



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. Community Report-(Attachment)-----1-3
4. Approval of Minutes – June 25, 2022, Board Meeting Minutes (Attachment)---4-9
5. Unit Owners and Residents Open Forum
6. Treasurer’s Report-(Attachment)-----10
 - a. Invoice Approval (Attachment)-----11-14
7. Unfinished Business –
 - a. Building 91 updates, including Comcast, Schindler, Minkoff, Exterior Concepts, Sentral, Dynalectric more
 - b. Bylaws Update, special meeting of Council of Unit Owner, more(attachment)-15
 - c. Landscaping restoration between Buildings 90 & 91, update
 - d. Preparing for the September “Elevator Modernization” in Building 90
8. New Business –
 - a. A Bench for building 88- Mr. Barr
 - b. Ratify: Action Without Meeting Resolution #33-(attachment)-----16
 - c. Ratify: Action Without Meeting Resolution #34-(attachment)-----17
 - d. ABM- Queen-93-2C(Attachment)-----18-22
 - e. ABM-Costa-89-3B (Attachment)-----23-27
 - f. Proposal: McFall and Berry #4806-(Attachemnt)-----28
 - g. Estate sales – forms and rules
9. Correspondence-
 - a. Iris Drimmer-15311 Beaverbrook Ct. Unit 3C-(Attachment)-----29
10. Leisure World Board of Directors and Advisory Committee Reports
11. Building Representatives-
12. Monthly Meeting Date – Wednesday, August 31, 2022 – 1:00 P.M.
13. Meeting Adjournment:



Res. 14-32

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19-B – Condominium of Rossmoor, Inc., was held Hybrid on Wednesday, June 29, 2022, at 1:00p.m. in the Sullivan room.

Directors Present: Mike Benefiel, President; Jack Dunn, Vice President; John Gervais, Treasurer; Rita Mastrorocco, Secretary; Regina Goldsborough, Director; Clayton Lewis, Director; John Barr, Director

Directors Absent: None

Management: Bob Kimble, General Manager, Danesca Pineda, Mutual Assistant

Visitors: **In Sullivan room:** Charles Middleton; Jane Gervais; Virginia Austin, Maureen McCleary, Dennis Hawkins

Via Zoom: Lynne Margolies; Laurie F, Barbara Feldman; Susanne Nabliba, Janet Lazar

1. Call to Order – Mr. Benefiel called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda is approved, as amended.
3. Community Report – Mr. Kimble presented the June 2022 Community Report and addressed all questions asked.
4. Approval of May 25, 2022, Regular Board Meeting Minutes – The May 25, 2022, regular Board meeting minutes were approved as presented.
5. Unit Owner’s and Resident’s Open Forum –
-Ms. Maureen McCleary share that the mutual Picnic may not be possible this year due to the elevator modernization taking place around the time of the picnic.
6. Treasurer’s Report – Mr. Gervais presented the treasurer’s report as distributed for the Board’s review.

The Board approved the treasurer's report as presented.

- a. CD Activities Resolution
- Upon motion duly made, the Board agreed,

To authorize the Leisure World Accounting Staff to purchase a T-Note with the entire proceeds of the Bank of Ozarks CD that matures on July 17, 2022, plus any interest earned at the best available rate for 36 months.

Resolution #14 6/29/2022

b. INVOICES:

- Upon motion duly made, the Board agreed,

To approve payment of the following invoices:

INVOICE AMOUNT:	VENDOR INVOICE # DESCRIPTION
\$1,300.00	<u>DL Carpentry LLC Invoice #629624612</u> - Install insulation R38 on the ceiling, install drywall, paint the whole ceiling at 15310 Beaverbrook Ct Unit 3A. Dated: 5/27/2022. <u>Resolution #15 6/29/2022</u>
\$1,189.25	<u>LWMC</u> insurance claim 15211 ElkrIDGE Way Unit 94-3J for dishwasher leak into unit 2j from 3J. Dated: 4/8/2022. <u>Resolution #16 6/29/2022</u>
\$1,785.00	<u>LWMC Invoice # 212118</u> - Cleaned dryer vents missed on w/o 212354 per proposal \$85/unit-21 units complete-see attached checklist-units missed (all units have been called and doors tagged) 88-1h, 88-2h, 88-3k, 89-1a, 89-2h, 89-2k, 89-3c, 89-3e, 89-3g, 89-3j, 92-2d, 92-2g, 92-2j, 9-ec?, 93-3a, 93-3h, 93-3k, 94-1b, 94-1f, 94-1h, 94-2b, 94-2f, 94-3d. 55 dryer vent. Dated: 5/24/2022. <u>Resolution #17 6/29/2022</u>
\$2,352.00	<u>McFall & Berry Invoice #215696</u> - L21503AA-Early Spring Round 2, early spring; provide applications of Preem (soybean-based product) to all lawn areas. Dated: 5/24/2022. <u>Resolution #18 6/29/2022</u>
\$2,920.00	<u>McFall & Berry Invoice #216172</u> - Provide 1 application of Fiesta to all lawn areas in late spring. Provide 1 spot treatment of Fiesta to weedy areas of lawn in early summer. Dated: 6/16/2022. <u>Resolution #19 6/29/2022</u>
\$3,972.80	<u>McFall & Berry Invoice #216284</u> - Supply & install summer annual flowers into designated beds. Summer color. Dated: 6/21/2022. <u>Resolution #20 6/29/2022</u>

-Upon motion duly made, the Board agreed,

To request reimbursement in the amount of **\$\$1,189.25** (Insurance claim) from unit owner of 15211 ElkrIDGE Way Unit 94-3J for dishwasher leak into unit 2j from 3J.

Resolution #21 6/29/2022

7. -Unfinished Business -

- a. Bldg. #91 (15210 Elkridge Way)-updates, including Comcast, Schindler, more. Minkoff will clean all areas reported by Sentral Cleaning that need to be clean, once their work is complete.
- b. Building 93 rat infestation update: No rats/mouse problem reported.
- c. Bylaws Updates- Hand outs were provided to all board members for review and be ready to make a decision at next board meeting in July.
- d. Preparing for the September "Elevator Modernization in Building 90- Ms. Maureen McCleary asked Mutual Assistant to find out the dates for the installation of Anti-Slip Visual Cue Tape at Stair Treat from PPD. It needs to be done before the September modernization in building 90 and 91.

-Upon motion duly made, the Board agreed,

To provide \$500.00 per week, per unit not to exceed \$3, 000.00 to assist in the relocation of those households which cannot use the stairs and must relocate during the elevator modernization project. Unit owners/residents will receive a document to sign acknowledging that any amount above the \$3,000.00 will be owner/resident responsibility.

Resolution #22 6/29/2022

8. New Business -

- a. ABM-Gale-

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Gale at 15300 Beaverbrook Ct. Unit 3H for kitchen remodeling.

Resolution #23 6/29/2022

- b. ABM-Griffin

-Upon motion duly made, the Board agreed,

To approve the ABM submitted by Griffin at 15211 Elkridge Way. Unit 3k for AC unit replacement.

Resolution #24 6/29/2022

- c. Parking sign for Visitors: States for residents of M19B Only-Ms. Goldsborough
- d. Resident on back of building 88 (wooded area) c/o clogged gutters- Ms. Goldsborough.
- e. Ratify: AWM resolution #13:

-Upon motion duly made, the Board agreed,

To ratify the Action Without Meeting to approve the ABM submitted by Gail and Walter Schlueter at 15301 Beaverbrook Ct. unit 92-2D to touch up paint, shelving, flooring.

Resolution #13 6/21/2022

- f. Proposals: McFall and Berry #4558, 4548, 4547, 4546, 4390, 4508

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal # 4558 in the amount of \$742.00 to remove dead Oak tree and stump and replace with a Kousa Dogwood.

Resolution #25 6/29/2022

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal # 4548 in the amount of \$2,475.00 to Compro topsoil and seed mix-soil amendment installed.

Resolution #26 6/29/2022

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal # 4547 in the amount of \$2,675.00. Tree removal take down and remove large dead Oak tree leaving remaining 20" of trunk.

Resolution #27 6/29/2022

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal #4546 in the amount of \$3,250.00. Shrub removal-remove all declining shrubs around foundation of building.

Resolution #28 6/29/2022

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal #4390 in the amount of \$3,690.00 for construction damage: regrade existing clay soil with positive grade so water will flow directly to drains and keep moving. Supply and install 4 cubic yards of topsoil mix for fine grade to apply seed.

Resolution #29 6/29/2022

-Upon motion duly made, the Board agreed,

To approve McFall and Berry proposal #4508 in the amount of \$2,965.62. Right side of building 90, supply and install 27" of ADS pipe for 2 downspouts and rear of building 91, supply and install 91' of ADS pipe for 6 downspouts to channel water away from buildings to existing drains.

Resolution #30 6/29/2022

- g. Clogged AC drainpipe for units 89-1E, 2E and 3E-Mr. Dennis Hackings- All the pictures and information will be forward to PPD to give Mutual 19B a proposal to take care of the issue.

9. Correspondence-

- a. Nguyen-letter request for 15311 Beaverbrook Ct. 90-2C

-Upon motion duly made, the Board agreed,

To approve the Kai Nguyen letter request for a 3rd resident under 50/55 years old in the Mutual 19b.

Resolution #31 6/29/2022

- c. George and Ginger Samara-letter request-

-Upon motion duly made, the Board agreed,

To approve George and Ginger Samara reasonable payment plan for 15210
Elkridge Way 91-3G.

Resolution #32 6/29/2022

10. Leisure World Board of Directors and Advisory Committee Report-

- Mr. Dunn shared that the LWMC Board of Directors will have a meeting/election to elect the new chair on July 27, 2022.

11. Building Representatives:

- Ms. Mastrorocco reported the June 13 was the last meeting for the restaurant committee. The committee turned in their resignation to the board.

- Mutual president asked mutual assistant to contact Lee Shield in PPD to get any suggestions/Company for gutter cleaning.

- Mutual president asked mutual assistant to contact Advantage Green and if the still in business and ask them for a proposal for gutter cleaning for all 7 buildings.

- Mutual president asked mutual assistant to contact Claudia Snider from Insurance claim department if she can attend our board meeting in August 2022, to provide the board an overview of insurance procedures.

12. Monthly Meeting Date: Wednesday July 27, 2022, at 1:00pm

13. Adjournment – 4:21p.m.

Rita M. Mastrorocco, Secretary

Mutual 19B - July 27, 2022 - Regular Monthly Meeting (Hybrid)

Treasurer's Report

Balance Forward - 6/1/22	\$ 150,711.02
Total Receipts - June	143,809.44
Total Disbursements - June	<u>(228,401.40)</u>
Balance - 6/30/22	\$ 66,119.06

Net Operating Expenses

Year To Date - 6/30/22	\$ 3,916	Under Budget
Month of June - 2022	\$ 4,394	Over Budget

Cash Investments

	<u>6/30/22</u>	<u>1/1/22</u>
Replacement Reserve	\$1,780,677.40	\$1,841,362
Maintenance Reserve	243,457.72	226,827
Insurance Deductible Reserve	32,867.13	27,795
Other	<u>81,605.42</u>	<u>67,192</u>
Total	\$2,138,607.67	\$2,163,176

Delinquent Report (as of July 16, 2022)

- 8 accounts (not from Bldg. #91) have charges of \$4,332.25.
 - \$2,239.25 of the \$4,332.25 are for two insurance claims.
 - \$1,357.00 of the \$4,332.25 are current charges from 4 accounts.
 - \$736 left, \$688 from 2 > 30 days, \$30 from 2 > 60, \$18 from 3 > 90)
 - There are 6 accounts from Bldg. #91 totaling \$48,541.00.
 - 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 = \$54,299.65 (**\$9,602.65 down from last report**)

Reserve Expenditures - YTD 6/30/22

Replacement Reserve	\$ 138,235
Maintenance Reserve	17,969
Insurance/Legal	<u>0</u>
Total	\$ 156,204

To Reserves YTD 6/30/22

\$117,344

07/15/2022
9:42 AM

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2022

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE	YTD ACTUAL	YTD BUDGET	VARIANCE
129,819	129,819	0	778,914	778,914	0
1,290	472	818	7,942	2,832	5,110
75	0	75	555	0	555
1,001	0	1,001	156,204	0	156,204
(19,522)	(18,454)	(1,068)	(117,344)	(110,724)	(6,620)
112,662	111,837	825	826,270	671,022	155,248
88	88	1	525	528	3
0	0	0	4,250	4,250	0
12,445	12,445	0	74,670	74,670	0
286	275	(11)	1,717	1,650	(67)
0	0	0	300	0	(300)
0	0	0	857	0	(857)
520	933	413	3,120	5,598	2,478
0	0	0	210	0	(210)
0	208	208	700	1,248	548
13,339	13,949	610	86,349	87,944	1,595
2,931	2,686	(245)	14,653	16,116	1,463
1,857	1,857	0	10,977	11,142	165
0	167	167	0	1,002	1,002
0	111	111	0	666	666
0	250	250	4,432	1,500	(2,932)
0	333	333	0	1,998	1,998
0	250	250	438	1,500	1,062
0	33	33	0	198	198
0	480	480	0	2,880	2,880
0	0	0	1,179	0	(1,179)
0	1,167	1,167	3,768	7,002	3,234
187	187	0	1,122	1,122	0
4,974	7,521	2,547	36,569	45,126	8,557
2,500	2,310	(190)	18,122	18,150	28
0	(669)	(669)	0	(4,014)	(4,014)
17,977	10,570	(7,407)	96,585	83,050	(13,535)
0	1,353	1,353	0	8,118	8,118

07/15/2022
9:42 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2022

CURRENT PERIOD ACTUAL	MONTHLY BUDGET	VARIANCE		YTD ACTUAL	YTD BUDGET	VARIANCE
9,254	12,144	2,890	99 Water	53,999	60,720	6,721
29,731	25,708	(4,023)	TOTAL UTILITY EXPENSES	168,706	166,024	(2,682)
0	167	167	OTHER EXPENSES	0	1,002	1,002
667	667	0	01 Activities	4,000	4,002	2
667	834	167	Bad Debt	4,000	5,004	1,004
48,711	48,012	(699)	TOTAL OTHER EXPENSES	295,624	304,098	8,474
0	0	0	TOTAL OPERATING EXPENSES	61,913	0	(61,913)
0	0	0	RESERVE EXPENSES	73,922	0	(73,922)
0	0	0	06 RR Elevator	2,400	0	(2,400)
687	0	(687)	53 RR Reserve Study	3,032	0	(3,032)
124	0	(124)	03 MR Electrical	226	0	(226)
0	0	0	05 MR Plumbing	830	0	(830)
0	0	0	08 MR HVAC	(1,200)	0	1,200
0	0	0	09 MR Gutters	90	0	(90)
190	0	(190)	10 MR Other	3,066	0	(3,066)
0	0	0	12 MR Building Maint	11,926	0	(11,926)
0	0	0	20 MR Dryer Vents	156,204	0	(156,204)
1,001	0	(1,001)	TOTAL RESERVE EXPENSES	49,176	49,266	90
9,103	8,211	(892)	COMMUNITY FACILITIES	14,862	15,522	660
2,645	2,587	(58)	10 Administration	15,673	14,442	(1,231)
3,054	2,407	(647)	20 Education & Recreation	507	(192)	(699)
(6)	(32)	(26)	21 Club House II	1,047	1,182	135
123	197	74	22 LW News	190	(90)	(280)
(6)	(15)	(9)	25 Food Service	6,642	3,882	(2,760)
1,356	647	(709)	30 Medical Center	9,715	9,715	0
1,619	1,619	0	40 PPD Management	11,393	11,166	(227)
2,099	1,861	(238)	41 Grounds	75,761	78,120	2,359
12,412	13,020	608	43 Trash	6,051	6,690	639
947	1,115	168	58 TV	32,626	29,826	(2,800)
5,280	4,971	(309)	60 Transportation	3,664	3,366	(298)
1,044	561	(483)	65 Security	5,782	5,718	(64)
808	953	145	70 Street Lights	1,491	1,248	(243)
275	208	(67)	80 Golf Course	166	162	(4)
28	27	(1)	81 Pro Shop			
			85 Comm Call System			

07/15/2022
9:42 AM

3701 Rossmoor Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
06/30/2022

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
309	309	1,850	1,850	0	1,850	0
3,942	3,942	23,648	23,648	0	23,648	0
865	865	5,192	5,192	0	5,192	0
1,392	1,392	8,356	8,356	0	8,356	0
0	657	0	3,942	657	3,942	3,942
47,288	45,502	273,792	273,011	(1,786)	273,011	(781)
TOTAL COMMUNITY FACILITIES						
MUTUAL OPERATING						
6,532	5,773	35,291	34,638	(759)	34,638	(653)
5,039	5,039	30,234	30,234	0	30,234	0
571	0	2,647	0	(571)	0	(2,647)
567	189	2,982	1,134	(378)	1,134	(1,848)
4,250	4,250	25,500	25,500	0	25,500	0
63	118	196	708	55	708	512
142	0	414	0	(142)	0	(414)
261	0	(788)	0	(261)	0	788
(253)	0	(2,041)	0	253	0	2,041
(122)	0	1,632	0	122	0	(1,632)
285	0	355	0	(285)	0	(355)
0	231	0	1,386	231	1,386	1,386
17,335	15,600	96,422	93,600	(1,735)	93,600	(2,822)
TOTAL MUTUAL OPERATING						
114,334	109,114	822,041	670,709	(5,220)	670,709	(151,332)
(1,671)	2,723	4,229	313	(4,394)	313	3,916
INCOME/DEFICIT						

MUTUAL 19B
CASH INVESTMENTS
June 30, 2022

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							66,119.06	66,119.06
MONEY MARKET									
	JOHN MARSHALL BANK	0.25%						3.89	3.89
	AXOS BANK	0.05%						0.05	0.05
	PACIFIC NATIONAL BANK	0.55%						19,065.03	19,065.03
ALLOCATED FUNDS:									
MONEY MARKETS									
	JOHN MARSHALL BANK	0.25%			106,261.78	71,105.22	5,995.47		183,362.47
	AXOS BANK	0.05%			-179.52	3,985.91	5,975.69		9,782.08
	PACIFIC NATIONAL BANK	0.55%			30,047.41	168,362.59	20,891.97		219,301.97
CERTIFICATES OF DEPOSIT									
100037	BANK OZK	0.99%	155,357.73	07/17/2022	158,337.39				158,337.39
100024	FIRST INTERNET BANK	0.75%	95,000.00	09/18/2022	95,000.00				95,000.00
100033	FORBRIGHT BANK	0.35%	105,668.10	10/18/2022	109,107.64				109,107.64
100034	SANDY SPRING BANK	2.13%	53,210.81	02/10/2023	55,913.43				55,913.43
100035	FORBRIGHT 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	113,121.13				113,121.13
100039	CAPITAL BANK	0.35%	151,284.98	10/05/2023	151,284.98				151,284.98
100040	CAPITAL BANK	1.00%	100,000.00	10/15/2023	100,000.00				100,000.00
100041	PARAMOUNT BANK	0.75%	165,177.88	01/21/2023	167,333.60				167,333.60
100044	PRESIDENTIAL BANK	0.60%	150,000.00	09/12/2024	150,000.00				150,000.00
100045	CATHAY BANK	0.45%	150,000.00	09/16/2024	150,000.00				150,000.00
100014	FIRST INTERNET BANK	0.80%	150,000.00	11/14/2024	154,728.44				154,728.44
T-NOTES									
100047	3 Year T-Note	2.875%	109,000.00	6/15/2025	108,838.34				108,838.34
	DUE TO FROM:				3,574.61	4.00	4.00	(3,582.61)	
TOTAL			1,780,677.40		243,457.72	32,867.13	81,605.42	2,138,607.67	



July 14, 2022

Community Report

Community Financials

Year to date: net operating expenses were **\$151,974 over budget**

Income:	\$207,706 <i>Over budget</i>
Expenses:	\$95,732 <i>Under budget</i>
Net Income:	\$151,974 <i>Over budget</i>

Period ending June 30, 2022: net operating expenses were **\$122,831.00 over budget**

Income:	\$56,455 <i>over budget</i>
Expenses:	\$ 19,266 <i>under budget</i>
Expense-Overhead:	\$ 85,642 <i>over budget</i>

Property Transfers

	<u>Current Month</u>		<u>Year-to-Date</u>	
	<u>2021</u>	<u>2022</u>	<u>2021</u>	<u>2022</u>
Total property transfer for June:	66	51	220	232
Total transfer contributions:	\$321,922	\$402,757	\$962,618	\$1,600,839

Gate Access

RFID installation is moving forward and has started with our first full Mutual, Vantage Point East. We have issued 139 RFIDs to date.

Trust Replacement Reserve Study

DMA's draft report was reviewed and revised by PPD facility management staff. The revised study was provided to the Leisure World Board of Directors, and Executive Committee members, and made available to LW residents on 6/17/22. DMA Reserves will present their data and process at the special Board meeting scheduled on Tuesday 7/19/22 at 2:00 PM. The LW Board Chair has requested that residents and board members submit questions or concerns via email to CommunityServices@lwmc.com. Please submit questions/comments by close of business on Monday, July 18th, so that published responses can be uploaded to the Resident website prior to the Tuesday meeting. This approach will allow for a more productive meeting to focus discussion on the funding source options.

Civil Engineering Services Contract Report

O'Connell & Lawrence, civil engineers, and their floodplain study consultants have completed design documents for approvals by the Maryland Department of the Environment and Montgomery County stormwater management and sediment control departments. The Wetlands and Waterways permit documents were submitted to MDE on June 28th. Documents for the Engineered Sediment Control Permit were uploaded to MCDPS for permit issuance on July 7th - the permit number is #288425. Documents for the Floodplain District Permit were filed with MCDPS on June 29th with a permit issued number #388538. The environmental consultant was provided drawings to file for the SNRI/FSD and FC Exemption that should be completed over the next two weeks.

The construction bid package to accompany the Gleneagles Drive culvert design drawings is being prepared so that bidding can occur in late August and construction to start in mid-to-late September. The selected contractor will also provide LWMC, for a negotiated consulting fee, a cost estimate of component replacement costs as detailed in LWMC's stormwater management replacement reserve spreadsheet. This cost information will be used to update the DMA Reserve Study which currently includes \$2 Million for this future SWM replacement work. The utility contractor will be provided County SWM device identifiers, LWMC as-built design drawings and specifications, size and quantity information, and site inspection photos of each device and component.

Project Status Update

Clubhouse 1 –

Warfel Construction continues to work over weekends to obtain DPS inspection approvals on interior construction, fire suppression, mechanical, electrical, etc. Site lighting bollard installation is complete. Landscaping installation will occur this and next week. The circular drive concrete placement began today and will be completed later this week by 7/15 weather permitting. Substantial completion has been achieved with the architect's punch list review scheduled for next week with final occupancy to follow upon County inspection approval.

Admin Building –

A minor amendment application has been accepted by MNCPPC (Maryland National Capital Parks and Planning Commission) and fees paid to allow for scheduling a public hearing now projected for September. Public notification signage will be installed along Leisure World Boulevard near the project site. Revised construction documents by RLPS Architects, consulting engineers, and Stantec civil engineers are complete and have been submitted to Montgomery County for review.

Energy Service Contracts

BTU Energy Advisors has reviewed our recent Pepco invoice statements for accuracy and cost adjustments. BTU initiated discussions with Shell North America regarding the wholesale account Leisure World is considering for electric energy provider going forward since Talen Energy's bankruptcy. BTU is in the process of determining charges to administer this type of account including how quickly Shell could create and enroll Leisure World's accounts in the wholesale market. BTU selected Shell as they are a very stable and credit worthy counterparty and have demonstrated to be a reliable supplier in energy provider wholesale markets.

HR Corner - New Hires in June

Employee Name	Job Title	Department Title
Asefa, Muluken	CLUBHOUSE ASSISTANT (Events)	Education and Recreation
Drymalski, Anne	RECEPTIONIST	Education and Recreation
Ferguson, Walter	ASSISTANT PROPERTY MANAGER	Mutual 17A Fairways South
Alvarado, Estela	GATE GUARD	Security
Chavez, Samuel	MAINTENANCE ASSISTANT	Vantage Point East
Arnold, Eva Maria	ADMINISTRATIVE ASSISTANT	Vantage Point West