

COUNCIL OF UNIT OWNERS OF  
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.  
ANNAPOLIS ROOM - 1:00 P.M.  
TUESDAY, DECEMBER 3, 2019

AGENDA

- |   | <b>Page No.</b> |
|---|-----------------|
| 1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)         |                 |
| 2. Approval of The Agenda   |                 |
| 3. Approval of Minutes October 30, 2019 Meeting   | 1-6             |
| 4. Unit Owners and Residents Open Forum (30 Min.)   |                 |
| 5. General Manager's Report   | 7-8             |
| 6. Treasurer's Report- <b>(Attachment)</b>  | 9               |
| a. Approval of Invoices <b>(Attachment)</b>   | 10              |
| b. CD Activity Approval <b>(Attachment)</b>   | 11              |
| 7. Unfinished Business –  |                 |
| a. Updates Ongoing Projects- Bylaws   |                 |
| 8. New Business/Action Items –  |                 |
| a. Janitorial Request for Elevator Pads   |                 |
| b. Holiday Gifts  |                 |
| 9. Correspondence-  |                 |
| a. PPD Invoice- Ms. Merdinian <b>(Attachment)</b>   | 12              |
| Leisure World Board of Directors and Advisory Committee Reports                               |                 |
| 10. Building Representatives  |                 |
| 11. Next Regular Board Meeting – Wednesday, January 29 <sup>th</sup> at 1:00pm; Sullivan Room |                 |
| 12. Adjournment   |                 |

REGULAR MEETING – BOARD OF DIRECTORS  
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B –  
CONDOMINIUM OF ROSSMOOR, INC.  
SULLIVAN ROOM – 1:00 P.M.  
WEDNESDAY, October 30, 2019

**Res. #71-#101**

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held in the Sullivan Room of the Administration Building on Wednesday, October 30, 2019 at 1:00 p.m.

Directors Present: Jack Dunn, President; Mike Benefiel, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Regina Goldsborough, Director; and Sigrid Nadeau, Director.

Directors Absent: Virginia Austin, Director

Management: Crystal Castillo; Asst. General Manager of Support Services;  
Alexa Cuque, Mutual Assistant.

Visitors: Charles Middleton, Jane Gervais, Maureen McCleary, Dennis Hawkins, Connie Costa, Clayton Lewis, Pauline Tallerico, Meriel & Jim Brewer, Zuli Russi, Mary Harrop, Ellen Lederman.

1. Call to Order – Mr. Dunn called the meeting to order at 1:01 p.m.
2. Approval of the Agenda – The agenda was approved as amended. Additions to Unfinished Business; C) Holiday Party. New Business; H) Poinsettia's Proposal, I) Audit. Correspondence D) Mr. Crumpler Issue.
3. Approval of Minutes of September 25, 2019 – The September 25, 2019 Regular Board meeting minutes were approved as presented.
4. Unit Owners and Residents Open Forum- Reports were presented from the unit owners present at the meeting.
  - Mary Harrop, from unit 89-2H, expressed her concerns with the budget including the increase with Comcast and how the parking lots do not need to be repaved.
  - Charles Middleton, from unit 91-1C, expressed to the Board his concerns regarding the trash room is next to his bedroom wall and the dumpsters hit his bedroom wall, suggested boards to be added to the wall in trash room like in building 92.
  - Meriel Brewer, from unit 88-1A, thanked the Board for approving the dog signs.
  - Pauline Tallerico, from unit 92-1C, also suggested if her building can have dog signs. Ms. Tallerico reported the heavy smoker in the building is still leaving his door open while smoking.
  - Clayton Lewis, from 89-3D, reported Advantage Green has yet to fix the missing brick they misplaced while working in the building.

5. General Manager's Report – The October 2019 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
6. Parking Lot Paving Bids- Special guest Mr. Veirs answered all questions and concerns the Board and visitors had. He suggested the work to be postponed until next Spring or Summer for better job quality due to warm weather. Upon the motions duly made and seconded, the Board agreed to,

Approve the project bid of repaving the parking lots with A.B. Veirs and Sons in the Spring of 2020.

**Resolution #71, 10/30/19**

Based on the proposal received, the Board will initiate a negotiation on the contract with A.B. Veirs and Son.

**Resolution #72, 10/30/19**

Negotiate the contract to include advanced notice so residents can arrange parking elsewhere within the mutual, stripping, paving, and wheel depression where necessary.

**Resolution #73, 10/30/19**

Once the contract has been finalized, the contract must be presented to the Board for a final review and approval.

**Resolution #74, 10/30/19**

7. Treasurer's Report- Mr. Gervais presented the treasurer's report to the Board and all visitors. Upon motion duly made and seconded, the Board agreed to approve payment of the following invoice(s):

**\$1,434.00** ADCO Innovations, Inc. – For air scrubber, air scrubber filter and equipment delivery for repairs to be performed at 15311 Beaverbrook Ct. 90-3B (08/29/19).

**Resolution #75, 10/30/19**

**Insurance Claim:** Upon motion duly made and seconded, the board agreed, To approve payment of the following **insurance claim:**

**\$587.72** Found main condensate line clogged. Work performed by A&A to clear condensate drain at 15310 Beaverbrook Court 89-1H. Date of Occurrence: 06/17/19.

**Resolution #76, 10/30/19**

**Insurance Claim:** Upon motion duly made and seconded, the board agreed, To approve payment of the following **insurance claim:**

**\$1,005.80** Water in a pouch on the kitchen wall. Leak in the ceiling in the furnace/utility room. A&A Restoration completed the water extraction and remediation at 15211 Elkrige Way 94-1D; Date of Occurrence: 09/30/19.

**Resolution #77, 10/30/19**

**Insurance Claim:** Upon motion duly made and seconded, the board agreed,

To approve payment of the following **insurance claim:**

**\$1,254.49** Water leak in the kitchen due to the plastic ice maker line was cracked. A&A Restoration completed the water extraction and remediation at 15310 Beaverbrook Ct. 89-1F; Date of Occurrence: 08/29/19.

**Resolution #78, 10/30/19**

Upon motion duly made and seconded, the board agreed,

To request reimbursement in the amount of \$1,254.49 from unit owner at 15310 Beaverbrook Ct. 89-1D (Bordner) for the service of water clean-up completed by A&A Restoration; Date of Occurrence: 08/29/19.

**Resolution #79, 10/30/19**

- B. **CD Activity Approval-** Mr. Gervais presented the Board with a CD requiring action for Mutual 19B. Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the First Internet Bank CD that matures on 11/07/19 plus any interest earned at the best available rate for the time period up to 36 months.

**Resolution #80, 10/30/19**

- C. **2020 Budget Approval-** Upon motion duly made and seconded, the Board agreed to,

Approve the proposed 2020 budget as mailed to all residents.

**Resolution #81, 10/30/19**

8. **Unfinished Business-**

- A. **Updates Ongoing Projects- Bylaws-** Mr. Gervais updated the Board and visitors on the Bylaws.
- B. **Bench Proposals for Comparison-** The Board discussed the differences in the benches proposed. Upon motion duly made and seconded, with 1 opposition, the Board agreed,

To accept the proposal of replacing the bench at building #88 (15300 Beaverbrook Court) with a Teak bench.

**Resolution #82, 10/30/19**

Upon motion duly made and seconded, with 1 opposition, the Board agreed,

To buy and install one Teak bench each in front of buildings #91 (15210 Elkridge Way) and #92 (15301 Beaverbrook Court) to include a concrete pad and not to exceed the total of \$3,000.00.

**Resolution #83, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To buy and install one Teak bench for building #93 (15201 Elkridge Way).

**Resolution #84, 10/30/19**

- C. Holiday Party- Upon motion duly made and seconded, the Board agreed to,

To authorize the committee to spend the remaining \$1,700.00 in their budget to facilitate the execution of the Mutual's Holiday Party.

**Resolution #85, 10/30/19**

9. New Business/Action Items

- A. Appointment of Building Representative for Building #89- Clayton Lewis- Upon motion duly made and seconded, the Board agreed,

To approve appointment of Clayton Lewis as the Building Representative for building #89 (15310 Beaverbrook Court).

**Resolution #86, 10/30/19**

- B. Fall Gutter Cleaning- Upon motion duly made and seconded, the Board agreed,

To accept PPD to clean the Mutual's gutters as late as the last week in November if possible.

**Resolution #87, 10/30/19**

- C. 2020 M&O and Supplementary Agreement Review- Upon motion duly made and seconded, the Board agreed to,

Approve the standard 2020 Management and Operating Agreement with the total amount of \$168,928.57.

**Resolution #88, 10/30/19**

Upon motion duly made and seconded, the Board agreed to,

Sign the 2020 Supplementary Management & Operating Agreement only accepting work under Item I with the estimated budget of \$6,240.00 annually.

**Resolution #89, 10/30/19**

- D. ABM Approval- #92-1D- Upon motion duly made and seconded, the Board agreed,

To approve Ms. Hood's Application of Building Modification (ABM) to demolish tub and replace a tile shower including a grab bar, seating bench and tile flooring.

**Resolution #90, 10/30/19**

- E. McFall & Berry Proposals- Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's Proposal #T19472ME of \$500.00 to prune limbs of Redwood and Maple tree on the front right and left side of the roof in 15210 Elkridge Way.

**Resolution #91, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To request reimbursement from Pepco for removing tree debris from fallen Ash trees in rear of 15310 Beaverbrook Court. from proposal #T19486AA.

**Resolution #92, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's proposal #T19486AA of \$650.00 to remove the tree debris from fallen Ash trees in rear of 15310 Beaverbrook Court.

**Resolution #93, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's revised proposal #L19473ME of \$40.00 to remove dead Magnolia tree & stump from rear of the building by the a/c unit, then grade the affected area & apply mulch at 15210 Elkridge Way.

**Resolution #94, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's proposal #L19512ME of \$1,689.00 to remove and dispose of Damaged plant ,material then amend soil at left side of building. Supply and install three Juniper 'Wichita Blue' at front of left side of building. Supply and install five Sergeants Juniper at front left side of building and lastly supply and install decorative boulder at front of left side of building. All at 15300 Beaverbrook Court.

**Resolution #95, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's revised proposal #T19470ME of \$2,200.00 to take down and remove declining Pear tree with stump from far-left corner of building 15310 Beaverbrook Court. Backfill hole with soil then seed and apply curlex. Tree= \$800 stump= \$300.00, debris removal= \$200.00. Also, take down and remove adjacent Pear tree. Flush cut the stump. Tree= \$700.00 and stump= \$200.00.

**Resolution #96, 10/30/19**

Upon motion duly made and seconded, the Board agreed,

To accept McFall & Berry's proposal (10/28/19) for Spring flowers 2020 in the amount of \$2,358.00

**Resolution #97, 10/30/19**

F. Poinsettia's- Upon motion duly made and seconded, the Board agreed,

To approve seven, 8' Poinsettia pots for \$1,650.00 for each building in the Mutual.

**Resolution #98, 10/30/19**

- G. Audit- Upon motion duly made and seconded, the Board agreed,

To accept Gross Mendelsohn for the 2019 Audit for the engaging price of \$4,250.00.

**Resolution #99, 10/30/19**

10. Correspondence-

- A. Management of elevator Outages Procedures- Mrs. McCleary- The Board and visitors discussed issues and preventative measures to solve after hour procedure confusions. Upon motion duly made and seconded, the Board agreed,

To authorize Main Gate Security to contact Ronnie from Schindler first during afterhours. If Ronnie is unavailable, then call Schindler directly.

**Resolution #100, 10/30/19**

- B. Delinquency Report Issue- Upon motion duly made and seconded, the Board agreed,

To waive the late fee for a resident at (88-3K) and to authorize the Treasurer to waive future late fees at his discretion.

**Resolution #101, 10/30/19**

- C. Noise Complaint Letter- The Board discussed information on how residents can take actions when a nuisance presents itself.

11. Leisure World Board of Directors and Advisory Committee Reports- No reports at this time.
12. Building Representatives – No reports at this time.
13. Next Regular Board Meeting- Wednesday, December 3<sup>rd</sup>, 2019, Annapolis Room at 1:00 p.m.
14. Adjournment- The meeting adjourned at 4:16p.m.

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Rita Mastrorocco, Secretary

Mutual 19B - December 3, 2019 - Regular Monthly Meeting

Treasurer's Report

Balance Forward - 10/1/19	\$197,249.92
Total Receipts & voided check- Oct	230,126.14
Total Disbursements - October	<u>(248,192.15)</u>
Balance - 10/31/19	\$179,183.91

Net Operating Expenses

Year To Date - 10/31/19	\$ 35,928	Under Budget
Month of October 2019	\$ 3,812	Under Budget

Cash Investments 10/31/19

Replacement Reserve	\$1,683,404.35
Maintenance Reserve	164,269.02
Insurance Deductible Reserve	32,653.71
Other	<u>176,454.69</u>
Total	\$2,056,781.77

Delinquent Report (as of November 16, 2019)

3 accounts have fee charges of \$1,625.00 less than 30 days old  
(\$75 of above amount are for late charges - 30 to 90 days old)  
1 account has fee charges of \$1,170.00 - 30 to 60 days old  
1 account has an insurance claim of \$2,875.43 from July 2, 2019  
1 account owes fees of \$6,053.00 starting from 12/1/18  
Total Delinquent = \$11,723.43

<u>Reserve Expenditures - YTD 10/31/19</u>	<u>To Reserves YTD 10/31/19</u>
Replacement Reserve	\$162,996
Maintenance Reserve	46,579
Insurance/Legal	<u>3,358</u>
Total	\$212,933
	\$264,758



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2019

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
112,342	112,342	0	5110	1,123,420	1,123,420	0
3,220	1,981	1,239	5111	35,340	19,810	15,530
105	0	105	5114	735	0	735
0	0	0	5115	613	0	613
25	0	25	5125	50	0	50
4,879	0	4,879	5200	212,933	0	212,933
(26,161)	(24,923)	(1,238)	5800	(264,758)	(249,230)	(15,528)
94,410	89,400	5,010		1,108,333	894,000	214,333
88	88	1	6112	875	874	(1)
0	0	0	6115	4,250	4,600	350
0	0	0	6117	2,156	0	(2,156)
4,559	4,470	(89)	6118	44,363	44,098	(265)
275	285	11	6118	2,745	2,850	105
906	927	21	6120	9,360	9,270	(90)
0	0	0	6125	25	0	(25)
5,827	5,770	(57)		63,774	61,692	(2,082)
2,800	3,500	700	6202	22,400	35,000	12,600
1,591	1,637	46	6204	15,907	16,002	95
0	333	333	6204	47	3,330	3,283
1,330	111	(1,219)	6204	1,330	1,108	(222)
0	292	292	6209	2,965	2,916	(49)
0	333	333	6211	2,970	3,330	360
0	150	150	6211	3,255	1,500	(1,755)
0	33	33	6211	0	330	330
0	417	417	6211	0	4,166	4,166
108	1,250	1,143	6214	10,565	12,500	1,935
176	182	6	6224	1,760	1,820	60
6,004	8,238	2,234		61,199	82,002	20,803
1,575	1,750	175	6301	28,139	28,000	(139)
0	(334)	(334)	6301	0	(5,343)	(5,343)
6,641	8,750	2,109	6301	119,610	140,000	20,390
0	(999)	(999)	6301	0	(15,976)	(15,976)
9,313	10,227	914	6303	73,022	94,314	21,292

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2019

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
17,530	19,394	1,864	TOTAL UTILITY EXPENSES	220,771	240,995	20,224
0	167	167	OTHER EXPENSES	0	1,666	1,666
0	167	167	01 Activities	2,000	1,670	(330)
0	334	334	Bad Debt	2,000	3,336	1,336
29,361	33,736	4,375	TOTAL OTHER EXPENSES	347,744	388,025	40,281
			TOTAL OPERATING EXPENSES			
0	0	0	RESERVE EXPENSES	23,938	0	(23,938)
0	0	0	01 RR Concrete	36,599	0	(36,599)
0	0	0	11 RR Drainage	93,345	0	(93,345)
0	0	0	20 RR Other	9,114	0	(9,114)
545	0	(545)	35 RR Doors	5,913	0	(5,913)
417	0	(417)	03 MR Electrical	16,488	0	(16,488)
0	0	0	05 MR Plumbing	5,164	0	(5,164)
615	0	(615)	08 MR HVAC	615	0	(615)
0	0	0	09 MR Gutters	3,975	0	(3,975)
1,146	0	(1,146)	10 MR Other	8,691	0	(8,691)
0	0	0	12 MR Building Maint	3,158	0	(3,158)
0	0	0	14 MR Painting	52	0	(52)
0	0	0	20 MR Dryer Vents	1,961	0	(1,961)
562	0	(562)	30 MR Ceiling Repairs	562	0	(562)
1,594	0	(1,594)	35 MR Renovations	3,358	0	(3,358)
4,879	0	(4,879)	01 ILR Insurance/Legal	212,933	0	(212,933)
			TOTAL RESERVE EXPENSES			
7,225	6,781	(444)	COMMUNITY FACILITIES	72,251	67,807	(4,444)
2,969	2,642	(327)	10 Administration	27,758	26,418	(1,340)
2,301	2,167	(134)	20 Education & Recreation	21,635	21,672	37
0	(136)	(136)	21 Club House II	(835)	(1,364)	(529)
148	147	(1)	22 LW News	1,633	1,470	(163)
(334)	(311)	23	25 Food Service	(2,820)	(3,108)	(288)
371	158	(213)	30 Medical Center	3,525	1,574	(1,951)
1,506	1,506	0	40 PPD Management	15,056	15,056	0
1,707	1,728	21	41 Grounds	16,773	17,284	511
7,051	7,050	(1)	43 Trash	70,507	70,496	(11)
1,076	1,073	(3)	58 TV	10,762	10,731	(31)
5,010	5,082	72	60 Transportation	49,912	50,820	908
			65 Security			

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2019

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
594	599	5	5,937	5,984	47
742	922	180	9,982	9,219	(763)
148	130	(18)	1,707	1,302	(405)
26	27	1	260	274	14
248	248	0	2,478	2,478	0
4,683	4,683	0	46,830	46,830	0
374	374	0	3,740	3,740	0
1,283	1,283	0	12,830	12,830	0
0	546	546	0	5,460	5,460
37,128	36,699	(429)	369,921	366,973	(2,948)
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
5,165	4,810	(355)	51,648	48,097	(3,551)
4,666	4,666	0	46,656	46,656	0
0	0	0	223	0	(223)
260	332	72	2,709	3,318	609
3,670	3,670	0	36,700	36,700	0
260	61	(199)	1,410	609	(801)
0	0	0	297	0	(297)
0	0	0	223	0	(223)
0	0	0	186	0	(186)
0	0	0	148	0	(148)
0	0	0	148	0	(148)
0	217	217	0	2,162	2,162
14,020	13,756	(264)	140,348	137,542	(2,806)
TOTAL MUTUAL OPERATING					
85,389	84,191	(1,198)	1,070,946	892,540	(178,406)
9,021	5,209	3,812	37,388	1,460	35,928
INCOME/DEFICIT					

MUTUAL 19B  
CASH INVESTMENTS  
October 31, 2019

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							179,183.91	179,183.91
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
100003	ATLANTIC UNION BANK	2.00%			2,214.30	70,538.88	15,965.18		88,718.36
100028	AXOS BANK	1.48%			205,842.26				205,842.26
	PACIFIC NATIONAL BANK	2.25%			10,370.18	95,323.66	16,688.53		122,382.37
<b>CERTIFICATES OF DEPOSIT</b>									
100014	FIRST INTERNET BANK	2.70%	150,000.00	11/07/2019	154,728.44				154,728.44
100018	SYNCHRONY BANK	2.62%	153,278.59	12/22/2019	160,885.43				160,885.43
100029	SONA BANK	2.80%	53,210.81	02/05/2020	53,210.81				53,210.81
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100031	FVC BANK	2.75%	103,070.06	04/30/2020	104,248.84				104,248.84
100030	EH NATIONAL BANK	2.85%	150,000.00	07/10/2020	150,000.00				150,000.00
100022	TIAA BANK	1.98%	104,658.29	08/23/2020	109,300.04				109,300.04
100026	STATE BANK OF TEXAS	2.50%	150,000.00	09/11/2020	150,000.00				150,000.00
100024	FIRST INTERNET BANK	1.92%	95,000.00	09/18/2020	95,000.00				95,000.00
100027	STATE BANK OF TEXAS	2.20%	100,000.00	10/15/2020	100,000.00				100,000.00
100033	CONGRESSIONAL BANK	2.35%	105,668.10	10/18/2020	105,668.10				105,668.10
100032	REVERE BANK	2.47%	150,000.00	03/13/2021	150,305.04				150,305.04
	DUE TO FROM:				4,322.74	(1,593.52)	0.00	(2,729.22)	
<b>TOTAL</b>					<b>1,683,404.35</b>	<b>164,269.02</b>	<b>32,653.71</b>	<b>176,454.69</b>	<b>2,056,781.77</b>



November 2019

November 19, 2019

# General Manager's Report

## Community Financials

For the period ending October 31, 2019, net operating expenses were \$1,500 over budget.

As of October 31, 2019, year-to-date, net operating expenses are \$73,000 over budget.

In the month of October, there were 41 property transfers which totaled \$177,600 in transfer fees.

## Class-Action Lawsuit Status

The plaintiffs filed a 3rd Amended Complaint on June 20th.

The third-amended complaint filed by the plaintiffs named each individual LWCC Board member as defendants in the lawsuit. In response, the legal counsel representing Leisure World filed a Motion to Dismiss. The judge will hear testimony regarding the Motion to Dismiss on November 26th at 2:30pm.

In association with the third-amended complaint, LW legal counsel filed a Motion for Summary Judgment on October 31st.

## Clubhouse I/ Admin Bldg Site Plan Amendment Update

At the September 24th LWCC Board meeting, the Board approved funding to proceed with an architectural firm to complete the drawings for the permitting phase. The contract was signed the week of November 11th. Bidding on the construction phase is anticipated to take place in summer 2020.

## County Executive Visit—December 9th

Montgomery County Executive, Marc Elrich will be visiting Leisure World on December 9th to discuss the 2020 Montgomery County Budget.

## Upcoming Office Closures:

- **November 28** — Thanksgiving Day
- **December 25** — Christmas Day
- **January 1** — New Year's Day

## MedStar Flu Clinics

Starting September 24th, flu vaccines will be available every Tuesday from 9am—5pm at the LW Medical Center Pharmacy without an appointment.

Should you desire an appointment, flu vaccines are available Mondays, Wednesdays, Thursdays & Fridays. Call 301-598-1005 to schedule an appointment.

## LW Strategic Planning

George Mason University has confirmed responses were received from 2,724 households (300 over a secure on-line survey and the rest by mail) for a response rate of 49.1% of households.

Survey results have been provided and residents are welcome to review them via the residents' website and upcoming issues of the LW News.

Survey results will be utilized to structure discussions within the upcoming focus group sessions. Community Forums are expected to take place in December, by invitation.

## Comcast Installation Update

Comcast representatives continue to serve residents onsite in Clubhouse I (Harbor Room).

Installations began on September 16th in a phased approach. Residents will receive a postcard in the mail with directions to schedule an installation appointment. Phase 5 (Montgomery Mutual) began on November 17th.

## Comcast—Demo Days

Beginning in October and continuing through December, Comcast will host a series of weekly "demo days" to provide residents with hands-on instructions for using their TV's remote control and other features. The Demo Day schedule will be posted in the lobbies of both Clubhouses and the Administration Building. The next demo days are scheduled for December 4th & 5th at the Xfinity Store in Aspen Hill.

## HR Corner

In the month of October, there were 3 new hires and 2 departures.

We have the following open positions:

- Temporary Maintenance Assistant—Greens 20B
- HVAC/Appliance Technician
- Sanitation Helper
- Service Plumber
- Social Worker