Pickleball Advisory Committee. (3) The 2018 Budget was approved. (4) H&H 2.78% per year concrete & asphalt contract extension was not approved. (5) Fitness Center hours were approved; 4:00 a.m. – 9:00 p.m. operational hours. (6) Mutuals will need to consider a Trust Agreement Amendment to allow credit union deposits was discussed. (7) The draft M & O Agreements must be submitted to the Mutuals by October 1st of each year.
9. Advisory Committee Reports –

- A. Community Planning, Security & Transportation- Mr. Damsky report included: (1) Parks and Planning Commission reviewed the changes that was proposed for the new Administration Building and parking lot. 20 spaces will be removed and additional 20 trees will be added. (2) Montgomery County police and fire depart gave presentations of the concerns of the mentally disabled population, informing families to please contact them first before going out on their own to look for their loved ones.
 - B. Restaurant- Ms. Mastrorocco report included: (1) Perrie LLC stated that they always submit the taxes and are also in compliance with state taxes. (2) LWCC are trustees for all buildings. (3) Maryland Clubhouse Services Inc. holds the liquor license. (4) The round top tables will be delivered by the end of October at a cost of \$1,500 each. (5) Terrace Room installation of the vinyl wood grain tiles will be in January 2018. (6) Stein Room has live music on Friday's after 8 p.m. (7) The menus for the Terrace and Stein Rooms were redone by Perrie LLC. (8) Sunday Brunch will continue on the last Sunday of the month until 2018. (9) Tickets for the Octoberfest and New Year's Eve are selling now.
 - C. Education & Recreation- Ms. Lazar report included: (1) Fitness Subcommittee outlined the pros and cons of opening the center at 4:00 a.m. (2) Nicole Gerke stated that the final completion-equipment is being tested and the grand opening date is still Thursday, September 14th and Friday 15th. (3) Current fitness center was recommended to be used for the ping pong tables. (4) Mr. Carr reported that the outdoor pool attendance record is being kept. (5) Current pool contract expires this year with current company. There are currently four different companies with bids.
 - D. Physical Properties Department- Mr. Lazar stated that there are new contracts for services coming up that price increase will range from \$3.35 to \$7.25 per year.
 - E. Health- Mr. Lederman reported on behalf of Mrs. Lederman: (1) The Mental Health Subcommittee will sponsor a program on October 4th; Clubhouse I entitled "Coping with family and relatives as you age". (2) Medstar contract is renewed from January 2018-December 2022. (3) Other possible medical related projects such as; Audiology practice, Massage Therapist, Acupuncturist, Family Nursing Care Agency, and a Medical Equipment Specialist will be utilizing the remaining space, since Medstar will be using 20% less space. (4) The Medical Center will be considering a pilot project of volunteer greeters on Wednesdays from 9:00 a.m. – 2:00 p.m.
 - F. Tennis- Mr. Gervais stated they met on August 2, 2017.
 - G. Landscape- Mrs. Gervais report included: (1) Reports and proposals were reviewed for the work to be done on the trust properties. (2) Five-year tree identity and count is due in November. (3) Montgomery County's ban on lawn pesticides was denied by Judge Terrence McGann. (4) Individual Mutuals are requesting that organic/natural herbicides be used on the lawns of its Mutual.
10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – All reports were noted.

12. Open Forum- None

13. Adjournment- The meeting adjourned at 3:40 p.m.

Next Agenda Meeting- September 20, 2017, Sullivan Room, 1:00 p.m.

Next Regular Meeting- September 27, 2017, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Mutual 19B

Bank of America Operating Account
CASH ACTIVITY REPORT
August 31, 2017

Balance Forward **\$177,961.24**

Total Receipts (See Attached) \$227,303.13

Total Disbursements (See Attached) (\$227,882.07)

Cash Balance **\$177,382.30**

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
08/31/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
106,911	106,911	855,288	855,288	0	INCOME	855,288	0
1,569	754	11,542	6,032	815	Assessments	11,542	5,510
0	0	390	0	0	Interest Income	390	390
10,122	0	61,472	0	10,122	Late Fees	61,472	61,472
(24,486)	(23,671)	(194,874)	(189,368)	(815)	Transfers From Funded Reser	(194,874)	(5,506)
					Transfers To Funded Reserve		
94,116	83,994	733,818	671,952	10,122	TOTAL INCOME	733,818	61,866
					ADMINISTRATIVE EXPENSES		
88	87	700	702	(1)	Common Ownership Fee	700	2
0	0	4,050	4,400	0	Audit	4,050	350
4,378	4,572	34,464	34,658	194	01 Insurance Property	34,464	194
272	256	2,171	2,048	(16)	03 Insurance Fidelity	2,171	(123)
900	976	7,200	7,808	76	Property Mgmt Services	7,200	608
653	0	1,395	0	(653)	Miscellaneous	1,395	(1,395)
6,290	5,891	49,980	49,616	(399)	TOTAL ADMINISTRATIVE EXPENSES	49,980	(364)
					BUILDING EXPENSES		
1,499	1,500	11,995	12,000	1	01 Elevator Contract	11,995	5
45	333	1,160	2,664	288	02 Elevator Overtime	1,160	1,504
103	292	2,874	2,332	189	Pest Control	2,874	(542)
0	333	3,085	2,664	333	05 Sprinkler Contract	3,085	(421)
0	83	0	664	83	06 Repair Sprinkler,F/A	0	664
0	83	363	664	83	07 Fire Marshll, Permit	363	301
0	167	5,407	1,332	167	10 F/A Inspections	5,407	(4,075)
835	1,333	11,459	10,664	498	02 Grounds Landscaping	11,459	(795)
176	176	1,408	1,408	0	Telephone	1,408	0
2,658	4,300	37,753	34,392	1,642	TOTAL BUILDING EXPENSES	37,753	(3,361)
					UTILITY EXPENSES		
2,068	2,100	20,005	23,800	32	98 Electric Com Area	20,005	3,795
0	(390)	0	(4,416)	(390)	96 Electric Pr Yr CA	0	(4,416)
9,093	10,800	109,064	122,400	1,707	99 Electric Master	109,064	13,336
0	(941)	0	(10,670)	(941)	97 Electric Pr Yr MM	0	(10,670)
1,570	13,807	55,580	77,823	12,237	99 Water	55,580	22,243
12,732	25,376	184,649	208,937	12,644	TOTAL UTILITY EXPENSES	184,649	24,288
					OTHER EXPENSES		
0	167	0	1,332	167	01 Activities	0	1,332

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
08/31/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	208	0	1,664	208	1,664	1,664
0	0	634	0	0	0	(634)
0	375	634	2,996	375	2,996	2,362
0	0	7,130	0	0	0	(7,130)
0	0	8,050	0	0	0	(8,050)
347	0	3,932	0	(347)	0	(3,932)
186	0	2,085	0	(186)	0	(2,085)
0	0	947	0	0	0	(947)
0	0	1,090	0	0	0	(1,090)
224	0	2,654	0	(224)	0	(2,654)
9,203	0	31,346	0	(9,203)	0	(31,346)
0	0	3,544	0	0	0	(3,544)
90	0	340	0	(90)	0	(340)
71	0	355	0	(71)	0	(355)
10,122	0	61,472	0	(10,122)	0	(61,472)
31,802	35,942	334,488	295,941	4,140	295,941	(38,547)
TOTAL RESERVE EXPENSES						
TOTAL OPERATING EXPENSES						
COMMUNITY FACILITIES						
6,568	6,384	56,290	51,071	(184)	51,071	(5,219)
2,672	2,564	21,375	20,513	(108)	20,513	(862)
2,041	2,138	17,293	17,102	97	17,102	(191)
(186)	(130)	(371)	(1,042)	56	(1,042)	(671)
186	181	1,484	1,443	(5)	1,443	(41)
(594)	(544)	(4,008)	(4,351)	50	(4,351)	(343)
260	126	1,496	1,008	(134)	1,008	(488)
1,394	1,394	11,157	11,157	0	11,157	0
1,707	1,634	13,248	13,070	(73)	13,070	(178)
6,494	6,510	51,953	52,080	16	52,080	127
1,039	1,044	8,312	8,348	5	8,348	36
4,824	4,954	37,480	39,631	130	39,631	2,151
482	544	4,898	4,351	62	4,351	(547)
1,299	876	7,088	7,004	(83)	7,004	(84)
223	210	1,559	1,680	(13)	1,680	121
111	111	891	892	0	892	1
248	248	1,982	1,982	0	1,982	0
4,685	4,685	37,481	37,481	0	37,481	0
92	92	741	741	0	741	0
116	116	922	922	0	922	0
1,283	1,283	10,265	10,265	0	10,265	0

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
08/31/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY				YTD	YTD	VARIANCE
ACTUAL	BUDGET		VARIANCE		ACTUAL	BUDGET	
0	546	7100	546	98 Salary Adjustment	0	4,368	4,368
34,945	34,966	21	21	TOTAL COMMUNITY FACILITIES	281,535	279,716	(1,819)
4,669	4,372	7600	(297)	MUTUAL OPERATING	40,088	34,974	(5,114)
4,305	4,313	7600	8	10 Administration	34,440	34,503	63
0	0	7600	0	41 Grounds	743	0	(743)
223	307	7600	84	42 Special Projects	2,377	2,451	74
3,236	3,260	7600	24	44 Community Services	25,888	26,083	195
260	61	7600	(199)	50 Janitorial	1,485	487	(998)
0	214	7600	214	52 After Hours	0	1,714	1,714
				100 Salary Adjustment			
12,693	12,527	(166)	(166)	TOTAL MUTUAL OPERATING	105,022	100,212	(4,810)
79,440	83,435	3,995	3,995	TOTAL EXPENSES	721,045	675,869	(45,176)
14,676	559	14,117	14,117	INCOME/DEFICIT	12,773	(3,917)	16,690

MUTUAL 19B
CASH INVESTMENTS
August 31, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							177,382.30	177,382.30
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	1.24%			145,465.22	80,908.06	13,332.17		239,705.45
	B OF I FEDERAL BANK	0.80%			229,359.31				229,359.31
100016	CONGRESSIONAL BANK	0.70%			143,586.89	51,195.23	13,602.21		208,384.33
CERTIFICATES OF DEPOSIT									
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,906.68				51,906.68
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100014	FIRST INTERNET BANK OF INDIANA	1.35%	150,000.00	11/07/2018	152,878.35				152,878.35
100018	SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	154,754.91				154,754.91
100017	EVER BANK	1.60%	100,696.94	10/03/2019	102,168.26				102,168.26
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	100,003.29				100,003.29
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022	EVER BANK	2.00%	104,658.29	08/23/2020	104,658.29				104,658.29
	DUE TO FROM:				2,195.00	(1,841.00)	0.00	(354.00)	
TOTAL					1,464,284.37	130,262.29	26,934.38	177,028.30	1,798,509.34

Mutual 19-B Turf Option Program

*All estimates are based on 8-acres of lawn coverage. These program options only cover turf areas. Beds and hardscapes are not included. Fertilization of lawns are not addressed. We currently use an organic based fertilizer in all lawns.

Option #1- Existing Program:

Continue to utilize the existing contracted program. Standard fertilization, Pre- and Post-Emergent weed control. Two to three applications annually. This program utilizes the least amount of herbicides needed to maintain current lawn conditions. Cost of this program already covered under base contract.

Option #2- Organic Program:

*Apply Preem to all lawn areas once in the mid-spring. Preem is a Pre-emergent for crab grass and other broadleaf weeds. This is a Soy bean based product that contains no herbicide chemicals. Cost \$3,368.00 per application.

*Apply Fiesta to all lawn areas once in the late spring. Fiesta is a Post-Emergent for most broadleaf weeds. This is an Iron based product that contains no herbicide chemicals. Cost \$7,080.00 per full application.

*Apply a second application of Fiesta to all high-profile areas of the Mutual. No backs or field areas will be treated. This is a spot treatment and will cover half of total turf area. Cost \$3,540.00

**This is not a weed free program; organic controls will minimize turf weeds but not eliminate them. Results have shown most lawns have a 15-20% weed population when utilizing organic weed control.

Option #3- No Lawn Care:

*Eliminate the Pre-Emergent and Post -Emergent program from the turf program.

This eliminates the concern on chemicals being applied but will dramatically increase the weeds in the turf. If no products are applied the lawns will be at 30-50% weeds in a 3-year period. Weeds in the beds and sidewalk areas will increase slightly as the population in lawns increase.

GENERAL MANAGER'S REPORT

September 19, 2017

COMMUNITY TOPICS

1. Finances -

In the month of August, net operating expenses were approximately \$32,800 under budget. Year-to-date, operating expenses are approximately \$6,000 over budget.

In August, there were 37 property transfers which contributed \$133,500 in transfer fees.

2. Signal Financial Credit Union—

Operating hours are 9:00 a.m. to 3:00 p.m. Monday – Friday.

3. Management and Operating Agreements - 2018

M/O Agreements are being distributed to Mutuals for review at their September Board meetings.

4. Medical Services—

The Health Advisory Committee has recommended to the Leisure World Community Corporation Board of Directors that the following services be provided:

- Audiology
- Massage therapy
- Durable medical equipment
- Home care-nursing
- Acupuncture

5. New Fitness Center—

Opened on September 14th.

6. Recruitment

New Hires:

None

Departures:

Esteban Zelaya - Sanitation/Recycle Driver – PPD

Open Positions:

AGM – Facilities and Services

Community Patrol Officer – (S&T)

HVAC Foreman - (PPD)

Security Guard – (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Sanitation Helper – (PPD)

Sanitation/Recycle Driver – (PPD)

Filled Positions:

None