

COUNCIL OF UNIT OWNERS OF
MUTUAL 19B - CONDOMINIUM OF ROSSMOOR, INC.
ZOOM CONFERENCE -
WEDNESDAY, OCTOBER 28, 2020

AGENDA

1. Call to Order (Dunn, Benefiel, Mastrorocco, Gervais, Goldsborough, Austin, Nadeau)
2. Approval of The Agenda
3. Approval of Minutes September 30, 2020 Meeting
4. Unit Owners and Residents Open Forum (30 Min.)
5. General Manager's Report
6. Treasurer's Report- **(Attachment)**
 - a. Approval of Invoices **(Attachment)**
7. Unfinished Business –
 - a. Update on Bicycle Racks in Mutual
 - b. Engineering of the Sidewalk between Bldgs. #91 & #92-
8. New Business/Action Items –
 - a. Trip Hazard- Building #92
 - b. Building Face Plates Proposal
 - c. Approval of Advisory Committee Applications **(Attachment)**
 - d. Vote to Hold a Closed Session After Adjournment- Legal Matter
 - e. McFall & Berry Proposal L20514MA- **(Attachment)**
9. Correspondence–
 - a. Outside Vent Inspection Request- Ms. Gomes **(Attachment)**
 - b. Balcony Repair- Ms. Dale **(Attachment)**
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives
12. Next Regular Board Meeting – Wednesday- November 25th, 2020; 1PM- Zoom
13. Adjournment
14. Closed Session- Legal Matter **(Attachment)**

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

Zoom Conference – 1:00 P.M.

WEDNESDAY, September 30, 2020

Res. #171-#189

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held via Zoom conference call on Wednesday, September 30, 2020 at 1:00 p.m.

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

Directors Absent: Virginia Austin, Director

Management: Crystal Castillo, Asst. General Manager of Support Services; Alexa Cuque, Mutual Assistant; Mike Angeles, McFall & Berry Representative.

Visitors: Jane Gervais, Clayton Lewis, Teresa Mongelli, Joann Fredenburg-Grant, Ann Berman, Janet Lazar, Carole Chamberlain, Dennis Hawkins, Mary Rossi, Lisa Sordi, Marion Bedell, Bernice Abner, and Arsenetta Hawthorne.

1. Call to Order – Mr. Dunn called the meeting to order at 1:03 p.m.
2. Approval of the Agenda – The agenda was approved as amended with addition to 7. B) Engineer Proposal and 8. K) Camera Monitoring.
3. Approval of Minutes of August 26, 2020 – The August 26, 2020 Regular Board meeting minutes were approved as presented.
4. Unit Owners and Residents Open Forum- Reports were presented from the unit owners at the meeting:
 - Janet Lazar, from 90-1B, inquired about the stair lift project. Mr. Dunn explained to her that more research will be done in order to proceed with this project.
 - Carole Chamberlain, from 88-3J, reported a noise nuisance regarding a barking dog all day and night in her building. Mr. Dunn stated he will write the owner of the dog a letter and if further action is needed, the Mutual lawyer will be contacted.
 - Lisa Sordi, from 88-2K, also reported more information on how the owner of the dog allows the dog to defecate in hallway carpet.
 - Clayton Lewis, from 89-3D, reported the trash door being damaged.

5. General Manager's Report – The August 2020 General Manager's Report was presented by Mrs. Castillo. All questions and comments were responded to by Mrs. Castillo.
6. 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 the Treasurer's report as presented.

Resolution #171, 09/30/2020

- A. Approval of Invoices- Upon motion duly made and seconded, the Board agreed,

To approve payment of the following Invoice (s):

\$670.00 Metro Elevator Inspection Services (Invoice# 082820A)- Elevator Inspection fee for Buildings 91,93 and 94. Date of Occurrence: 08/28/2020.

Resolution #172, 09/30/2020

\$860.00 Metro Elevator Inspection Services- (Invoice #082720A)- Elevator inspection fee for buildings 88,89,90 and 92. Date of Occurrence: 08/27/2020.

Resolution #173, 09/30/2020

\$1,084.48 LWMC (Invoice #178861)- For paint touch up and repairs to building 92 for nail pops on 3rd floor in the ceiling. Date of occurrence: 07/24/2020.

Resolution #174, 09/30/2020

\$1,329.32 LWMC (Invoice #178520)- For the painting of the fire door at building 94. Scraped paint off, sanded the door, primed, and applied two coats of paint. Date of occurrence: 07/17/2020.

Resolution #175, 09/30/2020

\$1,360.00 McFall & Berry (Invoice #IN207364)- For the proposal approved to install Delaware Valley White Azaleas, Green Mountain Boxwoods around building 91 and to remove 2 Azaleas from center rear of the building. Date of occurrence: 08/28/2020.

Resolution #176, 09/30/2020

\$2,275.00 Dormakaba (Invoice #566785)- For the Annual maintenance billing for service through 07/01/2020-06/30/2021 for the automatic doors in all seven buildings. Date of Occurrence: 07/09/2020.

Resolution #177, 09/30/2020

\$9,532.00 R.V. Carey's (Invoice #SD9397)- For removing all cast-iron pipe that was exposed due to blockage consistently and pipe from multiple spots of

damaged/open pipes from cracking or pieces missing at 15201 Elkridge Way. Date of Occurrence: 09/21/2020.

Resolution #178, 09/30/2020

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

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

\$659.98 **A&A Restoration-** For the clean-up at 15201 Elkridge Way from a leak in the common hallway ceiling near unit 93-2D. Date of occurrence: 09/08/2020.

Resolution #179, 09/30/2020

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

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

\$4,466.94 **A&A Restoration-** For the clean-up at 15311 Beaverbrook Court from the guest bathroom toilet leaking and clogged. Water damage clean-up, carpet installed in 1D and removed/installed vanity in 2D. Date of occurrence: 09/04/2020.

Resolution #180, 09/30/2020

Upon motion duly made and seconded, the board agreed,

To request reimbursement in the amount of \$4,466.94 from unit owner at 15311 Beaverbrook Ct. 90-3D (Gallas) for the service of water clean-up completed by A&A Restoration; Date of Occurrence: 09/04/2020.

Resolution #181, 09/30/2020

B. **McFall & Berry Proposal L20413MA-** Mr. Mike Angles presented the proposal for early spring that provides two applications of preem to all lawn areas in the Mutual. This product will provide a natural crab grass pre-emergent. The Board agreed to further discuss the proposal next month.

C. **CD Activity-** Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the State Bank of Texas CD that matures on October 15,2020 plus any interest earned at the best available rate for 36 months.

Resolution #182, 09/30/2020

Upon motion duly made and seconded, the Board agreed,

To authorize the Leisure World Accounting Staff to invest the entire proceeds of the Congressional Bank CD that matures on October 18, 2020 plus any interest earned at the best available rate for 12 months.

Resolution #183, 09/30/2020

7. **Unfinished Business-**

A. **Bicycle Racks in Mutual Proposal-** After the Board's discussion, the proposal will be deferred until next month to obtain another proposal.

B. **ABM- Mongeli-** Upon motion duly made and seconded, the Board agreed,

To approve the ABM form submitted by Ms. Mongeli's to enclose the patio at 93-1E.

Resolution #184, 09/30/2020

C. **ABM- Berman-** Upon motion duly made and seconded, the Board agreed,

To approve the ABM form submitted by Ms. Berman to remove and dispose of existing windows. Installing four MI model 1685 slides. Exterior color is bronze and interior color is white at 93-2B.

Resolution #185, 09/30/2020

D. **Engineer Proposal for Sidewalk-** Mr. Dunn received a proposal from O'Connor & Lawrence quoted at \$3,550.00 for the design. Mike Viers informed the Board that the construction might be around \$12,000.00. Upon motion duly made, the Board agreed,

To approve and authorize expenditure of \$3,550.00 from O'Connor & Lawrence to draw up the design for the connection between the two parking lots and sidewalks.

Resolution #186, 09/30/2020

8. **New Business/Action Items**

A. **2021 Proposed Budget –** Upon motion duly made and seconded, the Board agreed,

To approve the drafted budget with the adjustment discussed and to be sent out to the residents for any revisions within a 30-day period before finalizing the 2021 budget.

Resolution #187, 09/30/2020

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

To approve the following proposals from McFall & Berry:

proposal. T20435AA for \$5,750.00 to remove trees in bldgs. 89,90,93 and 94 as outlined in the

T20362AA for \$475.00 to remove a fallen tree in the rear of bldg. 89.

Fall Flower Proposal for \$1,559.25 as outline in the proposal.

L20436ME for \$480.00 to supply daffodil bulbs in bldgs. 91 and 93.

L20381ME for \$989.00 to install ¼ ton of river stones & 18sq' of landscape fabric at the left of bldg. 88. Also, for removing a declining shrub from rear of bldg. 94.

Resolution #188, 09/30/2020

9. Leisure World Board of Directors and Advisory Committee Reports-

- A. Memorandum- Mrs. McCleary- Upon motion duly made and seconded, the Board agreed,

To accept Mrs. McCleary's proposal to have two social parties next year and to obtain 2020's party budget to be carried to next year's budget.

Resolution #189, 09/30/2020

- B. Restaurant Committee- No meeting, no report.
- C. Landscaping Committee- Mrs. Gervais reported that a picnic table has been added as well as some tables. Also, there was a five year count off all trees in the trust properties.
- D. PPD Committee- Mr. Dunn reported that PPD is not doing well financially due to COVID hardships.
- E. E&R Committee- Ms. Goldsborough and Mr. Benefiel reported that the indoor pool is now operating by reservations. Classes to begin soon, to join you will have to call and be placed on a list.
10. Building Representatives – Reports were presented from the Building Representatives at the meeting.
11. Next Regular Board Meeting – Wednesday, October 28th, 2020 at 2:00 p.m.- via Zoom
12. Adjournment – The meeting adjourned at 3:33 p.m.

Rita Mastrorocco, Secretary

Mutual 19B - October 28, 2020 - Regular Monthly Meeting (Zoom)

Treasurer's Report

Balance Forward - 9/1/20	\$ 118,866.13
Total Receipts - September	279,195.28
Total Disbursements - September	<u>(278,679.06)</u>
Balance - 9/30/20	\$ 119,282.35

Net Operating Expenses

Year To Date - 9/30/20	\$ 6,933	Under Budget
Month of August - 2020	\$ 6,816	Under Budget

<u>Cash Investments</u>	<u>9/30/20</u>	<u>1/1/20</u>
Replacement Reserve	\$1,648,402.72	\$1,720,144
Maintenance Reserve	193,117.33	164,647
Insurance Deductible Reserve	22,521.27	33,337
Other	<u>193,296.89</u>	<u>164,623</u>
Total	\$2,057,338.21	\$2,082,751

Delinquent Report (as of October 16, 2020)

6 accounts have late fees and assessment charges of \$1,896.00
(\$114 of above amount are from 3 accounts with fees over 30 days old)
1 account has fee charges of \$8,736.00 - from 10/1/19
1 account has lien filing and lawyer fees due of \$829.00 from 3/31/20
1 account owes fees of \$11,554.00 starting from 12/1/18
Total Delinquent = \$23,015.00

<u>Reserve Expenditures - YTD 9/30/20</u>	<u>To Reserves YTD 9/30/20</u>
Replacement Reserve	\$ 235,581
Maintenance Reserve	24,334
Insurance/Legal	<u>9,870</u>
Total	\$ 269,785
	\$220,699

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	BUDGET	VARIANCE
118,551	118,551	1,066,959	1,066,959	1,066,959	0
2,223	2,814	27,302	25,326	25,326	1,976
90	0	750	0	0	750
21,810	0	269,785	0	0	269,785
(23,714)	(24,314)	(220,699)	(218,820)	(218,820)	(1,879)
118,960	97,051	1,144,097	873,465	873,465	270,632
INCOME					
88	88	788	792	792	5
0	0	4,250	4,250	4,250	0
1,730	175	5,190	1,575	1,575	(3,615)
4,468	4,686	40,845	41,286	41,286	441
260	275	2,356	2,475	2,475	119
520	933	4,680	8,397	8,397	3,717
0	0	270	0	0	(270)
350	0	1,787	0	0	(1,787)
7,415	6,157	60,165	58,775	58,775	(1,390)
ADMINISTRATIVE EXPENSES					
Common Ownership Fee					
Audit					
Income Taxes					
01 Insurance Property					
03 Insurance Fidelity					
Property Mgmt Services					
Miscellaneous					
Interpreter					
TOTAL ADMINISTRATIVE EXPENSES					
3,116	2,500	24,927	22,500	22,500	(2,427)
1,591	1,638	14,316	14,366	14,366	50
0	167	3,287	1,503	1,503	(1,784)
1,530	111	1,530	999	999	(531)
0	292	771	2,628	2,628	1,857
0	333	1,817	2,997	2,997	1,180
0	250	3,199	2,250	2,250	(949)
0	33	0	297	297	297
0	480	6,940	4,320	4,320	(2,620)
3,092	1,167	14,091	10,503	10,503	(3,588)
181	182	1,629	1,638	1,638	9
9,509	7,153	72,506	64,001	64,001	(8,505)
BUILDING EXPENSES					
06 General Maintenance					
01 Elevator Contract					
02 Elevator Overtime					
03 Elevator Inspections					
Pest Control					
05 Sprinkler Contract					
06 Repair Sprinkler,F/A					
07 Fire Marshall, Permit					
10 F/A Inspections					
02 Grounds Landscaping					
Telephone					
TOTAL BUILDING EXPENSES					
1,527	2,520	22,985	27,000	27,000	4,015
0	316	0	2,844	2,844	2,844
6,902	11,372	108,939	121,842	121,842	12,903
0	(81)	0	(729)	(729)	(729)
9,807	15,777	82,758	97,289	97,289	14,531
UTILITY EXPENSES					
98 Electric Com Area					
96 Electric Pr Yr CA					
99 Electric Master					
97 Electric Pr Yr MM					
99 Water					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
18,236	29,904	11,668	214,682	248,246	33,564
0	167	167	122	1,503	1,381
340	167	(173)	2,720	1,503	(1,217)
340	334	(6)	2,842	3,006	164
35,500	43,548	8,048	350,196	374,028	23,832
0	0	0	223,725	0	(223,725)
0	0	0	2,324	0	(2,324)
9,532	0	(9,532)	9,532	0	(9,532)
2,380	0	(2,380)	5,030	0	(5,030)
1,430	0	(1,430)	2,766	0	(2,766)
683	0	(683)	1,115	0	(1,115)
237	0	(237)	237	0	(237)
513	0	(513)	2,604	0	(2,604)
2,696	0	(2,696)	8,135	0	(8,135)
2,414	0	(2,414)	2,414	0	(2,414)
47	0	(47)	816	0	(816)
1,218	0	(1,218)	1,218	0	(1,218)
660	0	(660)	9,870	0	(9,870)
21,810	0	(21,810)	269,785	0	(269,785)
7,335	7,094	(241)	66,668	63,842	(2,826)
2,598	2,715	117	23,935	24,439	504
1,855	2,226	371	19,000	20,034	1,034
0	(170)	(170)	482	(1,531)	(2,013)
148	143	(5)	1,336	1,285	(51)
37	(158)	(195)	(594)	(1,416)	(822)
557	300	(257)	7,978	2,704	(5,274)
1,552	1,552	0	13,967	13,967	0
1,893	1,745	(148)	16,142	15,706	(436)
12,283	12,306	23	110,548	110,754	206
1,187	1,079	(108)	10,131	9,716	(415)
5,566	5,300	(266)	46,683	47,705	1,022
520	577	51	5,195	5,141	(54)
742	951	209	8,721	8,563	(158)
167	151	(16)	2,394	1,361	(1,033)
TOTAL UTILITY EXPENSES					
OTHER EXPENSES					
01 Activities 6401 6401					
Bad Debt 6403 6403					
TOTAL OTHER EXPENSES					
TOTAL OPERATING EXPENSES					
RESERVE EXPENSES					
01 RR Concrete 6900 6900					
06 RR Elevator 6900 6900					
12 RR Plumbing 6900 6900					
03 MR Electrical 6900 6900					
05 MR Plumbing 6900 6900					
08 MR HVAC 6900 6900					
09 MR Gutters 6900 6900					
10 MR Other 6900 6900					
12 MR Building Maint 6900 6900					
14 MR Painting 6900 6900					
21 MR Elevators 6900 6900					
28 MR Siding Repairs 6900 6900					
01 ILR Insurance/Legal 6900 6900					
TOTAL RESERVE EXPENSES					
COMMUNITY FACILITIES					
10 Administration 7100 7100					
20 Education & Recreation 7100 7100					
21 Club House II 7100 7100					
22 LW News 7100 7100					
25 Food Service 7100 7100					
30 Medical Center 7100 7100					
40 PPD Management 7100 7100					
41 Grounds 7100 7100					
43 Trash 7100 7100					
58 TV 7100 7100					
60 Transportation 7100 7100					
65 Security 7100 7100					
70 Street Lights 7100 7100					
80 Golf Course 7100 7100					
81 Pro Shop 7100 7100					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
09/30/2020

3701 Rossmoor Blvd.
 Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
26	27	1	234	247	13
248	248	0	2,230	2,230	0
4,683	4,683	0	42,147	42,147	0
130	130	0	1,172	1,172	0
1,283	1,283	0	11,548	11,548	0
0	624	624	0	5,612	5,612
38	38	0	340	340	0
<u>42,848</u>	<u>42,838</u>	<u>(10)</u>	<u>390,258</u>	<u>385,566</u>	<u>(4,692)</u>
TOTAL COMMUNITY FACILITIES					
MUTUAL OPERATING					
5,246	4,884	(362)	47,687	43,953	(3,734)
4,806	4,806	0	43,249	43,249	0
223	0	(223)	2,561	0	(2,561)
186	277	91	1,893	2,491	598
3,817	3,817	0	34,358	34,358	0
223	63	(160)	1,948	564	(1,384)
371	0	(371)	2,635	0	(2,635)
148	0	(148)	1,559	0	(1,559)
0	0	0	742	0	(742)
371	0	(371)	1,930	0	(1,930)
0	0	0	1,113	0	(1,113)
0	223	223	0	2,004	2,004
<u>15,391</u>	<u>14,070</u>	<u>(1,321)</u>	<u>139,674</u>	<u>126,619</u>	<u>(13,055)</u>
TOTAL MUTUAL OPERATING					
<u>115,549</u>	<u>100,456</u>	<u>(15,093)</u>	<u>1,149,912</u>	<u>886,213</u>	<u>(263,699)</u>
<u>3,411</u>	<u>(3,405)</u>	<u>6,816</u>	<u>(5,815)</u>	<u>(12,748)</u>	<u>6,933</u>
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
September 30, 2020

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							119,382.35	119,382.35
MONEY MARKET								
ATLANTIC UNION BANK	0.20%						60,100.00	60,100.00
ALLOCATED FUNDS:								
MONEY MARKETS								
ATLANTIC UNION BANK	0.20%			0.00	60,893.60	5,395.60		66,289.20
AXOS BANK	0.40%			76,934.46	5,668.62	417.90		83,020.98
PACIFIC NATIONAL BANK	0.90%			99,991.83	131,203.49	17,367.73		248,563.05
CERTIFICATES OF DEPOSIT								
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	107,944.12				107,944.12
100018 SYNCHRONY BANK	2.00%	153,278.59	12/22/2020	164,365.80				164,365.80
100032 SANDY SPRING BANK	2.47%	150,000.00	03/13/2021	153,764.20				153,764.20
100039 CAPITAL BANK	0.85%	150,000.00	09/24/2021	150,000.00				150,000.00
100014 FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021	154,728.44				154,728.44
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022	106,477.60				106,477.60
100037 BANK OZK	0.99%	155,357.73	07/17/2022	155,357.73				155,357.73
100024 FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	53,874.74				53,874.74
100035 CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023	127,308.17				127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023	111,161.83				111,161.83
DUE TO FROM:								
				(8,506.20)	(4,648.38)	(659.96)	13,814.54	
TOTAL				1,648,402.72	193,117.33	22,521.27	193,296.89	2,057,338.21



General Manager's Report

October 2020

October 8, 2020

Community Financials

Financial statements for the period ending September 30, 2020 will be published the week of 10/12.

As of August 31, 2020, year-to-date net operating expenses were \$526,400 over budget.

Property Transfers

In the month of September, there were 42 property transfers which totaled \$180,700 in transfer fees.

Clubhouse I/ Admin Bldg. Site Plan Amendment Update

The construction bid package was released on 8/7 to contractors bidding on the new Administration Building and Clubhouse I Renovation project. Bids were received on 9/21 and a meeting with the bidders was held on 10/1. The LWCC Board is expected to award the contract in October.

LW Advisory Committee Applications

The application to serve on LW Advisory Committees is available on the residents website! Applications are due to Management by 11/6.

Flu Immunization Opportunities

MedStar is offering 3 opportunities for flu vaccines. All 3 require a phone appointment by calling the Medical Center at (301) 598-1005.

Indoor: Clubhouse I from 8am to 4pm on Thursdays.

Outdoor (Drive-thru): Clubhouse II from 8am to 4pm on Tuesdays. Limited to 2 persons per vehicle.

Medical Center Pharmacy: As in prior years, you can set up a personalized appointment.

Ballot Box: General Election

Leisure World now has a ballot box installed outside of Clubhouse I. The box was installed on 9/24. The box is monitored 24/7 to ensure the contents remain untampered with. The Maryland Board of Elections collects the contents of the ballot box a few times each day.

Upcoming Office Closures:

- Oct 12—
Columbus Day

HR Corner

In the month of September, there was 1 new hire and 1 termination.

LWMC has the following open positions:

- Administrative Assistant — Overlook
- Appliance Mechanic — PPD
- Grounds Assistant — PPD
- Security Guard — Security
- Plumbing Department (1 Foreman position & 2 Service Plumber positions) — PPD
- Supplemental Transportation Driver

