



AGENDA

Members will have an opportunity to comment on agenda items on which an action will be taken with a five-minute Unit Owner and Residents Open Forum Session

- | | Page No. |
|--|----------|
| 1. Call to Order (Benefiel, Dunn, Gervais, Mastrorocco, Goldsborough, Lewis, Barr) | |
| 2. Approval of the Agenda | |
| 3. General Manager's Report | |
| 4. Approval of Minutes – October 27th, 2021, Board Meeting Minutes (Attachment) | 1-7 |
| 5. Unit Owners and Residents Open Forum | |
| 6. Treasurer's Report (Attachments) | 8 |
| a. Invoice Approvals(attachment) | 9-11 |
| b. Insurance Claim for Bernice Abner | |
| 7. Unfinished Business – | |
| a. Budget for 2022 | |
| b. Status of Rebuilding Building #91 | |
| c. Bylaw Amendment Update | |
| d. Elevator Replacement Plan | |
| e. E&R Services-Windows cleaning complains | |
| 8. New Business – | |
| a. Approval of the M & O and Supplemental M & O Agreement | |
| b. Gutter cleaning | |
| c. Holiday Gifts | |
| d. Proposal- McFall & Berry Spring Flower | |
| e. ABM – Stewart-(attachment) | 12-18 |
| f. ABM – Stewart-(attachment) | 19-24 |
| g. ABM – Santana-(attachment) | 25-32 |
| h. ABM- Lee-(attachment) | 33-46 |
| 9. Correspondence | |
| 10. Leisure World Board of Directors and Advisory Committee Reports | |
| 11. Building Representatives | |
| 12. Monthly Meeting Date – Wednesday, December 29th, 2021 – 1:00 P.M. | |
| 13. Adjournment | |

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS OF MUTUAL 19-B
CONDOMINIUM OF ROSSMOOR, INC.
HYBRID MEETING – 1:00 P.M.
WEDNESDAY, OCTOBER 27, 2021

Res. 62-82

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 on Wednesday, October 27, 2021, 1:00p.m.

Directors Present: Jack Dunn, Vice President (Chaired Meeting); John Gervais, Treasurer; Rita Mastrorocco, Secretary; Regina Goldsborough, Director; Clayton Lewis, Director.

Directors Absent: Mike Benefiel, President; John Barr

Management: Crystal Castillo, General Manager of Support Services, Danesca Pineda, Mutual Assistant

Visitors: In Sullivan room: Jane Gervais/ Maureen McLeary
Via Zoom: Virginia Austin, Ken Sorkin, Katherine Horn, George Samara, JoAnn Grant, Dennis Hawkins, two interpreters: Mary and Julia, phone number without names: 301-598-2511

1. Call to Order – Mr. Dunn called the meeting to order at 1:05 p.m.
2. Approval of the Agenda – The agenda is approved, as amended.
3. Holiday Party- Wednesday December 22nd, from 5:00pm until 9:00pm at the Ballroom.

-Upon motion duly made, the Board agreed,

To accept the proposal for \$3,000.00 budget for the holiday party this year, since our mutual was not able to have a party last year.

Resolution # 62, 10/27/2021

4. General Manager's Report – Ms. Castillo presented the October 2021 General Manager's report. All questions and comments were responded to by Ms. Castillo.
5. Approval of September 29, 2021, Regular Board Meeting Minutes – The September 29, 2021, regular Board meeting minutes was approved as presented.
6. Unit Owner's and Resident's Open Forum –
 - Mr. Sorkin expressed concern about wanting to watch the training video for the fire/safety/ADA required, but they do not have interpreters. Mr. Dunn said he will investigate it.
 - Ms. JoAnn Grant mention about considering getting a water alarm system. Mr. Dunn responded to Ms. JoAnn expressing that the Board will take this under advice.
 - Mr. Dunn shared that the Board formally accepted Mr. Robert Kimble. contract and he will be starting as the General Manager on November 01, 2021, here at Leisure World and Mr. Kevin Flannery will be now a senior advisor.
 - Mr. Sorkin asked to receive a copy of the minutes before the meeting. Mr. Dunn explained to Mr. Sorkin that only Boards members gets the draft minutes. After minutes are approved, the minutes are posted, and him or anyone else can get a copy.
 - Ms. Cathy expressed concern about someone scratching the numbers in the elevator, she expressed considering installing camaras in the elevators will help. Mr. Dunn said the Board will investigate it.
7. Treasurer's Report – Mr. Gervais presented the treasurer's report as distributed for the Board's review. The treasure's report was approved as presented.

a. INVOICES:

-Upon motion duly made, the Board agreed,

To approve to pay Dominion Elevator Inspection Services invoice #115148 for \$1,365.00, subject to receive a detailing report explaining the reason for the annual test failure. (Report received).

Resolution # 63, 10/27/2021

-Upon motion duly made, the Board agreed,

To approve to pay Dominion Elevator Inspection Services invoice #115165 the amount of \$750.00, subject to receive a detailing report explaining what steps were taking to correct the failure 30 days later. (Report received)

Resolution # 64, 10/27/2021

-Upon motion duly made, the Board agreed,

To accept Orkin offer to prepay for all services at 15300-15311 Beaverbrook Ct. and 15201-15211 Elkridge Way from October 2021-September 2022 for the amount of \$1,183.68.

Resolution # 65, 10/27/2021

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION:
\$2,088.00	<u>McFall & Berry Landscape. Invoice # 211578</u> - 2021 lawncare recommendations. Dated: 9/30/2021 <u>Resolution # 66, 10/27/2021</u>
\$1,175.00	<u>McFall & Berry Landscape. Invoice #211696</u> - Takedown & remove Oak Tree-Flush cut stump. Dated: 10/25/2021 <u>Resolution # 67, 10/27/2021</u>
\$1,045.000	<u>Mark Amero's Ovation Renovation and Roofing LLC. Invoice # MHIC#109563</u> - Remove and dispose one existing steel jambs and doors. Dated: 10/02/2021 <u>Resolution # 68, 10/27/2021</u>
\$5,980.99	<u>Minkoff Company Invoice # Tax ID 53-0228822</u> - Emergency service sewage back up. Dated: 09/30/2021 <u>Resolution # 69, 10/27/2021</u>

b. -Upon motion duly made, the Board agreed,

To waive the late charge for Unit #90-2C (15311 Beaverbrook), Ann J. Kyber for \$15.00 on October 16, 2021.

Resolution # 70, 10/27/2021

c. CD Activity Approval-

-Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting staff to invest the entire proceeds on the First Internet Bank CD that matures on November 12, 2021 plus any interest earned at the best available rate for 36 months.

Resolution # 71, 10/27/2021

-Unfinished Business –

- a. ABM- Kreuter- Approved- It has been signed by 3 residents as requested by the Board at our September 29th meeting.
- b. Proposal- McFall & Berry Landscape-Pending from September 29th meeting.

- Upon motion duly made, the Board agreed,

To accept the proposal # T21430AA as amended from Mc Fall & Berry for 750.00 for taking down and remove badly leaning Black Pine tree, flush cut stump.

Resolution # 72, 10/27/2021

- c. Status of Rebuilding Building 91- Mr. Jack Dunn reported on it.
- d. Reserve Study Update –The Board met with the engineer, Mr. Jack Dunn reported that the work has officially begin and it may be finalized early in the Spring.
- e. Elevator Replacement plan – Mr. Dunn reported that the Board will arrange an hour zoom meeting with potential contractors to discuss.
- f. Bylaws Amendment update- Mr. Gervais reported that the Bylaws document was sent to the Lawyer and asked for the No Smoking amendment to be added to it.
- g. Window Washing Damage-

- Upon motion duly made, the Board agreed,

To approved to pay invoice # 606978 from E & R Services Inc. as amended for \$4,555.00. Deducting \$1000 from invoice for all the damage on the resident's windows.

Resolution # 73, 10/27/2021

h. Budget for 2022- The preliminary 2022 was presented dated 10/13/2021 emailed by Brenda Callejas from accounting.

- Upon motion duly made, the Board agreed,

To approve the mailing of Budget 2022 dated 10/13/2021 to all unit owners.

Resolution # 74, 10/27/2021

8. New Business –

a. Landscape Proposal-

- Upon motion duly made, the Board agreed,

To accept the proposal #L21503AA as amended from Mc Fall & Berry for \$5,664.00 for early Spring (Mar/Apr) provide 2 applications of Preem to all lawn areas.

Resolution # 75, 10/27/2021

To accept the proposal #T21581AA as amended from Mc Fall & Berry for \$550.00 for take down & remove declining Sugar Maple tree with stump. Backfill hole as needed.

Resolution # 76, 10/27/2021

To accept the proposal #L21482AA from Mc Fall & Berry for \$495.00 for supply & install Sugar Maple tree in Building 88 (2"-2.5" caliper).

Resolution # 77, 10/27/2021

b. Poinsettias Proposal-

-Upon motion duly made, the Board agreed,

To accept the proposal to purchase 6 poinsettias one for each building for \$112.50.

Resolution # 78, 10/27/2021

- c. ABM- Kreuter- Upon motion duly made, the Board agreed,

To approve the ABM submitted by unit owner at 15310 Beaverbrook Ct B.89-3A for windows/patio door/skylight.

Resolution # 79, 10/27/2021

- d. ABM- McKinnon- Upon motion duly made, the Board agreed,

To approve the ABM submitted by unit owner at 15310 Beaverbrook Ct Unit B.89-3F subject to receive three neighbors' signatures on the application.

Resolution # 80, 10/27/2021

- e. ABM- Dale- Upon motion duly made, the Board agreed,

To approve the ABM submitted by unit owner at 15201 Elkridge Way Unit B.93-2H, subject to receive three neighbors' signatures on the application.

Resolution # 81, 10/27/2021

9. Leisure World Board of Directors and Advisory Committee Report- No report currently.
10. Building Representatives: It was reported by one of the Board members that resident from Building 94 Unit 1B has not pay the condo fee for the last two months. Mr. Gervais said he will send the unit owner a 60-day letter.
11. Monthly Meeting Date: December 1st, 2021, at 1:00pm

-Upon motion duly made, the Board agreed,

To approved to change our next Board meeting date from November 24 to December 1st, 2021, due to the Thanksgiving holiday been so close to our November meeting

date. Mr. Gervais will send a flyer with the meeting information to the Board and all building's representative two weeks before the meeting.

Resolution # 82, 10/27/2021

12. Adjournment – 3:08 p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - December 1, 2021 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 10/1/21	\$ 72,432.77
Total Receipts - October	125,166.85
Total Disbursements - October	<u>(176,848.20)</u>
Balance - 10/31/21	\$ 20,751.42

Net Operating Expenses

Year To Date - 10/31/21	\$ (33,908)	Over Budget
Month of October - 2021	\$ (20,189)	Over Budget

Cash Investments

	<u>10/31/21</u>	<u>1/1/21</u>
Replacement Reserve	\$1,815,845.25	\$1,691,183
Maintenance Reserve	234,659.29	202,073
Insurance Deductible Reserve	26,940.77	22,691
Other	<u>79,992.74</u>	<u>170,941</u>
Total	\$2,157,438.05	\$2,086,888

Delinquent Report (as of November 16, 2021)

- 14 accounts (not from Bldg. #91) have charges of \$9,018.86.
 - \$3,362.86 of the \$9,018.86 are for four insurance claims.
 - \$4,191.00 of the \$9,018.86 are current charges from 9 accounts.
 - \$1,465 left, \$914 from 2 > 30 days, \$513 from 1 > 60, \$38 from 2 > 90)
 - There are 8 accounts from Bldg. #91 totaling \$37,978.00.
 - 1 account (Bldg. #89) owes \$16,663.00 - from 10/1/19, DOD 9/21/21
 - 1 account (Bldg. #92) has lien/lawyer fees due of \$829.00 from 3/31/20 and an insurance claim of \$597.40 from 9/2/21 for a total of \$1,426.40.
- Total Delinquent = \$65,086.26

<u>Reserve Expenditures - YTD 10/31/21</u>	<u>To Reserves YTD 10/31/21</u>
Replacement Reserve	
\$ 39,776	
Maintenance Reserve	
21,050	
Insurance/Legal	
<u>0</u>	
Total	\$230,698
\$ 60,826	

10/31/2021
6:00 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
119,283	119,283	0	1,192,830	1,192,830	0
1,573	3,234	(1,661)	15,743	32,340	(16,597)
15	0	15	900	0	900
17,051	0	17,051	60,826	0	60,826
<u>(23,072)</u>	<u>(23,375)</u>	<u>303</u>	<u>(230,698)</u>	<u>(233,750)</u>	<u>3,052</u>
114,850	99,142	15,708	1,039,601	991,420	48,181
88	88	1	875	880	5
0	0	0	4,250	4,250	0
0	83	83	0	830	830
12,445	4,421	(8,024)	68,611	44,210	(24,401)
0	0	0	3,228	0	(3,228)
260	275	15	2,602	2,750	148
0	0	0	200	0	(200)
520	933	413	5,200	9,330	4,130
0	0	0	250	0	(250)
350	167	(183)	2,363	1,670	(693)
13,663	5,967	(7,696)	87,579	63,920	(23,659)
24,178	3,333	(20,845)	24,178	33,330	9,152
1,803	1,629	(174)	18,025	16,290	(1,735)
0	167	167	1,269	1,670	401
538	111	(427)	538	1,110	572
360	292	(68)	2,502	2,920	418
0	333	333	2,134	3,330	1,196
0	250	250	8,664	2,500	(6,164)
0	33	33	0	330	330
0	480	480	5,760	4,800	(960)
966	1,167	201	23,542	11,670	(11,872)
181	187	6	1,810	1,870	60
28,025	7,982	(20,043)	88,422	79,820	(8,602)
1,323	1,800	477	23,387	28,800	5,413
0	(149)	(149)	0	(1,490)	(1,490)
5,457	7,900	2,443	115,996	126,400	10,404
0	(1,598)	(1,598)	0	(15,980)	(15,980)

10/31/2021
6:00 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2021

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
7,926	12,851	4,925	104,335	118,516	14,181
14,706	20,804	6,098	243,718	256,246	12,528
0	167	167	0	1,670	1,670
0	667	667	17,588	6,670	(10,918)
0	834	834	17,588	8,340	(9,248)
56,394	35,587	(20,807)	437,307	408,326	(28,981)
0	0	0	3,515	0	(3,515)
14,219	0	(14,219)	29,784	0	(29,784)
0	0	0	1,386	0	(1,386)
0	0	0	2,691	0	(2,691)
0	0	0	2,400	0	(2,400)
1,180	0	(1,180)	1,580	0	(1,580)
743	0	(743)	3,342	0	(3,342)
0	0	0	323	0	(323)
0	0	0	3,040	0	(3,040)
161	0	(161)	298	0	(298)
120	0	(120)	1,795	0	(1,795)
0	0	0	4,298	0	(4,298)
0	0	0	4,222	0	(4,222)
272	0	(272)	355	0	(355)
355	0	(355)	225	0	(225)
0	0	0	120	0	(120)
0	0	0	1,207	0	(1,207)
0	0	0	245	0	(245)
17,051	0	(17,051)	60,826	0	(60,826)
7,663	7,524	(139)	76,236	75,240	(996)
2,041	2,850	809	24,789	28,500	3,711
1,930	2,354	424	22,748	23,540	792
0	(48)	(48)	1,243	(480)	(1,723)
148	124	(24)	1,503	1,240	(263)
(74)	(55)	19	(297)	(550)	(253)
445	328	(117)	4,268	3,280	(988)
1,593	1,594	1	15,930	15,939	9
TOTAL RESERVE EXPENSES					
COMMUNITY FACILITIES					
10 Administration					
20 Education & Recreation					
21 Club House II					
22 LW News					
25 Food Service					
30 Medical Center					
40 PPD Management					
41 Grounds					

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
10/31/2021

10/31/2021
6:00 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	BUDGET	VARIANCE
1,818	1,840	22	43 Trash	17,998	18,400	402
12,060	12,674	614	58 TV	124,427	126,740	2,313
1,113	1,103	(10)	60 Transportation	11,058	11,030	(28)
5,492	5,114	(378)	65 Security	50,951	51,140	189
557	544	(13)	70 Street Lights	5,789	5,440	(349)
186	1,035	849	80 Golf Course	5,566	10,350	4,784
223	227	4	81 Pro Shop	1,763	2,270	507
26	27	1	85 Comm Call System	260	270	10
183	185	2	90 Snow Reserve	1,830	1,848	18
3,756	3,757	1	92 Prop Maint Rsv	37,560	37,569	9
867	865	(2)	93 Contg Rsv	8,670	8,652	(18)
1,284	1,283	(1)	95 Repl Rsv	12,840	12,831	(9)
0	263	263	98 Salary Adjustment	0	2,624	2,624
41,311	43,588	2,277	TOTAL COMMUNITY FACILITIES	425,131	435,873	10,742
5,558	5,207	(351)	MUTUAL OPERATING	55,130	52,070	(3,060)
4,940	4,950	10	10 Administration	49,400	49,500	100
0	0	0	41 Grounds	482	0	(482)
186	200	14	42 Special Projects	1,744	2,000	256
4,250	4,167	(83)	44 Community Services	42,500	41,670	(830)
111	113	2	50 Janitorial	983	1,130	147
0	0	0	52 After Hours	148	0	(148)
0	0	0	53 Electrical Maint	(334)	0	334
0	0	0	54 Plumbing Maint	0	0	0
0	0	0	55 Building Maint	334	0	(334)
0	0	0	56 HVAC	(74)	0	74
0	0	0	57 Appliance Maint	0	0	0
0	92	92	100 Salary Adjustment	0	920	920
15,045	14,729	(316)	TOTAL MUTUAL OPERATING	150,314	147,290	(3,024)
129,801	93,904	(35,897)	TOTAL EXPENSES	1,073,578	991,489	(82,089)
(14,951)	5,238	(20,189)	INCOME/DEFICIT	(33,977)	(69)	(33,908)

MUTUAL 19B
CASH INVESTMENTS
October 31, 2021

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA								
							20,751.42	20,751.42
MONEY MARKET								
ATLANTIC UNION BANK	0.03%						10,107.87	10,107.87
AXOS BANK	0.05%						50,053.81	50,053.81
ALLOCATED FUNDS:								
MONEY MARKETS								
*** ATLANTIC UNION BANK	0.03%			1,701.18	72,701.73	4,317.04		77,018.77
AXOS BANK	0.05%				-456.31	5,139.48		6,384.35
PACIFIC NATIONAL BANK	0.55%			19,151.96	163,806.01	17,484.25		200,442.22
CERTIFICATES OF DEPOSIT								
100014 FIRST INTERNET BANK	2.15%	150,000.00	11/12/2021					154,728.44
100042 PRIMIS BANK	0.50%	155,660.64	03/24/2022					155,594.54
100036 GATEWAY FIRST BANK	1.54%	105,926.82	05/20/2022					108,400.62
100037 BANK OZK	0.99%	155,357.73	07/17/2022					157,296.60
100024 FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022					95,000.00
100033 CONGRESSIONAL BANK	0.35%	105,668.10	10/18/2022					108,826.03
100034 SANDY SPRING BANK	2.13%	53,210.81	02/10/2023					55,130.90
100035 CONGRESSIONAL BANK	1.29%	127,308.17	05/01/2023					127,308.17
100038 GATEWAY FIRST BANK	1.00%	111,070.54	08/31/2023					112,367.70
100039 CAPITAL BANK	0.35%	151,284.98	10/05/2023					151,284.98
100040 CAPITAL BANK	1.00%	100,000.00	10/15/2023					100,000.00
100041 PARAMOUNT BANK	0.75%	165,177.88	01/21/2023					166,709.57
100044 PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024					150,032.06
100045 CATHAY BANK	0.45%	150,000.00	09/16/2024					150,000.00
DUE TO FROM:								
				2,312.50	(1,392.14)	0.00	(920.36)	
TOTAL				1,815,845.25	234,659.29	26,940.77	79,992.74	2,157,438.05

*** In process of closing account



General Manager's Report

November 2021

November 17, 2021

Upcoming Office Closures:

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

HR Corner

In the month of October, there were 4 new hires and 5 terminations.

LWMC has the following open positions:

- Assistant Director, HR (HR)
- Maintenance Assistant (6C)
- Property Manager (20B)
- Sanitation Driver (PPD)
- Sanitation Helper (PPD)
- Special Police Officer (Security)

Community Financials

For the period ending October 31, 2021, net operating expenses were \$64,100 under budget.

Year-to-date, net operating expenses were approximately \$128,300 under budget.

Property Transfers

In the month of October, there were 33 property transfers, which totaled \$151,400 in transfer fees.

Update: Gate Access Project

The alpha test group has restarted testing now that the new RFID readers have been installed. Testing at the Norbeck gate is working better than previously reported. The visitor management module has been consistently functioning as expected throughout the testing process.

To prepare for utilization of the visitor management module, residents can view a tutorial at <https://community.dwellinglive.com/residents> to get a jump start on utilization of the website to manage guests. The roll out of the visitor management module will take place in conjunction with the community-wide gate access project roll out.

Comcast Office Status

The Comcast office located in Clubhouse I is open every Wednesday from 10am to 3pm. The office is closed for lunch from 12pm to 1pm. Management is in discussions with Comcast Management regarding the staffing of the office for the contracted 3 days per week. At this time, demand has been very low.

Admin Building Space Planning Report

The CPAC subcommittee continues to meet weekly with RLPS Architects on floor plan use options that meets staff programming requirements. The existing Admin Building has 30% less area than the new Admin Building as designed by RLPS who has met the design challenge with a workable solution. At the beginning of the space plan process, RLPS provided architectural programming services using staffing area calculations. Floor Plans for both options will be presented to the CPAC Advisory Committee and then to the LWCC for consideration. RLPS Architects will present the two design options.

2022 Replacement Reserve Study Report

No revisions have been made to the spreadsheet previously provided.

Reserve Study for Trust Property Contract Report

DMA Reserves LLC proposal was selected by the PPD AC Subcommittee as the best consultant for Reserve Study services. Concurrence of the proposal acceptance occurred at the PPD AC meeting on 11/16. DMA will be working with LWMC providing data information for their review and pending onsite elevation process beginning in early December.

Civil Engineering Services Contract Report

PPD Management continues to monitor the Gleneagles Drive culvert condition and replacement. O'Connell & Lawrence, civil engineers, will be providing design and construction oversight services. O&L provided LWMC a proposal for SWM condition and cost evaluation for replacement reserve purposes. A second proposal from Stantec Consulting for stormwater evaluation services is in the process of being obtained for comparison.

Project Status Updates

Clubhouse I Status Report

Montgomery County permits have finally been issued and groundbreaking occurred on Wednesday 11/16. Limits of Disturbance inspection and approval was granted by MC. Perimeter silt control fencing, and chain link security fencing will be installed next week. Demolition of existing site features will follow. Parking will be restricted near the construction area during daytime hours.

Admin Building – Construction Cost Update

Comparison report between development of the new RLPS designed building or renovation of the existing Admin building is being prepared for review at an upcoming LWCC Board working session – date to be determined.

Willson LLC (Showroom) Lease Extension

The Willson Showroom continues to provide quality kitchen and bathroom renovation services to Leisure World residents while completing their third year of operation after being outsourced from PPD. Brian Willson, tenant and owner, requested an earlier extension to his lease from a 5 plus 5 to a 3 plus 7 year arrangement in order to have assurances for a longer operational term needed reduce risk of hiring additional staff. His operation has grown to 12 employees with three work crews due to increased work volume. His base rent has increased to \$55,000 annually and his percentage rent, based on sales over \$1 million, has decreased slightly for a fairer arrangement to maintain his business services.