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# LEISURE WORLD OF MARYLAND
## 2012 - 2018 ADVISORY COMMITTEE MEETINGS

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SECTION 1


FEP-RELATED BOARD OF DIRECTORS RESOLUTIONS

# 71, 9/24/13 Administration Building

The Board of Directors authorizes management to proceed with developing the Administration Building, option 3, new building, which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

# 77, 10/29/13 Administration Building

The Board of Directors reaffirms that the construction of a new administration building will be designed to accommodate space for a bank, a post office, and office space for Montgomery Mutual. Each of these spaces will have rental agreements that cover all the costs related to the space utilized if the cost of construction of the rental space can be justified.

# 78, 10/29/13 Architects and Construction Contractors

The Board recommends that, due to the complexity and diversity of the projects composing the Facilities Enhancement Program (FEP) planning, design, and construction processes, that Management shall interview and recommend to the Board appropriate architects and construction contractors tailored to the individual projects. These interviews will be conducted with the assistance of the appropriate Advisory Committees. As needed funds are identified, Management will bring requests to the Board for approval.

# 79, 10/29/13 Administration Building/Clubhouse I

Whereas the Board authorized a new Administration Building with a conceptual project budget of $5.3 million and a comprehensive plan for the food service wing of Clubhouse I with a conceptual project budget of $1.0 to $1.5 million, Management is directed to interview and recommend qualified architects and consultants to produce a master site plan of the Administrative Building/Clubhouse I site area which addresses how these can be part of an overall conceptual site plan, identifies any other options with regard to site design, and, if necessary, considers the phasing of
implementation. The Board authorizes $50,000 for the preparation of a comprehensive conceptual site plan.

#7, 1/28/14 Acceptance of Architectural Firm StreetSense

The LWCC Board of Directors accepts the recommendations of Management and the sponsoring Advisory Committees: Community Planning – New Administration Building; Education & Recreation – Fitness Center Expansion; Restaurant – North Wing of Clubhouse I; and PPD – PPD Customer Service Area Enhancements, to engage the services of the architectural firm, StreetSense, for the planning and design of their respective FEP projects.

#28 4/29/14 Comprehensive Site Plan for Administration Building and Clubhouse I North Wing

To adopt, for further development, Site Plan 3A, as shown in the report (Comprehensive Site Plan for Administration Building and Clubhouse I Facilities Enhancement Plan dated April 29, 2014) locating the new Administration Building on the east side of the parking lot.

#71 11/25/14 Lawn Activities/Access Road/Comprehensive Site Plan

The LWCC Board of Directors resolves that the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated, and that Management and Streetsense be tasked with developing alternative access opportunities for persons with disabilities.

#72 11/25/14 Lawn Activities/Access Road/Comprehensive Site Plan

The LWCC Board of Directors resolves to amend Resolution #79, dated 10/29/13, to increase the amount by $15,000 from $50,000 to a total sum of $65,000, to explore alternate options to improve accessibility of the North Wing of Clubhouse I. Funds to come from the Resales Fund.

#73 11/25/14 Administration Building Design


The LWCC Board of Directors resolves that $35,000 be allocated from the Resales Fund to complete the programming phase to refine the actual square footage needs for the Administration Building.

#14 2/24/15  Administration Building and North Wing Clubhouse

Resolved, that the Board of Directors approves up to $155,000 to undertake the next phases of civil and geotechnical engineering services to continue the progress of the Administration Building and North Wing Clubhouse projects. Funds to come from the Resales Fund.

#49 6/30/15  Administration Building

Resolved, that the new Administration Building includes a dedicated 1,680 square foot room (which can be divided), as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

#50 6/30/15  Administration Building

Resolved, that two shared meeting rooms, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015, be reduced to one, thereby cutting square footage by approximately 400 square feet.

#51 6/30/15  Administration Building

Resolved, CPAC accepts the shared/collaboration small conference rooms as a total of three, a total of 360 square feet, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

#52 6/30/15  Administration Building

Resolved, that the Communication/Leisure World News Department be included in the new Administration Building, occupying approximately 410 square feet.

(A correction was made to change 400 square feet to 410 square feet.)
Appendix H

The LWCC Board of Directors approves all the CPAC recommendations adopted at its September 24, 2015 meeting. The resolution “Administration Building Options B (Bi-Level) and Site Plan B Location” is attached. The Board further authorizes Management to proceed with the development of a site plan reflecting a Parking Lot and Traffic Plan consistent with the attached CPAC recommended plan. (See attached.)

Resolved, the LWCC BOD approved the recommendations of the Community Planning and Education and Recreation Advisory Committees to eliminate three of the four shuffleboard courts to provide parking accessible to the Administration Building and North Wing of Clubhouse 1 as shown on the “Administration Building Site Plan – Preliminary Layout – CPAC – November 9, 2015”.

The Leisure World Community Corporation Board of Directors authorizes the General Manager, Kevin B. Flannery, to sign the site line plan for the new Administration Building.

The LWCC authorizes the President and Vice President of the Leisure World of Maryland Corporation, as agent for LWCC, to execute on its behalf all applications and permits required by any regulatory agencies and jurisdictions related to the entitlement process, land and site development and building construction for all properties owned by LWCC.

The LWCC BOD approved the Administration Building and Clubhouse 1 Site Plan Approval Package, as recommended by CPAC and endorsed by E&R, Restaurant, S&T and Management, and authorizes submission to MNCPPC for approval.

Further, the LWCC BOD authorizes an amount not to exceed $258,000 for consultants to complete the regulatory submission process, including architecture and engineering (MEP and PP), civil engineering and
Appendix H

landscape (including stormwater management fees); geotechnical
engineer, audio visual engineer and utility expeditor, legal and related
filing fees, etc. Funds to come from the FEP (Resales Fund).

#63 11/28/2017  Administration Building/Clubhouse 1 Site Plan Funding

Resolved, the LWCC BOD authorizes $48,000 to complete the site plan permit
approval through MNCPPC for the Administration Building and Clubhouse 1 Site
Improvements project. Funding to come from the Facilities Enhancement Plan
Fund (Resales Fund).

#6  2/27/2018  Administration Building/Clubhouse 1 Site Plan Cash Flow

Resolved, the LWCC Board of Directors directs the construction plans related to
the Administration Building/Clubhouse 1 site plan to be implemented
independently, so that construction related to the Clubhouse 1 exterior can be
accomplished in an earlier time period than the construction of the new
Administration Building when funds are available.

#14  5/22/2018  Administration Building/Clubhouse 1 Site Plan Approval

Resolved, the LWCC Board of Directors approves the changes to the site plan
for the new Administration Building/CH1 Improvements as reflected in Site Plan
Alternate A4 dated 5/9/2018, and authorizes Management to submit the final
engineered plans to MNCPPC for Site Plan approval.
LWCC Board is composed of 34 Directors representing 29 Mutualls and 5,614 units.

Members Present:
Eleanor Friedenberg (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Lou Furguson (MM), Frances Nebesky (6B), Bud Tardiff (6C), Nadine Roberts (8), Lennex French (9), Dora Pugliese (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel (13), Richard Bambach (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), John Deherty (19B), Larry Trayhnan (26A), Tony Anastasi (20A), Philip Marks (20B), Al Lukes (20B), Robert Griffith (21), Jane Morgan (22), Neil Ross (23), Henry Jordan (24), Roy Dickstein (25), and David Frager (27).

Members Absent:
Marion Herrington (5), Morton Solar (6A), Arthur Rounds (M7), and Barry Lubin (26).

Management Present:
Kevin Hannon, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; and Berri Sommer, Executive Assistant.

1. Call to Order — The Chair called the meeting to order at 9:30 a.m.

2. Chair's Remarks —

a. Meeting with Counsel for RRLI, Inc. — The Chair reported that counsel representing RRLI, Inc. contacted Arnold Spevack, counsel representing Leisure World, requesting a meeting with the Board of Directors of the Community.

b. Compliance with CCOC Complaints 89-10 and 91-10 — On Friday, October 28th, the Executive Committee will meet with the Complainants to review all of the counts, to ensure there are no outstanding items. The meeting will be at 1:00 p.m. in the Montgomery Room.

c. Emergency Preparedness Forum — The Chair commended Jackie Rabinow, Chair of the Emergency Preparedness Advisory Committee, for the outstanding Emergency Preparedness Forum that was presented on October 19th.

d. Montgomery County Council Proclamation — At the November 8th Council meeting, Nancy Navarro will present a proclamation recognizing the longevity of the Leisure World Community and its contributions to Montgomery County for the past 45 years. Board members who would like to be a part of the presentation should inform the Chair.

c. Code of Ethics — Board members who have not yet submitted signed Code of Ethics
and Disclosure forms should return them to Henry Jordan.

f. Appointments - Idell Corson has replaced Charles Warner as Mutual 19A's representative on the Security & Transportation Advisory Committee.

3. Adoption of Agenda - The Agenda was approved by unanimous consent.

4. Approval of Minutes - The Minutes of the meeting held September 27, 2011, were approved by unanimous consent, with the following amendments:

- Resolution #79, on page 2, should state "...discuss and act on the Employment Agreement..." rather than "...discuss and act on the Performance Evaluation..."
- In the last paragraph on page 7, the word "session" is inserted after "A special closed..."

5. Correspondence - The Board reviewed correspondence received during the past month, as well as the Resolutions considered by advisory committees during September 2011.

6. General Manager's Report - The General Manager's Report for September 2011 was received, noted, and made a part of the record. In addition, Mr. Flannery provided the following updates and responded to Board members' questions:

a. Projects - Assistant General Manager Jolene King reported on projects currently under review by various advisory committees: renovation of the Administration Building, renovation of the Stein Room and Terrace Room, improvements to the vestibule/doors of Clubhouse I, expansion of the Fitness Center, golf course enhancements, and installation of a new salt storage shed at PPD. The Board received a cash flow report of the Resale/New Sales Fund, which is the funding source for these projects.

b. PPD Software - Management reported that they are on track to upgrade the PPD computer software effective 1/1/12. The new system will integrate PPD functions with improved billing and improved inventory controls. Management will be able to accept and track partial payments for work performed. In addition, services rendered by different Cost Centers for one project may be billed on the same invoice. All parties will have the ability to view scheduled work (i.e., which individual is assigned to which work order) as well as pending work orders. Property managers and Mutual assistants will be able to access the system to directly schedule and track work orders.

c. Electricity - Management has renewed a contract for the purchase of electricity for the metered buildings effective 7/1/12. The new rate is approximately 14% lower than the existing rate. Management will provide information to the affected Mutuals.

d. State Highway Administration (SHA) - SHA has informed management that the project to repave a portion of Georgia Avenue (Glenallen Avenue to Forest Glen...
Road) has been postponed.

Management has also contacted SHA about the timing of the light outside the Norbeck Gate and will keep the Community informed of any response received.

c. 45th Anniversary - Mr. Flannery thanked everyone who contributed to the 45th Anniversary celebrations of the Community. He commended Stacy Sigler, Dee Martynuska, and the S&R Staff for their efforts. He also thanked Community vendors H&H Concrete Construction, McFall & Berry, Stansbury Building Services, and Weichert Realtors, as well as the Leisure World Foundation, for their financial support of the event. He noted that approximately 2,000 tickets were distributed for the various events.

f. Request for Meeting with RRLH - The Chair asked the General Manager to comment further on this development. He reported that he has asked Leisure World's counsel to try to obtain a more specific idea of what RRLH wishes to discuss with the Board of Directors. He stated that no response has been received to Leisure World's last communication in April, when a Mutual Release was sent to RRLH. Leisure World's position is that, unless there is something new to discuss, a meeting is unnecessary.

Local counsel for RRLH in Virginia indicated to Leisure World's counsel that he had no information about the proposed meeting, but would contact RRLH counsel in California.

In response to a question, Mr. Flannery reported that, through 9/30/11, $50,288 has been expended on this issue in legal fees. The Board's authorization was for $50,000.

Bob Conn (M24) spoke on the following motion in open forum prior to the vote.

Upon motion by Mr. Lukas, the Board agreed...

**Resolution # 87, 10/25/11**

That management be authorized to spend up to $10,000 for additional legal services concerning RRLH; funds to come from the Contingency Fund.

Munals 11, 19A, and 25 voted against the motion. Mutual 9 abstained.

Mr. Marks requested that two articles from the Washington Post real estate section (on FHA and condos) be included in the November Board package.

g. Leisure World as Homeowners’ Association - At the conclusion of the General Manager's report, there was a brief discussion of the issue of whether LWCC is a homeowners’ association (HOA) within the meaning of Maryland State and Montgomery County laws. The LWCC Chair, General Manager, and the LWCC Board, by unanimous consent, agreed that LWCC is a homeowners’ association
within the meaning of state and county laws.

7. Old Business

Report on the Medical Center – The General Manager reported that a meeting of the Oversight Committee is scheduled for November 3rd, at 3:30 p.m. in the Sullivan Room. The committee is presently reviewing the Request for Proposal (RFP), and management is working on some of the attachments relative to the information requested by health care providers.

e. Budget & Finance Committee Recommendation on Budget Clarification Report

Nelson Shapiro, Chairman of the Budget & Finance Advisory Committee, reported that a subcommittee was established to identify ways to clarify and simplify the annual Trust budget. Many of the changes, which were approved by the full Budget & Finance Committee, were incorporated into the 2012 Budget. The subcommittee is now in the process of creating a summary document to assist residents in understanding the budget. The summary document is anticipated to be completed by the end of the year.

b. Marketing Advisory Committee Charter

At the Chair’s request, Bill Taylor, Chair of the Marketing Advisory Committee, clarified the goals of the committee. He distributed a form that provides additional insight into the committee’s functions.

Following discussion, and upon motion by Mr. Marks, the Board agreed:

Resolution # 88, 10/25/11
To approve the Charter for the LWCC Marketing Advisory Committee, dated 9/13/11.

Mutuals 6C and 15 voted against the motion.

c. Ad Hoc Committee on the Leisure World Community Name – The Chair stated that she had asked Saul Penn to serve as Chair of the ad hoc committee.

Mr. Traynam made the following motion, which was seconded –

To approve the appointment of the members of the LWCC Ad Hoc Committee on the Leisure World Community Name, with Saul Penn as Chair.

There was discussion about whether Mr. Penn would be impartial. Mr. Penn responded that he would be neutral in carrying out the responsibilities of chair.

Mr. Ross suggested that the motion be split into separate parts – one to appoint the committee members and one related to the appointment of a chair.

Upon motion by Mr. Traynam, the Board agreed unanimously –
Resolution # 89, 10/25/11
To approve the appointment of the members of the LWCC Ad Hoc Committee on the Leisure World Community Name, as recommended by the Chair.

Further discussion followed, and Mr. Penn addressed the Board in open forum on the motion to appoint him as chair. He stated that he is not opposed to a name change for Leisure World, but is in favor of objective analysis of the history and the facts of what has transpired so far on this issue.

David Kipping (M21) spoke in open forum in support of Mr. Penn.

Upon motion by Mr. Marks, a recorded vote was taken, and the Board agreed

Resolution # 90, 10/25/11
To appoint Saul Penn as chair of the Ad Hoc Committee on the Leisure World Community Name.

The recorded vote tally is shown on Exhibit A.

d. Leisure World News Advisory Committee Charter -- Following discussion, the Board agreed to delete the words “current and past” in the next-to-last paragraph of the charter. The Committee’s recommendation, as amended by the board, was approved unanimously –

Resolution # 91, 10/25/11
The LWCC Board of Directors approves the charter of the Leisure World News Advisory Committee, dated 9/21/11, as amended.

c. LWCC Open Forum Policies and Procedures -- In response to a question from the Chair, the ad hoc committee agreed that, on page 28, under “The Purpose of the Open Forum Policy and Procedure for LWCC Committee Meetings is to,” the words “prior to the Committee taking action on each item” should be deleted from the second line of (a).

The proposed changes in the Open Forum Policies and Procedures will be voted on by the Board in November.

f. Proposed Bylaw Amendment – Article VIII, Committees, Section 3 – Membership – Mr. Dickstein, the author of the proposed amendment, requested that action on this item be postponed until January 2012.

Upon motion by Mr. Dickstein, the Board agreed unanimously –

Resolution # 92, 10/25/11
To postpone action on the proposed amendment of LWCC Bylaw Article
VIII, Committees, Section 3 — Membership, until January 2012.

g. Proposed Policy — Prohibition against Chair and Vice-Chair serving as Members of Advisory Committees — Mr. Dickstein stated that he wished to change the wording of his proposed policy change, to read as follows:

"The Chairperson and Vice-Chairperson shall not serve on any standing advisory committees or ad hoc committees, but shall continue to serve on the Executive Committee, effective 2/1/12.

Mr. Jordan objected to the inclusion of ad hoc committees. Discussion followed, and the following points were raised: (1) since this would be a Board policy, the Board could make exceptions when necessary; (2) some organizations designate officers as ex-officio members of committees; and (3) officers may attend and speak at any committee meeting without being a voting member.

Mr. Dickstein stated that he was willing to remove ad hoc committees from his motion.

The following individuals spoke in open forum on this topic: Larry Darnisky (M19B), Saul Penn (M20A), Jay Harding (M17B), Dave Kipping (M21), and Robert Griffith (M21).

Upon motion by Mr. Dickstein, the Board agreed —

Resolution #93, 10/25/11
That the Chairperson and Vice-Chairperson shall not serve on any standing advisory committees, but shall continue to serve on the Executive Committee, effective 2/1/12.

Mutuals 14, 17B, 20B-1, and 21 voted against the motion.
Mutuals MM-2 and 12 abstained.

8. New Business

a. Proposed Bylaw Amendment — Voting Requirements — The General Manager stated that he had been asked at the last Board meeting to draft a proposed amendment to the voting section of the LWCC Bylaws, prior to the establishment of an ad hoc committee to review governing documents. The proposed draft amendment was discussed at the Executive Committee meeting on October 14th, and the Committee requested additional information and examples, which were provided in the Board packet.

Mr. Flannery also distributed and commented on a summary of voting references in the following pertinent documents: Trust Agreements One and Two, Articles of Incorporation and Articles of Amendment, and LWCC Bylaws.
The Board will act on this item in November.

b. **Ad Hoc Committee to Review LWCC Governing Documents** — The Board reviewed a “Rationale for the motion to review all LWCC governing documents,” prepared by Ms. Cronin. This item will be voted on in November.

c. **Ad Hoc Committee to Review LWCC Policies and Procedures** — The Board reviewed a “Rationale for the motion to establish a committee to research and report on the policies and procedures of the LWCC Board of Directors,” prepared by Ms. Cronin. This item will be voted on in November.

d. **Advisory Committee Charters** — Suggested Charters for the LWCC Advisory Committees were distributed, along with a status report of which ones have been reviewed and accepted by the committees. Finalization of the Charters is targeted for the November Board meeting, at which time they will be acted on by the Board.

e. **Recommendation of Health Advisory Committee** — Ms. Cronin made the following motion:

   To direct the Chair to send a letter to Governor O’Malley and Secretary Sharstein, in support of funding the Advance Directive Registry, with copies to Senator Manno and Senator Robey.

   Upon motion by Mr. Marks, the Board agreed to the following amendment:

   **Resolution # 94, 10/25/11**
   To add the three delegates for District 19 and the Chair of the Montgomery County Delegation to the Legislature to the “CC” list.

   Mutual 11 voted against the motion.

   Rosalind Kipping, President of Compassionate Choices of Leisure World, read a statement in open forum in support of sending the letter.

   The Board voted on the amended motion, which was approved, as follows:

   **Resolution # 95, 10/25/11**
   To direct the Chair to send a letter to Governor O’Malley and Secretary Sharstein, in support of funding the Advance Directive Registry, with copies to Senator Manno, Senator Robey, the three delegates for District 19, and the Chair of the Montgomery County Delegation to the Legislature.

   Mutual 11 voted against the motion.

f. **2012 LWCC Advisory Committee Nominations** — The Chair stated that the advisory committee listings in the November agenda packet will include designated committee
Mr. Damsky stated that he had been informed that Gail Greenberg would be unable to serve on the Security & Transportation Committee.

Mr. Jordan requested that the Ad Hoc Committees be added to the listing.

g. **Deer – Report on Available Options** – Ms. King reported on available deer management programs and distributed a report summarizing what is available to the Community.

Mr. Jordan made a motion, which was seconded, to instruct management to cull the deer in the Community, but, following discussion, agreed to withdraw the motion temporarily. The Board will discuss this issue further in November.

9. **Open Forum** – During the Open Forum, the following individuals spoke on the topics noted:

   - Jude Howard (M19B) — Deer management
   - Jay Harding (M17B) — Deer management; name change

10. **Next Meeting** — The next meeting will be on November 29, 2011, at 9:30 a.m. in the Montgomery Room.

11. **Adjournment** — There being no further business to come before the Board, the meeting was adjourned at 11:51 a.m.

________________________________________________________________________

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation  
Board of Directors Meeting #4  
March 27, 2012

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:  
Charles Smith (MM), Jim Perrella (MM), Linda Wacha (MM), Mary Lou Furgurson (MM),  
Marien Harrington (5), Morton Solar (6A), Frances Nebesky (6B), Bad Tardiff (6C), Arthur  
Round (7), Nadia Roberts (8), Lennox French (9), Michael Showalter (10), Darlene Hamilton  
(11), Marian Allman (12), Paul Bossel (13), Jackie Rabinow (14), Richard Carlson (15), James  
Turner (16), Barbara Crootin (17A), Richard Houghton (17B), Patricia Eaton (18), Patricia Dunn  
(19A), John Doherty (19B), Larry Traysham (20A), Tony Anastasi (20A), Philip Marks (20B),  
Al Lukas (20B), Gilbert Wagenheim (21), Neil Ross (23), Henry Jordan (24), Roy Dickstein  
(25), Barry Lubin (26), and David Frager (27).

Members Absent:  
Jane Morgan (22).

Management Present:  
Kevin Flannery, General Manager; Tim Coursey, Assistant General Manager; Jolene King,  
Assistant General Manager; Jennifer Peacock, Comptroller; and Berri Sommer, Executive  
Assistant.

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

Appointments – Edward Nicosia, M18, and Irving Eisen, M24, have resigned from the  
Marketing Committee. Jackie Rabinow, M14, has resigned from the Leisure World  
News Committee; Janet Danziger, MM, has resigned from the Golf & Greens  
Committee; and Jack Rich, M11, has resigned from the Insurance Committee. Dorothy  
Van Sooy will replace Dora Pugliese as M10’s representative on the Education &  
Recreation Committee. Astrid Calii, M12, will serve as the vice-chair of the Insurance  
Committee, and Martha Robinson, M6C, will serve as vice-chair of the Leisure World  
News Committee.

Honoring Delegate Sid Kramer – The Chair, representing Leisure World, attended an  
event on March 5th, along with other members of the Community, to celebrate Sid  
Kramer’s lifetime of service to the county and state of Maryland.

Meeting with Advisory Committee Chairs – Most committees were represented at the  
meeting on March 14th. Ms. Cronin and Mr. Bossel conducted an informal training  
session on “how to be a chair and more.” Feedback has been positive.
Community Name Committee – Paul Bischof, chair of the committee, asked the Chair to share with the Board that the committee hopes to have a formal timeline of how to move forward with the survey on the community name for the Board to discuss in April. They plan to have the Mutuals distribute the survey and will need authorization for funding.

Items to be included in Agenda Packets – The Chair stated that, if individuals wish something to be included in a meeting packet, they should submit it in writing. Open Forum comments include only a speaker’s name, Mutual, and topic addressed.

Discussion/Debate – In order to shorten meetings, the Chair requested that Board members and guests limit their comments on agenda items to new information only.

3. Adoption of Agenda – The agenda was adopted by unanimous consent.

4. Approval of Minutes – Minutes of the meeting held February 28, 2012, were approved as written by unanimous consent.

5. General Manager’s Report – The General Manager’s Report for March 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery provided the following updates and responded to Board members’ questions:

Finances – Historically, January and February tend to be slow months from a financial standpoint. However, the Community is starting to see momentum – due, in part, to the mild weather. While experiencing savings in electricity expense, the Community is over budget in gasoline expense.

Insurance – The Insurance Advisory Committee met on March 26th with the broker. A meeting is scheduled with the Travelers Company on March 29th to begin discussions about renewal of the commercial lines of coverage in the Community, which expire July 31st.

Security Cameras – The cameras have been received and will be installed by the end of next week.

Aspen Hill Developments – Representatives of the developers of Kohls and Walmart attended the meeting of the Government Affairs Committee and requested an opportunity to inform residents of their plans for the department store and Walmart. The Government Affairs Committee has requested that management coordinate a presentation by the developers, which is anticipated to take place late April or early May.

Wounded Warrior Project – A discussion is being held with the Golf & Greens Advisory Committee to provide opportunities for wounded veterans to use the golfing facilities at no charge. A meeting with representatives of the program will be held in April, and a proposal will then be presented to the Board for approval.
6. Committee Reports

a. Ad Hoc Committee to Review Advisory Committee Process – Bud Tardiff, chair of the ad hoc committee, stated that the committee has researched 10 years of Board resolutions, to find those that relate to advisory committees. The resolutions now need to be organized into a format that will be convenient for the committee to use.

Mr. Tardiff anticipates having a revised draft of the guidelines by April 15th, for review by the Board.

b. Marketing Committee – Bill Taylor, Chair of the Marketing Committee, reported that the committee has studied the issues, evaluated options, and drafted an action plan aimed at defining and pursuing a program to launch a marketing program. The final version will be available soon for Board approval, but in the meantime, preliminary efforts have commenced on some of the items. Issues requiring immediate resolution include: (1) website questions; (2) materials development; and (3) advertising.

c. Greenbriar at Norbeck Crossing – Mr. Marks stated that the Montgomery County Planning Board held its final hearing on March 8th. He distributed a handout of a power point slide presentation, which was also displayed on the projector screen. The development will comprise a total of 262 units, including 143 multifamily units in three 4-light buildings. In addition, 95 townhouses are planned, along with 24 single family homes. The developer anticipates doing utility work along Norbeck Road this summer. Due in part to Leisure World’s efforts, a 100-year storm water plan was obtained. Traffic, however, presents some continuing problems.

The Chair thanked the committee for their hard work and effort and stated that the committee is dismissed. Management will take over monitoring and ongoing communication with the developer.

d. Landscaping Contract Update – Ms. King reviewed the contract summary form included in the agenda packet. She reported that, at its March meeting, the Landscape Committee requested that management obtain a proposal from McFall & Berry for the continuation of services.

Ms. King will report the action taken by the Landscape Committee in April to the Board of Directors at their April meeting.

e. Energy Advisory Committee – Michael Showalter, Chair of the Energy Advisory Committee, reviewed the committee’s report and recommendation relative to B-rating credits for heat pumps installed in master-metered Mutuals.

Upon motion by the Energy Advisory Committee, the Board agreed –

Resolution # 11, 3/27/12
The LWCC Board approve the recommendation by the Energy Advisory Committee to reinstitute B-Rating credits for current owners and future
installers of heat pumps at any residence that is served by a master meter and to use the rate schedule developed by the Heat Pump Issue working group and recommended by the Committee.

One Mutual opposed the motion and several chose not to vote.

Upon motion by the Energy Advisory Committee, the Board agreed –

Resolution #12, 3/27/12
That the Energy Advisory Committee be given the authority by the LWCC Board of Directors not only to review but also to adjust rates for those energy-saving incentives that are currently in use and to incorporate this newly delegated authority into the Committee's Charter. The Charter as amended would read:

The Committee shall periodically review and if necessary adjust the E-Ratings of Trust facilities and Mutual units to assure the reflection of equitable cost allocations relating to bulk-metered areas of the Leisure World community.

f. Leisure World News Committee – David Kipping, Chair of the Leisure World News Committee, reviewed the committee’s proposal to welcome articles on subjects of interest to Leisure World residents. Extensive discussion followed.

The Chair polled the Board on whether they wished to vote immediately on the Leisure World News Committee proposal or postpone a vote. A recorded vote was taken, and the outcome was to take an immediate vote.

Upon motion by the Leisure World News Committee, the Board agreed –

Resolution #13, 3/27/12
(A) That contributing writers are established as a continuing feature of the Leisure World News, supported by the Editorial Team concept as described herein. Minor changes to the Editorial Team concept may be needed to smooth out operations, but major changes will have to be brought back to the Board of Directors for approval.

(B) To implement an 8-month trial period (about 6 months of actual articles). At the end of the trial period, the Leisure World News Advisory Committee will submit a written report which describes the trial period and presents suggestions for changes, improvements, or termination. If desired by the Board, an oral report will also be provided.

g. Government Affairs Committee – David Kipping, representing the Government Affairs Committee, reported that the committee had passed a resolution requesting that management coordinate a visit to Leisure World by representatives of Walmart and the Lee Development Group to present their plans for Walmart and Kohl's stores.
in the Aspen Hill area.

Mr. Kipping described the process followed by the committee in monitoring bills in the legislature and providing input on those bills that affect the Community.

7. Unfinished Business

a. Medical Center Oversight Committee – The Chair reported that, at the Executive Committee meeting, the Committee voted to direct the Leisure World of Maryland Comptroller to work with the Oversight Committee to gather specific detailed information regarding the Medical Center budget for the purpose of evaluating proposals from health care providers.

Leonard Teitelbaum, chair of the Oversight Committee, reviewed the report contained in the agenda packet. He noted that answers to the committee's questions were requested from the health care providers by March 19th. He reported that MedStar Health responded on time, but that Johns Hopkins responded with a letter putting themselves in second place in the evaluation process – i.e., they will resume negotiations if Leisure World is not satisfied with negotiations with MedStar Health. The committee is awaiting a date from MedStar Health to meet with the committee. In the meantime, the committee has established goals that MedStar would need to meet in order to successfully complete negotiations.

b. Proposed Bylaw Amendment – Voting Requirements – The Chair explained that a motion was on the floor that was developed by the three Mutuals with multiple directors. If that motion fails, two other motions were put forward—one in a position paper by Mr. Jordan and the second in a position paper that the Executive Committee asked management to prepare.

The motion on the floor was as follows:

Except for actions under Article III, Section 4, and Article V, Section 3, when each Director shall have one vote, Directors may cast the number of votes provided in the Articles of Incorporation. Unless otherwise specified in these Bylaws, a majority of the votes cast decides a question before the Board if that majority reflects the position of the Mutuals as expressed by the votes cast by Directors. Proxy voting is not permitted. Whether a Mutual (except Montgomery Mutual 1, 2, 3, and 4) with more than one Director is considered to take an affirmative or negative position on a question shall be determined by the majority vote of its Directors on that question; if the “yeas” and “nays” of its Directors are equal in number, the Mutual vote shall not be counted, but the unit votes shall be counted. considered to have abstained. In the event only one of the Directors votes on an issue, the Mutual vote will be counted and the units represented by that Director will be counted. This would apply in the following situations: only one Director is present, abstains or votes present. Nothing in these Bylaws supersedes or
modifies any of the voting provisions of the Trust Agreements referred to in the Articles of Incorporation.

Mr. Bessel made a procedural motion, which was seconded and voted on.

Upon motion by Mr. Bessel, the Board agreed—

Resolution #14, 3/27/12

To refer all of the proposals dealing with the subject of how votes are counted at the LWCC Board to the Special Committee to Review Leisure World Governing Documents, for a detailed study as part of its work.

This item will be off the agenda until the special committee comes back with a recommendation.

c. Multi-Year Plan for Systematic Review—Mr. Flannery reported that he has met with three consultants. He has one proposal, from Cummings & Leeds, which identifies 10 areas of tasks. They have quoted a price for each of those tasks, along with an overall fee. Each of the individual tasks costs approximately $3,500-$4,000. Mr. Flannery has had discussions with a second company, and they have visited Leisure World, but have not provided a proposal yet.

Mr. Flannery and Ms. King met with a consultant and discussed customer service, team building, and cultural change within the organization. Management is reviewing the proposal.

d. PPD Operational Review—Ms. King stated that she had been asked to report to the Board of Directors on the progress of the Physical Properties Department and build on the 2011 Operational Review. The report received by the Board represents her observations and goals. The report is being reviewed by the PPD Committee. She and the committee will assign timelines to the goals in the report.

The Chair stated that this item will be discussed in more detail next month when the PPD Committee’s reaction to the report is presented to the Board.

e. Community Planning—Facilities Improvement Plan—The Chair stated that the Board was scheduled to vote on accepting the plan as presented in February. In the interim, the Golf & Greens Committee passed a resolution requesting that work on the third hole be completed in 2012.

Mr. Lukas asked to review the plan before the vote was taken. At the conclusion of his remarks, he stated that the Community Planning Committee requested the Board of Directors to pass a resolution accepting the Facilities Improvement Plan, as follows:

"The Board of Directors accepts the 2012 Facilities Improvement Plan, as recommended by the Community Planning Advisory Committee, dated
February 6, 2012.”

Mr. Bessel made a procedural motion, which was seconded, as follows:

That the Board refer the plan back to the committee for further consideration and review and bring it back to the Board after further consideration.

The Chair handed the gavel to the Vice-Chair in order to speak as a Board member. She stated that, when this topic was presented at the Executive Committee two months ago, she said to the then-chair of the committee that she would like to have the target dates for completion removed. Her question continues to be what it means in terms of targeted completion dates if the Board accepts the plan.

Mr. Lukas responded that, if the Board wishes, the committee could take out the targeted completion dates. He stated that, in the committee’s view, the two highest priorities are the administration building and the fitness center. The other projects are smaller in scope and are more flexible.

The Board voted on the motion to refer the plan back to committee. A recorded vote was taken, and THE MOTION WAS DEFEATED.

The Chair stated that Mr. Flannery had indicated he would be willing to gather information on forward focusing the finances. Mr. Flannery later stated that it does not make sense to independently discuss long-term planning for facility improvements without some discussion of the long-term operating budget. Management has already been asked to put together a five or seven-year operational forecast and is willing to do that upon receiving an indicator on the Medical Center operation. He believes this topic should be integrated into the preparation of the 2013 budget. That way, not only would the Board be looking at an operational budget forecast out 5-7 years, but it would include an opportunity to review a facility improvement projected budget for 5-7 years. The time frames could be debated at that time.

The main motion to accept the plan, as proposed by the Community Planning Committee, was put back on the table.

Mr. Bessel made the following motion, which was seconded:

To amend the motion to remove all references to a visitor’s center and the reference on page 5 of 8 of the committee’s report to the addition of a working resource room for LWCC leadership and enlargement of the Sullivan Room.

Mr. Houghton made the following motion, which was seconded:

To amend the motion by changing the word “accept” to “receive.”
Mr. Trayham made the following motion, which was seconded:

To amend the motion by adding the clause “with the understanding that funding of each project will be individually voted on by the Board of Directors.”

The Chair handed the gavel to the Vice-Chair, in order to make the following motion, which was seconded and agreed on:

Resolution #15, 3/27/12
That the Board postpone further discussion on this item until next month when the General Manager can bring back a plan for how this report and what he thinks he can do for us can be meshed together.

8. New Business

a. Evaluation of General Manager – As Chair, Ms. Cronin appointed a committee of three Board members to conduct the General Manager’s evaluation for 2011/2012. The members are: Roy Dickstein, Chair; David Erger, and Jackie Rabinow. They are charged with using the General Manager’s position description as the basis for the evaluation, along with referencing last year’s evaluation to find direction. Their focus and attention should be on seeking feedback from individuals who have had contact with the General Manager over the past year and who are in a position to contribute pro or con comments. The groups of residents who will be sought for feedback are: advisory and special committee members; current and past Executive Committee members; and Mutual Presidents. The focus of the questions should be to identify no more than three strengths in any one of the divisions of the position description and no more than three areas for growth in any one division. The objective for the committee is to come up with a written evaluation of the General Manager over the year that ran from March 2011 to March 2012. The committee will make an initial report to the Board in July 2012, with the final action on the evaluation occurring in September 2012.

b. Draft Audit Report. Mr. Flannery stated that the only addition was a footnote referencing the signed Facilities Agreement signed by the developer of the fifth building of Villa Cortese.

Upon request of the Chair, the Board accepted by unanimous consent the recommendation of the Audit Advisory Committee to accept the Auditor’s Report.

Upon request of the Chair, the Board accepted by unanimous consent the recommendation of the Budget & Finance Advisory Committee that the surplus of $31,755 be transferred to the Contingency Fund, contingent upon the
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approval of the Audit report by the Audit Advisory Committee.

c. Community Planning Committee Recommendation – Physical Fitness Room Windows. Mr. Lukas agreed to the Chair's request that this item be postponed until April, in the interests of time.

9. Correspondence – The Board reviewed correspondence received during the past month, as well as the Resolutions considered by advisory committees during February.

The Chair commented on a resolution passed by the Emergency Preparedness Committee. She requested that Board members read the committee’s resolutions and take the information back to their Mutual boards, so that the Mutual boards can take action.

10. Open Forum – The following residents spoke on the topics indicated:

- Henry Jordan, M24 – Change in Board schedule when agenda is long.

11. Next Meeting – The next meeting will be on Tuesday, April 24, 2012, at 9:30 a.m. in the Montgomery Room.

14. Adjournment – There being no further business to come before the Board, the meeting was adjourned at 12:50 p.m.

David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting #3
April 24, 2012

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Lou Furgenson (MM),
Marion Herrington (5), Jean Courcy (6B), Bud Tardiff (6C), Nadine Roberts (8), Leonox French
(9), Michael Showalter (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel (13),
Jackie Rabinow (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard
Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), John Daherty (19B), Larry Traynham
(20A), Ken Zajic (20A), Philip Marks (20B), Al Lukas (20B), Jane Morgan (22), Neil Ross (23),
Henry Jordan (24), Bill Heyman (25), Harry Labin (26), and David Frager (27).

Members Absent:
Morton Solar (6A), Arthur Rounds (7), and Gilbert Waganheim (21).

Management Present:
Kevin Flannery, General Manager; Tim Courses, Assistant General Manager; Jolene King,
Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant;
and Sue Velasquez, Administrative Assistant.

1. Call to Order—The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks—

Introduction of LWMC Staff Member—At the request of the Chair, Berri Sommer introduced Sue Velasquez, a new part-time administrative assistant in the Administration Office. She will primarily assist Berri Sommer and Tim Courses.

Appointments—Judy Owen, Mutual 11, was removed from the Education & Recreation
Advisory Committee. James Elliott, Mutual 10, has resigned from the PPD Advisory Committee and will be replaced by John McMahon. Don Lewis, Mutual 24, has resigned from the Community Planning Committee, and Clarise Pruitt-Jones, Mutual 12, has resigned from the Special Committee to Review Governing Documents.

Legal Opinion—Last month, the Board received two letters from Counsel. One clarified a previous letter relating to the Board’s ability to spend Trust Funds provided that two-thirds of the Mutual Boards agree. The other addressed the Cortese Trademark. Essentially, there is no way to predetermine if Ms. Cortese might file a suit against the Community; nor is there a way to predict whether such a suit, if filed, would prevail. The two letters were sent electronically to Board members, and management also shared them with the Marketing Committee and the Community Name Committee.
Fire in Mutual 10: Mr. Showalter reported on a fire that occurred in Mutual 10 the previous week. A resident discovered a wire burning leading to the circuit breaker box in a garage. Fire and Rescue, along with PPD and Security, responded. Three houses were affected. The fire was caused by a Pepco wire which short-circuited a Verizon cable. Electrical and telephone services were restored the same day.

Leisure World Security Staff—On April 9th, Inforce honored the Leisure World Security Staff: Councilman Phil Andrews; Lieutenant Marc Yamada, Deputy District Commander of the District 4 Police Station; Larry Damsky, Chair of the Security & Transportation Advisory Committee; and Assistant General Manager, Tim Coursen, all spoke. The highlight of the occasion was the presentation of a commendation of the Security Department by the Maryland Legislature, which was presented to Richard Schultz, chief of Leisure World's Security forces, by Jay Hardin, president of Inforce.

At the Chair's invitation, Mr. Schultz shared the commendation with the Board, who thanked him and the Security Department for their services to the Community.

Conduct of Meeting—The Chair announced that, due to the amount of information to be covered, each topic would be allowed three minutes for the presentation, unless otherwise stated. Additional time would have to be requested by motion.

3. Adoption of Agenda—Item 6-c, Landscape Committee/Landscape Contract, was moved up to become 6-c, to accommodate Ms. King's schedule. In addition, item 8-a, Renovation of Administration Building, was moved to follow Committee Reports, in front of Unfinished Business. The agenda was adopted as changed, by unanimous consent.

4. Approval of Minutes—Ms. Altman asked the name of the consultant mentioned in paragraph 2 of item 7-c, Multi-Year Plan for Systematic Review. Mr. Flannery responded that the name of the company was X3. Minutes of the meeting held March 27, 2012, were approved as written by unanimous consent.

5. General Manager's Report—The General Manager’s Report for April 2012 was received, noted, and made a part of the record. Mr. Flannery noted that management is in the process of updating the Board’s 2012 calendar and will email it to Board members when completed.

6. Committee Reports

a. Emergency Preparedness Committee—Ms. Rabinow stated that the committee’s goal for 2012 is to establish a Mutual Readiness Program for all Leisure World Mutuals. The program is intended to mirror Montgomery County’s Neighborhood Readiness Program. Between May and September, the Emergency Preparedness Committee will be inviting a representative of every Leisure World Mutual to attend one of their monthly meetings, to be briefed on the goals of the program. The first one will be May 3rd.
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The County Executive has initiated a Senior Safety Summit. Leisure World will be the first venue, to be held on June 14th in the Ballroom of Clubhouse I. The summit will be hosted by the Emergency Preparedness Committee, and the presenters will include Montgomery County Fire and Rescue Department, the Police Department, the Consumer Protection Agency, Homeland Security, and the Council for Aging. Details will be published in the Leisure World News.

b. **Ad Hoc Committee to Review Advisory Committee Process** Mr. Tardiff reported that the committee is working on a final draft of the guidelines, which should be completed in time for discussion at the May Board meeting. The committee will be meeting with each advisory committee.

c. **Landscape Committee** Ms. King reported that the Landscape Committee invited Mark McFall, President of McFall & Berry, to attend the committee’s April meeting, to outline the general terms of an extension to their existing contract. Mr. McFall proposed the terms included in the agenda packet—i.e., no increase in cost for 2013 and a 2-3% increase in each of the following two years. In addition, McFall & Berry offered $30,000 worth of complimentary landscaping, contingent on the Community not going through the bidding process.

The Landscape Committee passed a resolution to go through the bidding process and presented three companies as potential bidders. The committee has requested that a fourth company that recently contacted Leisure World be included in the RFP process.

Following discussion, the Board voted on the Landscape Committee recommendation, as follows:

The Landscape Committee recommends to the Board of Directors that the landscape and snow removal contracts go through the bidding process and that Ruppert be added to the list for the RFP.

The motion was **defeated**.

Upon motion by Mr. Frager, the Board **agreed**—

**Resolution #16, 4/24/12**

That the McFall & Berry proposal be accepted as submitted, and that management be requested to include in the agreement any changes to specifications based on comments from the Board and the Mutuals.

[ATTACH M&B PROPOSAL TO MINUTES]

d. **Medical Oversight Committee** Senator Teitelbaum, chair of the committee, reported on the committee’s activity. He stated that 12 questions have been sent to MedStar in advance for discussion at a meeting on April 26th. He stated a need for continuing oversight of medical operations once a transition has been made to a partnership with
a health care provider.

A motion was made to extend the time for 10 minutes.

A Board member requested that the current report, as well as future reports of the committee, be submitted in writing.

Upon motion by Mr. Fraser, the Board agreed unanimously—

That the Board of Directors arrange for a special closed session meeting, in accordance with Maryland HOA Act 11B-111(4)(vi). At this meeting the General Manager, appropriate LWMC staff, the Oversight Committee, and the consultants to this process will be included. Date of the meeting to be after 4/26/12 and before the Executive Committee meeting on 5/18/12.

Ms. Wacha proposed the following amendment (addition to the motion), which was seconded:

That a full written report from the Oversight Committee be submitted to the Board prior to the special meeting.

A motion was made to extend the time for five minutes.

The amendment regarding a full written report was voted on and passed unanimously.

Mr. Traynham proposed the following amendment:

To add “for the purpose of reviewing the current status of negotiations with MedStar.”

The amendment was voted on and passed unanimously.

The amended motion, as follows, was voted on and passed unanimously:

**Resolution # 17, 4/24/12**

That the Board of Directors arrange for a special closed session meeting in accordance with Maryland HOA Act 11B-111(4)(vi), for the purpose of reviewing the current status of negotiations with MedStar. At this meeting the General Manager, appropriate LWMC staff, the Oversight Committee, and the consultants to this process will be included. Date of the meeting to be after 4/26/12 and before the Executive Committee meeting on 5/18/12. A full written report from the Oversight Committee to be submitted to the Board of Directors prior to the special meeting.

Mr. Marks stated that he had submitted a motion (p. 12 in the agenda packet)
requesting that the Board direct the General Manager to prepare a contingency plan for medical center operations in the event an agreement is not reached. He requested that his motion be held over until the May Board meeting.

Mr. Tardiff stated that he had distributed copies of proposed motions. He said that he also wished to postpone them until the next meeting.

Board members were asked to bring those two documents to the May meeting.

Mr. Tardiff proposed the following motion, which was seconded and, following brief discussion, approved unanimously—

Resolution # 18, 4/24/12
The Board requests that the General Manager, along with appropriate members of his staff and the consultants, attend the meeting of the Oversight Committee with MedStar on 4/26/12.

e. Community Name Committee—The Chair stated that the committee’s work was mandated by the Board and is not subject to debate or vote.

Paul Eisenhaur, chair of the committee, reviewed the committee's report contained in the agenda packet. He stated that, for the past six months, the committee has been developing a plan for creating a survey, presenting it to the residents, and determining the cost. The target date for delivering the survey to Mutual Presidents, for distribution by them to the residents, is May 9th.

f. Insurance Committee—The Board received a written report from the committee.

g. Education & Recreation Committee/ Motivational Fitness Contract—Rita Penn, chair of the committee, requested that the Board approve the contract for the Fitness Center, as outlined in the summary in the agenda packet.

Upon motion by the Education & Recreation Committee, the Board agreed unanimously—

Resolution # 19, 4/24/12
To approve the renewal of the contract with Motivational Fitness, effective 6/1/12, with terms identified in the attached summary.
[ATTACH CONTRACT SUMMARY.]

h. Marketing Committee—Board members received copies of the committee’s Action Plan. Bill Taylor, chair of the committee, requested that Board members review the plan and share it with their Mutuals, committees, and organizations. Any questions should be submitted by email to actionimage69@msn.com. A committee member will respond to questions. In addition, the questions will be summarized and shared with the Board. Members of the committee are also available to discuss the plan with Mutuals, clubs, and organizations.
7. **Unfinished Business**

a. **Windows for Fitness Center**—Al Lukas, chair of the Community Planning Committee, and Rita Penn, Chair of the Education & Recreation Committee, brought forward the following motion, which was presented by Mr. Lukas:

   To authorize Alan Myers Architects, Inc. to investigate the feasibility and design of installing windows to the existing fitness center. Expenses to come from funds previously committed.

Following discussion, including comments pro and con the recommendation, the Board took a vote and the **motion was defeated**.

b. **Multi-Year Plan for Systematic Review**—The General Manager submitted to the Board proposals from Cummings & Leeds, L.L.C., Project Masters, Inc., and X3. Management recommends acceptance of the proposal from X3 relative to a cultural behavioral change in the organization. He suggested that Mr. Gomes, President of X3, be invited to attend the May Board meeting to explain his proposal. Once that exercise is completed, consideration could be given to engaging one of the other groups to review individual task areas.

The Chair requested that Board members review the proposals and communicate any questions or concerns to the General Manager.

Upon motion by Ms. Hamilton, the Board **agreed unanimously**—

**Resolution #20, 4/24/12**

To have a brief presentation by Mr. Casey A. Gomes, President of X3, at the May 2012 Board meeting.

c. **Community Planning—Facilities Improvement Plan**—The Executive Committee put forward a substitute motion contained on the last page of the agenda package.

Upon motion by the Executive Committee, the Board **agreed unanimously**—

**Resolution #21, 4/24/12**

To accept the recommendation of the Executive Committee to acknowledge the report from the Community Planning Committee and thank them for their hard work.

8. **New Business**

a. **Renovation of Administration Building**—The Chair stated that the Community Planning Committee has not completed its work. Management's presentation is an attempt to keep Board members informed on major issues. There will not be discussion following the presentation. Board members are requested to take the
materials home, review them, develop their questions, and send them to Mr. Lukas, chair of the committee.

Ms. King disseminated and reviewed copies of three floor plans: (1) the existing floor plan, (2) a draft proposed floor plan within the existing footprint, and (3) a draft expansion floor plan. The purpose of the proposed renovation is to create adequate work space for employees within the existing building and to bring the building up to 2012 standards, including better energy efficiency, life safety systems, and improved mechanical, electrical and plumbing systems. An additional goal is to plan for the next 45 years.

The Board of Directors has approved a $1.75 million budget for the renovation of the building, with the intention that the facilities currently housed in the building would remain. As the architect reviewed the study of department functions and personnel, assigning them industry standard work spaces, it became evident that it would be difficult to fit all of those functions and individuals back into the building.

The expansion plan accommodates all of the functions currently in the building, provides for efficient work flow, and also provides transition space. The plan also provides for a larger Sullivan Room meeting space that can be partitioned and, in addition, future needs space.

The plans are before the Community Planning Committee for consideration. The committee anticipates bringing a recommendation to the Board in May or June.

The Chair requested that Ms. King email her written report to Board members.

b. **Budget for Special Committee to Review Leisure World Governing Documents**. The Board reviewed a motion put forward by the Executive Committee to provide funds for legal expenses relative to the committee's work.

The Board approved the motion, as follows:

**Resolution # 22, 4/24/12**
That up to $10,000 be budgeted for the work of the Special Committee to Review Leisure World Governing Documents—primarily for obtaining outside counsel opinion. Funds to come from the 2012 operating budget.

The following motion was introduced by Mr. Marks and approved unanimously—

**Resolution # 23, 4/24/12**
The Board directs the Special Committee to Review Governing Documents to provide a written work plan, time line, and approach for the review of documents at the May 2012 Board meeting.

c. **Cortese Leisure World Web Site**—There was discussion about the Leisure World website maintained by the Cortese group.
d. **Wounded Warrior Program**—At the request of the Executive Committee, the General Manager drafted a proposed motion for the Board to approve the use of the golf course facility for this program.

Upon motion by the Executive Committee, the Board **agreed unanimously**—

**Resolution # 24, 4/24/12**
To approve the use of the Leisure World golf course, on a scheduled basis, at no charge, by members of the Wounded Warrior program.

9. **Correspondence**—The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during March.

10. **Open Forum**—The following residents spoke on the topics indicated:

- Saul Penn, M20A—Time limits for discussion.
- Barbara Braswell, M11—Inclusion of emails to the Board in Correspondence
- Jay Harding, M17B—Insurance contract renewal
- Phil Marks, M20B—FHA recertifications

11. **Next Meeting**—The next meeting will be on Tuesday, May29, 2012, at 9:30 a.m. in the Montgomery Room.

14. **Adjournment**—There being no further business to come before the Board, the meeting was adjourned at 11:45 a.m.

David Frager, Executive Secretary  
LWCC Board of Directors
Leisure World Community Corporation  
Board of Directors Meeting # 7  

May 29, 2012  

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:  
Charles Smith (MM), Jim Perrotta (MM), Linda Wacha (MM), Mary Lou Furgurson (MM), Mariln Herrington (5), Frances Nebesky (6B), Bud Tariff (6C), Arthur Rounds (7), Nadine Roberts (8), Lemox Brench (9), Michael Showalter (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessell (13), Jackie Rubirov (14), Richard Carlston (15), James Turner (16), Barbara Cronin (17A), Richard Houghton (17B), Patricia Eaton (18), John Doherty (19B), Larry Trayham (20A), Tony Anastasi (20A), Philip Macks (20B), Phil Klubes (20B), Rosalind Kipping (21), June Megin (22), Neil Ross (23), Henry Jordan (24), Rey Dickstein (25), Ruth Friedman (26), and David Frager (27).

Members Absent:  
Morton Solar (6A) and Patricia Dunn (19A),

Management Present:  
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Presentation** – The Board heard a presentation by Mr. Casey Gomes, principal of X-3, following which he responded to questions.

3. **Chair’s Remarks** –

**Appointments** – J. Donald Pruett, Mutual 14, was added to the Emergency Preparedness Advisory Committee. Frederik Brubin, Mutual 27, sadly passed away. He will be replaced on the Audit Advisory Committee by Gene Byron. Muriel Breger, Mutual 17B, has resigned from the Audit Advisory Committee. Bilton Woods, Mutual 27, has resigned from the Energy Advisory Committee. Michal Showalter, Mutual 10, has resigned as chair of the Energy Advisory Committee, but will continue as a member of that committee. Elvie Maxam, Mutual 6C, will act as chair of the Energy Committee until someone is appointed. Marian Altman, Mutual 12, has agreed to serve as vice-chair of the Community Planning Advisory Committee.

**Special Board Meeting** – The Board met on May 11th and heard a short presentation by MedStar. Following the presentation, the Board went into a closed session. A motion was passed which clearly defines the steps that will be taken to move to a partnership/outsourcing of the medical center operations. In addition, the motion
expresses thanks to the Oversight Committee for their hard work in reaching this point and ends their current duties. It also calls for multiple community open forums prior to any finalization of a contract.

The motion is included in the agenda packet, and residents may also request a copy from management.

**Community Name Committee** – The Chair thanked the Community Name Committee for their work in developing, distributing, and tallying the surveys regarding potential name change. The Board looks forward to receiving the results.

**Work Group** – Following discussion with the General Manager, the Chair has appointed a small group to review the documents the Board will be receiving, to help the Board understand the contract with MedStar. The people in the group will not be involved in negotiations. The members of the work group are: Henry Jordan, Murray Grant, Cathy Galano, David Frager, and Phil Marks.

**Conduct of Meeting** – The Chair announced that, due to the amount of information to be covered, each topic would be allowed three minutes for the presentation, unless otherwise stated. Additional time must be requested by motion.

4. **Adoption of Agenda** – The agenda was adopted as written, by unanimous consent.

5. **Approval of Minutes 4/24/12** – Minutes of the meeting held April 24, 2012, were approved as written by unanimous consent.

6. **Approval of Minutes 5/11/12** – Ms. Rabinow stated that she was not present at the meeting but Mutual 14 was represented by her alternate, John Radcliffe. The minutes of the meeting held May 11, 2012, were approved as corrected by unanimous consent.

7. **General Manager's Report** – The General Manager's Report for May 2012 was received, noted, and made a part of the record. Mr. Flannery reported that the Norbeck Gate is closed due to the structure having been hit by a vehicle leaving the Community. A structural engineer will evaluate the situation and, along with the Fire Marshal, will determine when it is safe to reopen the gate.

Mr. Flannery also reported on a situation that occurred that morning. A vehicle was operating erratically, driving on sidewalks and grassy areas. Montgomery County Police apprehended the driver, a relative of unit owners who were out of town at the time.

**Administration Building** – Mr. Flannery distributed a summary outlining the pros and cons associated with the options that have been discussed. It will be provided to the Community Planning Committee at their June 4th meeting.

**Open Forums** – Mr. Flannery confirmed that the Open Forums will be held on June 12th at 2:00 p.m. and on June 21st at 4:00 p.m.
Appendix H

8. Committee Reports

a. Ad Hoc Committee to Review Advisory Committee Process  Mr. Tardiff introduced the following motion from the committee requesting approval of the final draft of the Advisory Committee Guidelines included in the agenda packet. He noted a change in Section 3.4, Committee Procedures, to replace "(latest edition, 11)" with "Newly Revised."

To approve the Advisory Committee Guidelines as presented by the Special Committee to Review Advisory Committee Process.

Mr. Marks made the following motion, which was seconded:

That the Board postpone action on this item until the June meeting, and that all comments on the revised document be provided to the committee chair by June 5th.

A recorded vote was taken, and the motion was defeated.

Following further discussion, the Board voted on the committee's original motion and agreed—

Resolution # 25, 5/29/12
To approve the Advisory Committee Guidelines as presented by the Special Committee to Review Advisory Committee Process, pending some editorial changes.

The Chair stated that the Guidelines will go into effect and the committee will ensure that the advisory committees receive their notebooks.

b. Marketing Committee  Mr. Bill Taylor, chair of the Marketing Committee, reported that the committee had received comments, questions, and suggestions on the action plan distributed previously.

Mr. Taylor introduced the following motion from the committee:

The Marketing Advisory Committee recommends changing its name to Public Relations and Marketing Advisory Committee and recommends revising the charter to reflect this change in the first paragraph as follows:

The Public Relations and Marketing Advisory Committee is a standing advisory committee of the Leisure World Community Corporation Board of Directors. It shall consist of residents of the community and representatives of management. Members are recommended by the President of each Mutual and confirmed by the LWCC Board of Directors. This committee is responsible for coordinating the development and
Appendix H

evaluation of a Leisure World public relations, marketing, and community relations plan and the general oversight of plan implementation.

Discussion followed, and Mr. Tardiff proposed the following amendment, which was seconded:

To change the words “Public Relations and Marketing” to “Public Relations” wherever it appears in the committee’s motion.

Responding to a request to know his reaction to the proposed amendment, Mr. Taylor stated that, if the amendment were to pass, the Public Relations Committee would establish a Marketing Subcommittee.

Mr. Bob Tahler, vice-chair of the committee, made some comments on the differences between marketing and public relations.

Mr. Showalter made a motion to substitute the word “Promotion” in lieu of “Marketing.” There was no second and no vote was held.

Mr. Tardiff’s amendment was voted on and the Board agreed —

Resolution # 26, 5/29/12
To change the words “Public Relations and Marketing” to “Public Relations” wherever it appears in the committee’s motion.

The Board voted on the amended motion and agreed as follows —

Resolution # 27, 5/29/12
To change the name of the Marketing Advisory Committee to the Public Relations Advisory Committee and to change the charter to reflect the new name of the committee.

Mr. Taylor introduced the following second motion from the committee, which passed unanimously:

Resolution # 28, 5/29/12
Resolved, the LWCC Board of Directors approves the Public Relations and Marketing Advisory Committee Action Plan dated April 2012. As part of the 2012 LWCC Operating Budget approved by the Board of Directors, $30,000 was allocated for marketing activities and the Board approves the use of the funds in the general categories outlined in the Action Plan: VII Summary of Costs and Timing by Activity not to exceed the amount in the approved budget.

The Committee is mindful of the ongoing discussion about changing the name of our community and does not intend as part of the development activities listed in the plan to proceed so far as to require redoing products if the Board of Directors decides to
change the community name. Many of the activities listed require a substantial lead time, thus the committee is anxious to proceed.

c. Special Committee to Review Governing Documents – Mr. Bessel distributed a written report from the committee, which he reviewed for the Board. The committee proposes to continue reviewing the governing documents, but will broaden the scope to consider the best way to govern a community such as Leisure World, now and moving into the future. He responded to questions from Board members.

The Chair requested that, given the magnitude of what the committee is trying to accomplish, they provide frequent updates to the Board.

d. Special Committee to Review Policies and Procedures – The committee’s report is included in the agenda packet.

9. Unfinished Business –

a. Health Care Services Partnership – The motion passed by the Board in closed session defining the steps that will be taken to move to a partnership/outsourcing of the medical center operations is included in the agenda packet. Mr. Flannery distributed and reviewed an updated strategy and timeline for the negotiations. He anticipates that the Board will receive draft Lease and Operational Agreements at their July meeting, for action at the August meeting. Open forums will be held on June 12th and June 21st, for resident questions and input. Management is currently meeting with Medical Center physicians and employees.

Discussion followed, and Mr. Flannery responded to Board members’ questions.

The Board agreed to a motion to extend time for discussion.

Ms. Herrington introduced a motion, which was seconded. Discussion followed, after which a vote was taken.

Upon motion by Ms. Herrington, the Board agreed –

Resolution # 79, 5/29/12
That the LWCC Board reaffirms the policy adopted at the Board meeting on May 11, 2012, concerning future action on the Leisure World medical center. The only Leisure World people delegated the responsibility to review and negotiate this subject shall be the legal consultant, the operational consultant, and the General Manager and his staff. At this time, no other individuals or groups will be given access to the pertinent documents, participate in the negotiations, or do anything else on this subject, other than the LWCC Board as a whole. The negotiators shall prepare a draft contract with MedStar for the future of the Leisure World medical center for review by the Board as soon as possible, and keep the Board fully informed.
Mr. Dickstein then made a motion, which was seconded and amended. Following discussion, the Board voted on the amended motion and agreed.

**Resolution # 30, 5/29/12**

Before the Board reviews the draft Lease Agreement and the draft Operational Agreement relating to the Medical Center with MedStar, no one, including the Executive Committee, shall see them first. They must come to all Board members at the same time.

The Board requests that the General Manager make available to the Board members any and all necessary documents relative to the negotiations and agreements with MedStar as early as possible.

It was agreed by consensus that Board members who wish to see the documents may come to the Administration Office and review MedStar’s response to the RFP and questions sent to MedStar for response.

b. **Multi-Year Plan for Systematic Review** — The General Manager noted that the agenda packet includes a more detailed proposal from Project Masters, Inc., along with a summary comparison of all three proposals. Management recommends acceptance of the proposal from X3 as a first step to make recommendations relative to a cultural behavioral change in the organization. Mr. Flannery stated that there could be some overlap in the two phases.

Following discussion, and upon motion by Ms. Altman, the Board agreed unanimously...

**Resolution # 31, 5/29/12**

To authorize management to meet with Cummings & Leeds to identify specific tasks to be performed as the operational review of Leisure World of Maryland Corporation, at a total cost not to exceed $36,750. Funds to come from the Contingency Fund.

c. **PPD Operational Review** — The Board received the report of the PPD Advisory Committee.

d. **Management Performance Objectives** — Mr. Flannery reported that he had received some comments from Executive Committee members, which will be incorporated into the next draft in approximately three months. Board members are also invited to submit comments.

c. **Evaluation of General Manager** — Mr. Dickstein thanked everyone who had responded to the questions that were sent out and requested additional responses by the weekend.
8. **New Business**

   a. **Cash Flow Analysis – Trust Facilities** – Mr. Flannery summarized the information included in the agenda packet. No action was required, but the Chair requested that Board members retain the information for future reference.

   b. **2013 Budget Assumptions** – The Chair stated that she has asked the General Manager to arrange a second Budget Open Forum in mid-August, after the draft budget is made available to residents and before the Board acts on it.

      Mr. Flannery summarized highlights of the budget assumptions. He noted that they do not take into account any change in the operations of the Medical Center in 2013. Additional assumptions will need to be added relative to this topic. An update will be provided in June.

   c. **Golf & Greens Advisory Committee – Architect’s Golf Course Renovation Plan** – The Chair suggested that discussion of this topic be postponed until June and that additional information be requested from the committee. There was consensus on this suggestion.

9. **Correspondence** – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during April.

10. **Open Forum** – The following residents spoke on the topics indicated:

    - Dave Kipping, M21 – Notice of LWCC meetings.
    - Mike Showalter, M10 – Radon testing.
    - Jackie Rabinow, M14 – One Call Now.
    - Joyce Temple, M17B – Accuracy of minutes.

11. **Next Meeting** – The next meeting will be on Tuesday, June 26, 2012, at 9:30 a.m. in the Montgomery Room.

14. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:40 a.m.

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David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting # 8

June 26, 2012

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Eleanor Friedenberg (MM), Marion Herrington (5), Frances Nuesky (6B), Bud Tardiff (6C), Nadiene Roberts (8), Lonnox French (9), Paul Eisenhour (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel (13), Jackie Rabinow (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), John Doherty (19B), Larry Trayham (20A), Tony Anastasi (20A), Philip Marks (20B), Al Lukas (20B), Rosalind Kipping (21), Neil Ross (23), Henry Jordan (24), Roy Dickstein (25), Barry Labin (26), and David Frager (27).

Members Absent:
6A, Arthur Rounds (7), Jane Morgan (22),

Management Present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Inlene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

Parliamentarian: Colette Collier Trohan

1. **Call to Order** — The Chair called the meeting to order at 9:32 a.m.

2. **Chair’s Remarks**

   **Advisory Committees** — The Chair stated that an updated list of advisory committee members is included in the Board packet, for confirmation by the Board as the current membership. Additional changes include: Lynn Cavalluzzi will represent Mutual 13 on the Budget & Finance Committee; Hermione Worthen (MM) was added to the Restaurant Committee in error. The Chair asked the Board to confirm the membership of each committee with the two additional changes. The list was accepted by unanimous consent.

   **Group Email Communications** — A question was raised in last month’s open forum about whether emails sent to the Board via the group email would be included in the Board packet. The Chair stated that the purpose of the correspondence section in the packet is to communicate items of interest to members that have been received by and/or responded to by the chair. Since group emails have already been seen by Board members, they will not be included in the correspondence section unless they are supporting documents for action taken at a meeting or unless the writer sends a hard copy
to the Chair and Berri Sommer, with a request for inclusion in the packet.

Parliamentarian -- The Chair announced that Ms. Colette Collier Trohan, a Certified Professional Parliamentarian-Teacher and Professional Registered Parliamentarian, has agreed to be the Board parliamentarian, pro bono. Ms. Trohan is a Leisure World unit owner and will complete her move into the Community when work on her new home is completed.

Meeting Procedures – In lieu of the sign-up sheets on the table, a sheet is being circulated which all representatives are asked to complete with their clearly printed name.

The Chair stated that motions should be actions that can be voted on “yes” or “no.”

3. Adoption of Agenda – The agenda was adopted as written, by unanimous consent.

4. Approval of Minutes 5/29/12 – Minutes of the meeting held May 29, 2012, were approved as written by unanimous consent.

5. General Manager’s Report – The General Manager’s Report for June 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

Resale Contributions – Resale contributions in the Community are presently on pace to exceed last year’s contributions by approximately $20,000. Management estimates that 2012 contributions will be approximately $1.1 million.

Unit Ownership Verification – Some Mutuals have requested assistance in determining up-to-date ownership of units with associated financial problems. Management now has the capability to go on-line, through a password process, to identify who is currently named on the title of a particular unit and also to identify whether there are any deeds of trust on the property. A communication will be sent to the Mutuals with the relevant information.

Demand Response Program – The first scheduled audit event of the master metered units and Trust facilities was canceled due to excessive heat and was rescheduled for June 29th. The temperature on that day is forecast to be 100⁰, however, and the date may need to be rescheduled again.

Pedestrian Accident – Mr. Flannery reported that a resident crossing the street in a crosswalk at Prince Frederick was struck the previous night by a vehicle driven by another Leisure World resident. The resident who was struck is in the hospital in critical condition.

FHA Approvals – Mr. Coursen reported that five approvals are in process. Approvals have been received on all others.
6. **Committee Reports**
   
a. **Public Relations Committee Process** — William Taylor, chair of the committee, presented the committee's motion. The Board **agreed**.

   **Resolution # 32, 6/26/12**
   To authorize the Public Relations Advisory Committee to distribute a new resident survey form and a realtor survey form.

b. **Community Name Committee** — Paul Eisenhaur, chair of the committee, introduced a proposed resolution from the committee based on the results of the community name change survey.

   Following extensive discussion, the Board **agreed** by a recorded vote.

   **Resolution # 33, 6/26/12**
   That, given the results of the Leisure World Community Opinion Survey, the LWCC Board of Directors agrees to change the Community name from “Leisure World of Maryland.”

c. **Special Committee to Review Governing Documents** — Mr. Bessell stated that Ms. Marian Cain-Hayden (a member of the committee) is in contact with a number of business schools and similar institutions to determine their interest in doing a case study of the best way to govern a community such as Leisure World. She has not received any definitive responses at this point.

   The committee was requested by the Board to obtain a clear answer on voting procedures for the Board. The committee asked management to obtain a legal opinion, which is included in the agenda packet. The committee will continue the process of reviewing the overall subject of governance and will make recommendations for the Board's consideration.

d. **Deer Committee** — Susan Curow, chair of the committee, summarized the work and recommendations of the committee. She stated that, as a first step before the committee can proceed with a plan, they need to be able to assess the size of the deer population in the Community. The company they are recommending to accomplish this step was suggested by the Maryland National Capital Park & Planning Commission. If approved, the committee would present deer control options based on the results of their survey.

   Following discussion, the Board **agreed**.
Resolution # 34, 6/26/12
That the Board authorize the funds to hire Patriot Land and Wildlife Management to determine the deer population in Leisure World of Maryland, at a cost not to exceed $1,500; funds to come from the Contingency Fund.

7. Unfinished Business –

a. Health Care Services Partnership – Mr. Flannery distributed a written report outlining the most recent developments. He reported that management and consultants are working with MedStar attorneys on the term sheet, which contains approximately 24 critical points agreed to by MedStar in the response to the RFP. The original term sheet was submitted to Leisure World’s attorney and shared with the operational consultant. Based on a conference call between those parties and management, Leisure World’s position on the term sheet points was updated and communicated to MedStar’s legal counsel. Mr. Flannery anticipates a discussion between Leisure World’s counsel and MedStar’s counsel by the end of the week and concurrence on the items identified in the term sheet. Once that is achieved, drafting of the three agreements will begin.

Mr. Flannery has requested a letter from MedStar, to be distributed to the Leisure World employees who are currently assigned to the Medical Center Division, describing the process that MedStar intends to follow relative to recruiting those individuals. MedStar has stated in the term sheet that they will make an offer to every employee. They have been provided with information on each employee relative to compensation, tenure, and benefit package currently received. Following distribution of MedStar’s letter, a group meeting will be held with Medical Center employees and MedStar representatives, followed by meetings with individual employees. In addition, representatives of the brokers for Leisure World’s pension plan and health insurance coverage will meet with employees to help them to have a complete understanding of the impact of this change.

Both management and MedStar have met with Atlantic Physical Therapy, the tenant on the second floor of the Medical Center, to discuss options relative to their operation.

Mr. Flannery has provided a report to the Health Advisory Committee summarizing the status of items that took place at the conference call on June 19th.

Mr. Bessel commented on the positive reaction from residents to the two open forums that were held on this topic.

Mr. Frager asked if there could be an opportunity to ask questions of the General Manager arising from the documents provided to Board members. The Chair stated that a meeting for that purpose could be arranged following the July 4th holiday.
b. **Multi-Year Plan for Systematic Review** – The General Manager reported that he met with the principals of Leeds & Cummings and signed an agreement. Management is now in the process of gathering various documents and materials requested by Leeds & Cummings in order for them to start outlining the project.

c. **Renovation/Modernization of the Administration Building** – Mr. Lukas stated that the Community Planning Committee is in the process of evaluating several proposals for the renovation of the building. At the present time, they are examining three options: renovation within the existing footprint, adding an additional 3,000 square feet to the current building; and demolishing the existing building and building a new one. Mr. Lukas anticipates that the committee will develop a recommendation to the Board of Directors at their August meeting, with a target date of September for a special meeting with the Board to present their recommendations.

Ms. King reported that, of the $100,000 approved by the Board for conceptual studies by the Community Planning Committee, approximately $75,000 has been spent to date. This amount includes studies of the Administration Building, as well as studies of most of the projects on the Facilities Improvement Plan reviewed by the Board a few months ago.

Ms. Cronin asked about the special Impact Tax that was assessed by the county on the Clubhouse II renovation. At that time, the Community’s request for an exemption from this tax was denied, and the County Attorney informed the General Manager that the only possibility for an exemption was through a legislative change. Mr. Flannery met with Councilmember Phil Andrews on June 25th and discussed this matter. He will provide Councilmember Andrews with information he has requested relative to the Administration Building project, and Councilmember Andrews will discuss Leisure World’s request with the Department of Transportation.

d. **Golf Course – Third Hole Rehabilitation** – The agenda packet contained a motion from the Golf & Greens Committee asking that the Board increase the request for funds for renovation of the third hole and provide the cost of construction and related costs of obtaining permits. In addition, the committee requests that construction be authorized to commence in the fall of 2012.

The Chair stated that the motion is in the packet because this item was not included in the 2012 agenda in the Community Planning Committee’s report, and the Golf & Greens Committee felt that the Board should act to move it forward. Mr. Flannery noted that the Board had been requested to segregate out this project independent of the other items and in particular the $100,000 that was approved for conceptual plans.

Scott Wagner, Director of Golf Course Operations, explained the conditions on the golf course necessitating rehabilitation of the third hole. The renovation work will allow for total regrading of the golf hole and will provide much better surface
drainage, as well as allow sub-surface drainage to be installed. Multiple issues affecting the playability of the golf course, certain Mutuals, and the tennis courts need to be addressed by properly designing the storm water management system in this area.

Mr. Houghton proposed the following amendment, which was seconded and agreed on:

To add a sentence stating: "This project shall be done in coordination with Mutual 17B concerning physical impact on the Mutual.”

Following extensive discussion, the Board conducted a recorded vote on the motion as amended and agreed:

**Resolution # 35, 6/26/12**
To approve and appropriate the sum of $150,000 for the renovation of the third hole on the Golf Course and provide the costs of construction and related costs, such as obtaining permits. Funds shall come from the Resales Fund. This project shall be done in coordination with Mutual 17B concerning physical impact on the Mutual.

c. Proposed Change in September Meeting: The September 25th meeting is scheduled for the day before the Jewish holy day of Yom Kippur. The Chair suggested that the meeting be moved to October 2nd, since there are five Tuesdays in October. There was consensus that this change be made and that the appropriate advisory committees be notified of the change.

8. New Business

a. Budget & Finance Committee – 2013 Budget Recommendations – Nelson Shapiro, chair of the committee, reviewed highlights of the Budget Assumptions. He noted that, as a result of the anticipated successful conclusion of negotiations with MedStar and resulting decrease in Medical Center costs, the Community Facilities Fee will be reduced by approximately $4.00 per unit per month.

The Board approved the following Budget & Finance Committee recommendation:

**Resolution # 36, 6/26/12**
To approve the Budget Assumptions - 2013, to include the decrease of the unit monthly fee to $156.00 per unit.

Mr. Shapiro presented the Budget & Finance Committee’s motion relative to Capital Purchases.
The Board approved the following Budget & Finance Committee recommendation:

Resolution # 37, 6/26/12
To approve the Proposed Capital Purchases of Various Departments - 2013 in the amount of $354,416.

Mr. Shapiro presented the Budget & Finance Committee's motion relative to the Schedule of Fees.

Mr. Klipping, chair of the Leisure World News Committee, explained the contingency in the motion relative to the fees for display ads in the Leisure World News.

The Board approved the following Budget & Finance Committee recommendation -

Resolution # 38, 6/26/12
To approve the Proposed Schedule of Fees 2013, contingent upon the suggested adjustment to the Display Ads in the Leisure World News.

b. Community Name Selection Process - Mr. Jordan presented the following motion, which was seconded, suggesting a process for selecting a new name for the Community:

The Leisure World Board directs the Community Name Special Committee to develop and implement a methodology to solicit the Leisure World residents for a new community name. This methodology must include the following:

1. From the responses received, the special committee shall create a list of 10-15 potential names from the responses. These potential community names shall be vetted so as to ensure that no trade mark or any restrictions exist on the use of the name with the assistance of Management.

2. Potential community names that have passed the vetting process shall be provided to the Public Relations Advisory Committee for further action.

3. The Public Relations Advisory Committee shall select from the vetted proposed community names 5-7 potential names to present to the Leisure World Board for a final community name selection.

4. Upon selection of a new community name by the Leisure World Board of Directors, Management, in coordination with the Public Relations Advisory Committee, shall set a schedule for roll-out of the new community name and for community-wide name change-
over. Management shall trademark the name and make the necessary changes to the Leisure World legal documents.

There was discussion by the Board.

Mr. Bessel proposed the following substitute motion, which was seconded:

Resolution # 39, 6/26/12
That the LWCC Board thanks the Community Name Committee for its excellent work on the recently completed survey about whether LW owners and residents want to change the name of our community. The LWCC Board requests the Community Name Committee to investigate and report to the Board the committee’s suggestions for a new name for our community, and how best to implement a change of name.

Following discussion, the substitute replaced the main motion.

SUBSTITUTE CARRIED.

c. LW News Committee - LW News Cost Center – The Board reviewed the recommendation contained in the agenda packet. There being no discussion or questions, the Board agreed –

Resolution # 40, 6/26/12
That a new tab (cost center) be included in the 2013 LW Budget. This tab would be called “LW News” and would include all the pertinent financial information relating to the LW News, including income and expenses. The LW News Advisory Committee recommends that the LWCC Board of Directors approve this new LW News tab for the 2013 budget and take appropriate measures to implement it.

d. Recommendation from Insurance Advisory Committee - Renewal of Coverages – The General Manager reviewed the highlights of the coverage comparison of expiring and renewal coverages.

The Board voted on the proposed motion from the committee and agreed –

Resolution # 41, 6/26/12
To renew the insurance policy effective 8/1/2012.

e. Updated Advisory Committee Listing – This item was discussed previously, as part of the Chair’s remarks.

f. Violation of Board Motion – Roy Dickstein expressed concern that some Board
members may have held an unauthorized meeting to discuss the Medical Center, in violation of a resolution passed by the Board.

The Parliamentarian spoke about the prerequisites for disciplinary action against a Board member.

All Board members were reminded to govern themselves in accordance with the resolutions passed and to be careful about others' perception of how they behave.

9. **Correspondence**: The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during May.

10. **Open Forum** – The following residents spoke on the topics indicated:

    - David Frager, M27 – Commended PPD on employee’s attitude and performance.
    - James Turner, M16 – Commended Public Relations Committee on letter to Club presidents.

11. **Next Meeting** – The next meeting will be on Tuesday, July 31, 2012, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:45 p.m.

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David Frager, Executive Secretary-Treasurer
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting # 10

July 31, 2012

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Lou Purgerson (MM),
Marion Herrington (5), Frances Netesky (6B), Bud Tardiff (6C), Annete Beber (8), Lemnox
French (9), Paul Fiserhaur (10), Darlene Hamilton (11), Marian Alman (12), Paul Bessel (13),
Jackie Rabino (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard
Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), John Doherty (19B), Larry Traynham
(20A), Tony Anastasi (20A), Philip Marks (20B), Al Luizas (20B), Rosalind Kipping (21),
Elizabeth Sherman (22), Neil Ross (23), Henry Jordan (24), Roy Dickstein (25), Barry Lubin
(26), and David Frager (27).

Members Absent:
Arthur Rounds (7).

Management Present:
Tim Cousseen, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer
Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative
Assistant.

Parliamentarian: Colette Collier Trohan

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

Storm Cleanup – The Chair thanked the General Manager, his staff, and McFall & Berry for
their efforts in cleaning up the Community following the storms on June 29th. The
residents appreciated the speed with which the roads were cleared and the areas that
sustained damage repaired.

Appointments – Mary Maudeville, M17A, and Sharon Malcolm, M26, are joining the
Emergency Preparedness Committee; and Earl Geldon, M20B, is joining the Leisure
World News Committee. Ann Graham, M14, is being added to the Community Name
Special Committee, at the request of the chair and with the concurrence of the Mutual
president. Charles Smith, MM, is being replaced by Arthur Hooker on the Energy
Committee. Mr. Hooker has specific background experience and knowledge to bring to
this committee, but he is a renter rather than an owner. At the present time, there is no
prohibition for a renter to serve on an advisory committee. Cornelius Heine, M10, has
resigned from the Security and Transportation Committee and will be replaced by Paul Eisenhour in September. Doris Pugliese, M10, is replacing John McMahon on the PPD Committee. Richard Kahl, M26, has resigned from the Security and Transportation Committee and is being replaced by Belle Lieberman. Joan Jenkins, M23, will be added to the Community Planning Committee as a second representative from that Mutual. With the concurrence of the respective chairs, Mutual 27 is adding Richard Murphy as a second representative to the Golf and Greens Committee and Linda Murphy as a second representative to the Community Name Committee.

Upcoming Events

- 10/18/12 at 7:00 p.m. - Open Forum for the Community
- 11/14/12 at 10:00 a.m. - Year-end meeting with advisory committee chairs

Passing of Former Director - The Chair noted the passing of former LWCC Board member Paul McDonald, of Mutual 10. Mr. McDonald was an active Board and Executive Committee member before becoming ill, and his contributions to the Community were greatly appreciated.

Extended Pool Hours - Beginning Monday, July 23rd, the outdoor pool hours were extended to 8:00 p.m., Monday–Friday, on a trial basis, to see if there is enough usage to plan for longer hours next summer. Similar later hours will be tried at the indoor pool during the winter, in an effort to accommodate residents who work during the day.

Magazine Article - The General Manager and the Chair were interviewed by the Managing Editor of Montgomery Magazine for an article about the Community to be published in the September/October issue.

3. Adoption of Agenda - The following items were added to the agenda:

   - Item 8-d, “Approval of Leisure World News Fee Schedule”
   - Item 9-a, “Legal Expenses Related to the Medical Center”
   - Item 9-b, “Contracted Services”

The agenda was adopted as amended, by unanimous consent.

4. Approval of Minutes of 6/26/12 - Minutes of the meeting held June 26, 2012, were approved as written by unanimous consent.

5. Approval of Minutes of Special Meeting of 7/10/12 - Minutes of the meeting held July 10, 2012, were approved by unanimous consent, with a correction to show Ms. Hamilton, M11, present at the meeting.

6. General Manager's Report - The General Manager's Report for August 2012 was received, noted, and made a part of the record. In addition, Mr. Coursen reported on the
following:

Healthcare Services - The Asset Purchase Agreement has been completed. The MedStar real estate team will tour the facility on August 1st, and their written report will be incorporated into the Lease Agreement.

Operational Review - The Cummings & Leeds principals will conduct interviews with department heads on August 2nd and 3rd.

Wounded Warriors Golf Program - This program has been well received by the servicemen and women.

Pedestrian Gate - Management is concerned about the safety of residents using the pedestrian gate to the shopping center and is studying possible changes to the gate configuration.

7. Committee Reports

a. Community Name Committee - Paul Eisenhaut, chair of the committee, reported that the committee expects to have three names for consideration by the Board by the end of October. He described the options that will be available for residents to submit suggestions for a new name.

Ms. Kipping requested that the Board obtain a legal opinion regarding retaining the Leisure World globe. There was consensus of the Board that management should research prior correspondence pertaining to this issue and either provide the Board with an existing legal opinion or obtain a new one.

b. Special Committee to Review Governing Documents - The Board received a written update from the committee in the agenda packet. In response to a question, Mr. Bessel stated that the committee is studying the governing documents of other communities that are similar to ours to see how they are governed and determine if there might be ideas that would be useful for Leisure World of Maryland to examine.

c. Restaurant Committee - Yolanda Hunt, chair of the committee, stated that, in accordance with the Executive Committee's recommendation, the committee will perform a comprehensive study of food, beverage, and entertainment services. They will involve other advisory committees in the process, as well as conduct interviews and surveys in the Community.

d. Government Affairs Committee - The Board received a written report in the agenda packet outlining bills in the Maryland 2012 legislative session that pertain to Leisure World. Mr. Kipping stated that the committee actively commented on the proposed bills and were successful in their efforts to effect changes favorable to the Community.
Appendix H

8. **Unfinished Business**

a. **Administration Building – Special Board of Directors Meeting** – The Community Planning Committee has requested a two-hour informational meeting with the Board to present the three options under consideration for the Administration Building and to answer Board members’ questions. The Executive Committee has recommended that the meeting be held on Monday, August 20th, at 1:00 p.m.

Following discussion, the Board agreed by consensus –

**Resolution #42, 7/31/12**
To schedule a Special Meeting of the LWCC Board of Directors on Monday, August 20, 2012, at 1:00 p.m. The sole item on the agenda of this meeting will be the presentation of the three options under discussion at the Community Planning Committee for renovating/developing the Leisure World Administration Building. A question and answer session will follow the presentation.

b. **Cummings & Leeds Review of LWMC** – This item was included in the General Manager’s Report.

c. **Landscape Contract** – Ms. King gave an oral update and also provided a written report on negotiations for the extension of the contract with McFall & Berry. She stated that management has received comments from the Mutuals in addition to a comprehensive report containing suggestions and questions from the Landscape Committee regarding the contract specifications. Management will review the specifications and general requirements for consistency with current, improved industry standard practices and regulatory requirements and the introduction of new procedures to better meet and elevate the general level of service to the Community.

d. **Approval of Leisure World News Fee Schedule** – David Kipping, chair of the Leisure World News Committee, provided a revised 2013 Schedule of Fees with new rates for display ads in the Leisure World News. He stated that the committee had researched advertising rates for other Leisure World organizations, as well as other newspapers, and had determined that the current Leisure World News advertising rates are below market value and should be increased. The committee’s report (attached to the revised Schedule of Fees) contains a description of the committee’s work and findings and their recommendation to the Board.

Following discussion, and upon motion by Ms. Altman, the Board agreed –

**Resolution #43**
To approve the new fee schedule as submitted by the Leisure World News
Advisory Committee for 2013.

9. New Business

a. Legal Expenses Related to the Medical Center Partnership – At the July 2012 Executive Committee meeting, Mr. Flannery reported that the original amount of $50,000 authorized by the Board to be expended for legal fees relating to the development of a partnership with a third party to manage the Medical Center (Resolution # 47, 7/26/11) has essentially been spent. In response to this report, the Executive Committee recommended the following resolution, which was approved by the Board:

Resolution # 44, 7/31/12
That an additional amount, up to $25,000, be added to the original amount of up to $50,000, which was allocated for legal fees associated with negotiating and finalizing a partnership with a company (now identified as MedStar), which will take over the operations of the Medical Center. This brings the total amount of the allocation up to $75,000; the money to come from the Contingency Fund.

b. Contracted Services – Ms. Altman requested that this item be on the agenda for the August Board meeting, when the General Manager will be present. She questioned whether the list provided includes all contracted services. Mr. Bessel stated that his understanding from the General Manager is that only contracts over $25,000 are included.

Following discussion, and upon motion by Ms. Altman, the Board agreed –

Resolution # 45, 7/31/12
To direct management to list all contracts currently in force for a discussion item on the August 2012 agenda.

10. Correspondence – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during June.

11. Open Forum – The following residents spoke on the topics indicated:

- David Frager, M27 – Corrected the date of next meeting, which was incorrect on the agenda.
- Jay Harding, M17B – House Bill 126; post-storm cleanup; expenditure of Community funds.
- Barbara Braswell, MM – Governing Documents Committee.
- Earl Golden, M20B – Insurance coverage.
- Marian Altman, M12 – Impact tax.
- Billie Saunders, M13 – Veterans luncheon on Veterans Day.
12. **Next Meeting** - The next meeting will be on Tuesday, August 28, 2012, at 9:30 a.m. in the Montgomery Room.

13. **Adjournment** - There being no further business to come before the Board, the meeting was adjourned at 10:42 p.m.

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David Fraser, Executive Secretary-Treasurer
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting #11

August 28, 2012

LWCC Board is composed of 34 Directors representing 29 Mutualls and 5,614 units.

Members Present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Lou Furgenson (MM),
Marion Harrington (5), Frances Nebesky (6D)*, Bud Tardiff (6C), Nadine Roberts (8), Lemnox
Branch (9), Paul Eisenhaury (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel (13),
Jackie Robinow (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard
Houghton (17B), Patricia Barton (18), Patricia Dunn (19A), Larry Dansky (19B), Larry
Tarynham (20A), Tony Anagnost (20A), Philip Klubes (20B), Al Lukas (20B), Rosalind Kipping
(21), Neil Ross (23), Henry Jordan (24), Roy Dickstein (25), Barry Lubin (26), and David Frager
(27).

*Replaced later in the meeting by Carolyn Martese

Members Absent: Elizabeth Sherman (22)

Management Present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King,
Assistant General Manager; Jennifer Coecock, Comptroller; Berni Sommer, Executive Assistant;
and Sue Velasquez, Administrative Assistant.

Parliamentarian: Colette Collier-Trohan

1. Call to Order — The Chair called the meeting to order at 9:00 a.m.

2. Board Development — The Board Parliamentarian, Colette Collier-Trohan, presented a
   10-minute training session on general consent agenda items and consent agendas. She
distributed various reference materials for Board members’ use. This training segment
will be a recurring feature of future meetings, for the purpose of educating the Board on
proper meeting procedures and giving Board members additional tools with which to
streamline meetings.

3. Chair’s Remarks —

   Administration Building — Following the informational meeting on August 20th relative to
the three options for the Administration Building, the Chair and the General Manager felt
it would be helpful to have the Mutualls share the information presented with their
residents, in order to have a better understanding of residents’ positions on the issue.
Voting on this item will therefore be postponed until October 2nd. Two documents were
distributed to help Board members discuss the issues.
The Chair stated that the meeting on August 26th was videotaped and will be available for viewing August 30th through September 6th on the closed circuit TV.

**Special Meeting** - The Chair conducted a show-of-hands vote on the date for a special meeting to discuss the Medical Center. The date of September 12th at 9:30 a.m. was selected.

Ms. Altman requested that all exhibits to leases be provided. The General Manager responded that management would provide all exhibits that are available.

**Appointments** - Joyce Temple has replaced Phillip Karbon as M17B's representative on the Security & Transportation Advisory Committee. Jordan Harding is the new representative from M17B on the Community Planning Advisory Committee. Ann Graham, M14, has replaced Virginia Demattee on the Budget & Finance Advisory Committee, and Romdo Fagiolo is M19B’s new representative on the Budget & Finance Committee. Roni Sohn, M10, has resigned from the Health Advisory Committee, and Len Cohen, M27, is no longer on the Insurance Advisory Committee. Sidney Lazar, M19B, has replaced Larry Kotzer on the PPD Committee.

**Passing of John Doherty** - The Chair noted with sadness the passing of LWCC Board member John Doherty, of Mutual 19B. Mr. Doherty made many contributions to the Community and will be missed. Larry Damsky has been appointed as M19B’s new director, with Virginia Austin as alternate.

**Connecticut Avenue Gate Repair** - The Chair thanked Larry Hodgkiss, of H&H Concrete, for his help in removing the damaged Connecticut Avenue gate in order to have it reopened by mid-morning on August 14th.

**Veterans Luncheon** - The third anniversary luncheon honoring Leisure World Armed Forces veterans will be held on Sunday, November 11th, at 11:00 a.m. in the Crystal Ballroom. There is no charge for veterans, but tickets for guests cost $15. Reservations can be made by contacting Billie Saunders at 301-598-0120.

4. **Adoption of Agenda** - The Chair announced the following changes to the agenda:

- Item 9-b, “Update on Landscape Contract” is deleted in order to allow the committee additional time to review the contract in its entirety; item will be on October 2nd agenda.
- Item 9-c, “Health Committee Charter” is deleted to allow committee to finalize the charter; item will be on October 2nd agenda.
- Item 11-d, “Public Relations Plan and Budget Talking Paper” is moved to become new item 8-b.

The agenda was adopted as amended, by unanimous consent.
5. **Approval of Minutes** - Minutes of the meeting held July 31, 2012, were approved by unanimous consent, with the following correction: The attendee for Mutual 8 was Anneliese Guerin rather than Nadine Roberts.

6. **Approval of Minutes of Special Meeting of 8/30/12** - Minutes of the meeting held August 30, 2012, were approved by unanimous consent, with the addition of Phil Klubes, M2OB, to the attendance list.

7. **General Manager’s Report** - The General Manager’s Report for August 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

   **Meeting with RRLH** – The General Manager and counsel representing Leisure World met with representatives of RRLH, Inc. on August 21st at counsel’s offices. At the meeting, there was discussion about who owns title to the globe. Counsel’s opinion on that subject has been provided to the Board member who raised the question. Leisure World holds unencumbered title to the globe and the land upon which it sits. There was also a discussion at the meeting with RRLH about the Mutual Release Agreement provided to RRLH in 2011.

   Mr. Flannery reported that the three units in Mutual 6B owned by RRLH are now listed for sale with a local real estate agent.

   **Storm Damage Claim** – The claim for damages incurred in the storm on June 29th will be submitted to the Travelers Group for consideration.

   **Resales and New Sales Funds** – The General Manager provided and reviewed an analysis of contributions and current balances in the funds.

8. **Financial**

   a. **Community Name Committee Funding Request** – Paul Eisenhaur, chair of the committee, stated that the Budget & Finance Committee recommended, in their memorandum dated August 15, 2012, that the Community Name Committee be added as a line item in the 2013 Operating Budget and that $50,000 be reallocated to this line item from the Contingency Fund.

   Mr. Eisenhaur introduced the following Name Change Committee’s proposed resolution, which is included in the agenda packet:

   > The Name Change committee requests funding of up to $55,000 from the Contingency Fund, for the purpose of researching and implementing a name change for the Community. Such funds will be allocated upon request, and each allocation towards estimated material costs and additional legal name vetting shall be reported as the Board directs.


The motion was seconded and extensive discussion followed. Much of the discussion centered on Mr. Flannery’s statement that the Contingency Fund will potentially have a deficit at the end of the year (due, in part, to $50,000 worth of storm damage repairs on trust property which are not expected to be covered by insurance).

A proposed amendment to add the words “subject to availability” was defeated. A second motion, to postpone the item until October 2nd, was also defeated. A third proposed amendment, to change the amount from $55,000 to $7,500, also failed.

A motion by Mr. Traynham to stop debate was approved by a two-thirds majority.

A roll call vote on the Name Change Committee’s original motion was taken, and the motion was defeated.

b. Public Relations Plan and Budget Talking Paper – The Board reviewed the Budget Summary submitted by the Public Relations Advisory Committee. In response to the Chair, Mr. Flannery confirmed that the 2013 budget includes a line item for the Public Relations Committee with funding of $35,000, in accordance with the committee chair’s request.

Upon motion by Ms. Herrington, the Board agreed –

**Resolution # 46, 8/28/12**

To task the General Manager to make a recommendation at the October 2, 2012 meeting of the Board of Directors regarding options available relating to the Name Change Committee request for up to $55,000 in funds.

c. Budget & Finance Committee Recommendation on Accrued Leave Policy -- The Chair explained why this motion is before the Board even though many Mutuels are not directly affected by the issue. Because it concerns the Community’s general accounting system, it is the responsibility of the Board of Directors to establish the policy, whether or not all Mutuels are affected.

Nelson Shapiro, chair of the Budget & Finance Committee, presented the committee’s motion, as follows:

The Budget & Finance Advisory Committee recommends that the LWCC Board of Directors approve the following policy for the Billing for Accrued Annual Leave for Trust Services:

The majority of mutuals using LWMC personnel services have asked for future billings by LWMC for accrued annual leave, so that the mutuals will be responsible only for the increase in
Appendix H

Accrued annual leave balance during the periods the trust employees provide services to those mutuals.

The Budget & Finance Advisory Committee agrees that this is the correct approach under the existing accounting and billing practices for charging for the accrued annual leave as part of the charges for trust employee services.

The Budget & Finance Advisory Committee does recognize, however, that the existing accounting and billing practices do not represent good accounting practices for determining the total cost of such services rendered to the mutuals. The B&F Committee will be recommending a revision of the accounting and billing practices for trust services directly provided to the mutuals. In the interim, we recommend that this change to the accounting and billing for accrued annual leave be approved by the LWCC Board, until such time as the new accounting and billing practice is approved. If approved, said policy will become effective January 1, 2013.

Following discussion and a number of amendments to the motion, the Board agreed by consent.

Resolution # 47, 8/28/12
That the Mutuals will be responsible only for the increase in accrued annual leave balance during the periods the Leisure World of Maryland Corporation employees were assigned to those Mutuals.

d. Proposed 2013 Community Budget — The Budget & Finance Committee’s recommendation for approval of the 2013 Operating Budget was introduced and seconded, and discussion followed.

Ms. Allman requested clarification of a line item related to the Social Workers’ cost center and will speak with the General Manager.

Concern was expressed about a possible need to increase the Contingency Fund. Mr. Shapiro explained that doing so would increase the Community Facilities fee. An alternative could be to borrow from other funds if a need arises and replace the funds in the 2014 budget. Mr. Flannery pointed out that work on the Mutual budgets has already begun, based on a Community Facilities fee of $156.00 per unit per month. Any consideration by the Board to modify a line item in the budget at this point in time would require a corresponding balancing modification in another line item.

Following discussion, the Board agreed —
Resolution #48, 8/28/12

That the LWCC Board of Directors approves the adoption of the Combined Mutual Budget for 2013, total funding - $2,348,261.

That the LWCC Board of Directors approves the adoption of the Community Facilities Budget for 2013, total funding - $10,563,998.

This amount includes operating funds and reserves.

Total budgeted operating expenses $8,552,098

Funding for Reserves

| Planned Prop. Maint. | $1,373,800 |
| Snow/Ice Chemicals   | $ 80,000   |
| Contingency Funds    | $ 70,000   |
| New Equipment Purchase Fund | $ 73,100 |
| Replacement Reserve  | $415,000   |
| Total Reserves       | $2,011,900 |

9. Committee Reports –

a. Motion to Discharge Governing Documents Committee – The Board reviewed a memorandum from the Chair dated 8/22/12 to the members of the Governing Documents Committee explaining her reasons for recommending that the Board discharge the committee for failure to complete its tasks.

Mr. Bessel spoke against the motion, stating that the committee had reported at multiple LWCC Board meetings and in the Leisure World News on the scope of its work, without objection from the Board.

Lengthy discussion followed, and a motion to stop debate was passed. A motion to allow open forum on the issue also passed.

A roll call vote was taken on the motion to discharge the members of the Governing Documents Committee; the motion was defeated on both counts (Mutual and weighted vote).

The Chair stated that the committee members would remain in place and that she expects a report at the October 2nd Board meeting on the status of their task and the changes that are needed in the governing documents.

Mr. Bessel agreed to withdraw the committee’s motion included on page 24 of the agenda packet and revise it for consideration at the October 2nd meeting.

b. Leisure World News Committee Recommendation – David Kipping, chair of the committee, reported that on August 20th there was a meeting to discuss the mission of the committee and its relationship to the Leisure World News. The meeting was
attended by the three officers of the LWCC Board of Directors, along with the chair and vice-chair of the Leisure World News Committee, the General Manager, two senior members of the Leisure World News staff, and two members of the Leisure World News Advisory Committee.

The committee is working on a document to define the relationship between the committee and the Leisure World News staff. They expect to have it available for the Board meeting on October 2nd.

Two motions passed by the committee – one relating to submission of information to the newspaper and one dealing with paid advertisements – were included in the agenda packet. The content of the motions will be part of the document being worked on by the committee and will be included in that discussion.

10. New Business

a. Community Planning Committee - Request for Additional Funding – Al Lukas, chair of the committee, reviewed a handout prepared by management entitled “Conceptual Planning Funding Balance,” which summarizes the total of approved funds and the funds that have been expended for various projects.

Mr. Lukas presented the following committee motion, which was seconded:

That the previously approved allocation of $100,000 for architectural services to prepare conceptual studies be increased by an additional $50,000 for a total not to exceed $150,000. Funds to come from the Resales Fund.

Following discussion, a roll call vote was held and the motion was defeated. Additional discussion followed.

Upon motion by Ms. Crouin, the Board agreed –

Resolution # 49, 8/28/12
That the Board authorizes an amount up to $50,000 for continuing support in the development of the options for the Administration Building only. Funds shall come from the Resales Fund.

11. Information Items

a. Cummings & Leeds – No discussion took place.

b. Contracted Services – No discussion took place.

12. **Correspondence** – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during July.

13. **Open Forum** – The following residents spoke on the topics indicated:
   
   - Jay Harding, M17B – Commended Ms. Braswell for her letter on the budget.
   - Barbara Braswell, MM – Suggestion for Board development.

14. **Next Meeting** – The next meeting will be on Tuesday, October 2, 2012, at 9:00 a.m. in the Montgomery Room.

15. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:20 p.m.

David Frager, Executive Secretary-Treasurer  
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting # 12

October 2, 2012

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members Present:
Charles Smith (MM), Jim Perretta (MM), Linda Wecha (MM), Mary Lou Furgason (MM), Marion Harrington (5), Frances Nebesky (6B), Bud Tardiff (6C), Arthur Rounds (7), Nadine Roberts (8), Lennox French (9), Paul Eisenhaure (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel (13), Jackie Rabinow (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A), Richard Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), Lawrence Dumsky (19B), Larry Trayanham (20A), Tony Anastasi (20A), Philip Marks (20B), Robert Stromberg (203), Rosalind Kipping (21), Elizabeth Sherman (22), Neil Ross (23), Henry Jordan (24), Roy Dickstein (25), Barry Lubin (26), and David Frager (27).

*M6A currently has no representative to the Board.

Management Present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

Parliamentarian: Colette Collier Trohan

1.  Call to Order – The Chair called the meeting to order at 9:00 a.m.

2.  Board Development – The Chair stated that the reason for having short Board development sessions at the beginning of each Board meeting is to avoid the need for a separate training session. She reminded Board members that such training was one of the items in the internal dispute agreement reached by the 2011 Executive Committee and two individuals who filed CCOC complaints.

Ms. Trohan distributed an article describing the hierarchy of governance documents that apply to an association—from federal, state and local laws (the highest priority) down to policies and procedures. She described Board members’ duties of care, loyalty, and obedience, which are codified in state law. She also distributed and discussed a handout relative to the correct way of handling substitute motions.

3.  Chair’s Remarks –

2013 Advisory Committee Nominations – The request for nominations was sent to Mutual Presidents on August 30th, with responses due no later than October 31st. No additional changes will be made in the 2012 committees.
Appendix H

Meeting for Advisory Committee Chairs – A notice was sent out on September 10th regarding the meeting for advisory committee chairs on November 14th at 10:00 a.m. in the Montgomery Room of Clubhouse I. The focus of the meeting will be on final reports from each committee setting forth their accomplishments during the year and their goals for 2013. Vice-chairs and committee members are welcome to attend. Board members may also attend as visitors.

Leisure World News Advisory Committee – The committee hopes to present the revised Policies and Procedures document at the October 30th Board meeting.

4. Adoption of Agenda – The agenda was adopted by general consent, with the following changes:

- New item 8-b, “Additional Funding for Legal Expenses for the Medical Center,” was added, with following agenda items renumbered accordingly.
- The order of renumbered items 8-d and 8-c, “Name Change Final Report” and “Options for Funding Name Change” was switched.

5. Approval of Minutes of 8/28/12 - Minutes of the meeting held August 28, 2012, were approved by general consent, with the following correction: The attendee for Mutual 19B was Lawrence Demsky rather than Virginia Austin. Future minutes will reflect that Mutual 6A does not have a representative to the Board.

6. Approval of Minutes of 9/12/12 - Minutes of the special meeting held September 12, 2012, were approved by general consent, with the following changes in attendance: Charles Smith (MM) was present; Darlene Hamilton (M11) was absent; and Marion Herrington (M3) was absent.

7. General Manager’s Report – The General Manager’s Report for August 2012 was received, noted, and made a part of the record. In addition, Mr. Flanagan reported on the following:

Email Communications – The General Manager reported that administrative staff have been experiencing problems with email communications. These technical difficulties also prevented the showing of the last Executive Committee meeting tape.

Flu Shots – The Centers for Disease Control has recommended that administration of shots begin as soon as the vaccine is available, since the flu season is anticipated to begin as early as October. The vaccines are effective for 6-8 months.

Golf Course Hole Number 3 – Work may be delayed pending issuance of a sediment control permit from Montgomery County. Approximately 24 trees are tagged to be removed, approximately one-third of which are damaged or diseased.
Appendix H

Taping of Board Meetings: In response to a question, Mr. Flannery advised that, since Board and Executive Committee meetings are now rebroadcast on a regular schedule, DVDs of meetings are no longer produced.

8. Action Items

a. Medical Center Agreements – The Chair stated that two of the three agreements are ready to be executed and have been provided to Board members.

Mr. Jordan moved that the Asset Purchase Agreement between MedStar and Leisure World Community Corporation Trusts One and Two be executed, pending the review of the Executive Committee, if needed.

The motion was seconded, and, at the chair’s request, Mr. Flannery explained that the two agreements needed to be approved today in order to accomplish the target transition date of December 31, 2012. MedStar needs to begin the process of transferring patient information into their databases, and the agreements need to be signed in order for them to legally do so. Notice will be provided to patients, but they will not be required to sign a release.

Following discussion, and upon motion by Mr. Jordan, the Board agreed –

Resolution # 50, 10/2/12
That the Asset Purchase Agreement between MedStar and Leisure World Community Corporation Trusts One and Two be executed, pending the review of the Executive Committee, if needed.

Mr. Jordan moved that the Management Agreement between MedStar and Leisure World Community Corporation Trusts One and Two be executed, pending the review of the Executive Committee, if needed.

Mr. Marks stated that, on page 2 of the Agreement, “Seller” should be changed to “MedStar.”

Additional discussion followed, and Mr. Flannery responded to Board members’ questions.

Upon motion by Mr. Jordan, the Board agreed –

Resolution # 51, 10/2/12
That the Management Agreement, as corrected, between MedStar and Leisure World Community Corporation Trusts One and Two be executed, pending the review of the Executive Committee, if needed.
b. **Request for Additional Funding for Legal Expenses Related to the Medical Center** - The General Manager provided a spreadsheet describing the monies spent so far on operational and legal consultants and discussed the need for additional funds to cover legal expenses relating to the Medical Center contracts. He stated that, to date, the Board of Directors has authorized up to $75,000 for consulting fees. The spreadsheet shows that expenditures currently are at approximately $74,500 through the month of August.

The Chair stated that the Board previously approved Resolution #44, 7/31/12, as follows:

> "That an additional amount, up to $25,000, be added to the original amount of up to $50,000, which was allocated for legal fees associated with negotiating and finalizing a partnership with a company (now identified as MedStar), which will take over the operations of the Medical Center. This brings the total amount of the allocation up to $75,000; the money to come from the Contingency Fund."

Upon motion by Mr. Frager, the Board agreed to amend Resolution #44, as follows:

**Resolution #52, 10/2/12**

That an additional amount, up to $50,000, be added to the original amount of up to $50,000, which was allocated for legal fees associated with negotiating and finalizing a partnership with a company (now identified as MedStar), which will take over the operations of the Medical Center. This brings the total amount of the allocation up to $100,000; the money to come from the Contingency Fund.

c. **Health Advisory Committee Charter** - The following motion, submitted by Bud Tardiff, chair of the Committee for Advisory Committee Process, was included in the Agenda packet:

> "Dissolve the current Health Advisory Committee, effective December 31, 2012.

> "Approve a new Health Advisory Committee Charter, dated September 7, 2012, to be effective January 1, 2013. (Membership for this committee to come before the Board for approval on November 27, 2012.)"

The Chair stated that Mr. Tardiff had requested that the first paragraph be removed since it is unnecessary as part of the motion.

Mr. Tardiff noted that, as the transition to MedStar takes place, there will be an advisory committee that will work closely with them and that will have a significant role as an intermediary between MedStar and Leisure World residents. The Board is
requested to approve a new charter for the committee, to be effective January 1, 2013. Membership of the committee will be established at the November Board meeting. The current Health Advisory Committee will continue to operate until then. The new charter is consistent with the Management Agreement between LWCC and MedStar.

The committee's motion was seconded, and discussion followed.

Mr. Marks proposed the following amendment to section III of the charter, "Required Membership Qualifications." In the next-to-last line, following "nonprofit health-advocacy organization," add "health care management/consulting or experience in community communications, contract administration/performance evaluation, or public relations." The amendment passed.

Upon motion by Mr. Tardiff, the Board agreed.

Resolution #53, 10/2/12
To approve a new Health Advisory Committee Charter, as amended October 2, 2012, to be effective January 1, 2013. (Membership for this committee to come before the Board for approval on November 27, 2012.)

d. Leisure World Name Committee Final Report — Mr. Eisenhaur, chair of the committee, presented the committee’s final report, a copy of which was included in the agenda packet. He commended the committee members and Nancy Gordon, the Trust Assistant assigned to the committee, for their excellent work.

The Chair dismissed the committee and thanked them for completing their assigned tasks.

Following extensive discussion, and upon motion by Mr. Traynam, the Board agreed.

Resolution #54, 10/2/12
To refer to the Public Relations Advisory Committee the task of studying the name change and branding of the Community, and to direct them to make their recommendation pertaining to same within 90 days.

e. Options for Funding Name Change — With agreement from the Board, the Chair stated that this item will be postponed pending receipt of a report from the Public Relations Advisory Committee. The October 30th meeting agenda will include an item addressing Contingency Fund options.

f. Leisure World News Advisory Committee — Review of Residents’ Page — The committee has informed the Chair that the recommendations in the review will be incorporated into the revised Policies and Procedures document, which is expected to be presented on October 30th.
Mr. Kipping, chair of the committee, summarized the report and answered Board members' questions. He requested the Board to act on the committee's recommendations for improvement of the committee guidelines (included in the agenda packet), in order to prevent delay in implementation.

Mr. Houghton put the committee's motion on the floor, and it was seconded. An amendment to Appendix B, #5, was proposed, and extensive discussion followed, until the question was called and debate was closed. The Board voted not to hear from residents on this amendment. The amendment to #5 passed.

The Board discussed an amendment to reinsert the original #7. A roll call vote resulted in the motion failing.

The amended motion was voted on, and the Board agreed –

Resolution #55, 10/2/12
To approve Appendix B - Residents' Forum Writers Guidelines, which updates the guidelines for letter writers, with the amendment of paragraph #5 to read “Letters should be concise and limited to 250 words.”

- Landscape Contract – Copies of the contract were distributed to Board members who had not received an electronic copy. Action on this item was postponed until the October 30th meeting.

- Administration Building Alternatives – The Executive Committee requested management to draft a motion relative to authorizing the General Manager to explore the feasibility and costs of a multi-use facility as a fourth option.

Upon motion by Ms. Altman, the Board agreed –

Resolution #56, 10/2/12
That the Leisure World Community Corporation request that the Community Planning Advisory Committee work with Management to explore the feasibility of a mixed-use (residential and commercial) building on Trust property which would provide space to Leisure World of Maryland Corporation services and tenants presently located in the Administration Building, or other viable options. A report will be made to the Board of Directors no later than the February 2013 meeting.

9. Committee Reports – Due to the lengthy agenda, committee reports were postponed until the October 30th meeting.

10. Evaluation of General Manager – Mr. Dickstein moved that the Board discuss this item in closed session at the end of the regular meeting. By roll call vote, the Board agreed –
Resolution #57, 10/2/12
To hold a closed session immediately following the Regular Meeting, pursuant to § 11B-111(4)(iv) of the Maryland Homeowners Association Act, in order to discuss and act on the Performance Evaluation and compensation of the General Manager.

All Mutuels present voted in favor, with the exception of Mutual 6B.

11. Updates

a. Cummings & Leeds — A status report from the consultant, including recommendations, was included in the agenda packet. Draft motions based on the recommendations were provided to the Board.

Mr. Tardiff placed the first motion on the table, and it was seconded.

Upon motion by Mr. Tardiff, the Board agreed —

Resolution #58, 10/2/12
That the General Manager, in consultation with Cummings & Leeds, is directed to develop a Request for Proposal (RFP) to replace the current financial reporting and property management system that can integrate data for most, if not all, of the departments in LWMC. This RFP will be sent to Jenark Business Systems, Rockville, MD and Yardi Systems, Inc., Santa Barbara, CA.

Mr. Tardiff placed the second motion on the table, and it was seconded.

Upon motion by Mr. Tardiff, the Board agreed —

Resolution #59, 10/2/12
That the General Manager, in consultation with Cummings & Leeds, is directed to develop a Request for Proposal (RFP) to engage a third-party consultant to identify appropriate technology, specify equipment, identify performance parameters, quality service/software/equipment providers, support an RFP process and assist LWMC in selecting an appropriate qualified contractor. This RFP will be sent to CTC Technology & Energy of Kensington, MD, The Battles Group of Silver Spring, MD, and other viable companies.

Mr. Tardiff placed the third motion on the table, and it was seconded.

Upon motion by Mr. Tardiff, the Board agreed —
Resolution #60, 10/2/12
That the General Manager is directed to request that Cummings & Locke provide a scope of work and associated costs related to their completing a full review of Human Resources’ policies and procedures, including hiring, application form and disclosures, performance reviews and disciplinary and termination procedures. This review shall include recommendations and actual new forms and procedures, as deemed necessary.

12. New Business – There was no new business to bring before the Board.

13. Correspondence – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during August.

14. Open Forum – The following residents spoke on the topics indicated:

- Saul Penn, M20A – Minutes to reflect that visitors were not permitted to address an amendment.
- Joyce Temple, M17/18 – Potential advisory committee for communications.
- Barbara Braswell, MM – Board members’ demeanor: harm and benefit of resolutions.
- Sam Verma, M20B – Length of meetings.

15. Closed Session – The regular session of the Board meeting was recessed at 12:00 p.m., and the Board went into Executive Session, in accordance with § 11B-111(4)(iv) of the Maryland Homeowners Association Act, in order to discuss and act on the Performance Evaluation and compensation of the General Manager.

The following Board members were not present for the executive session: James Peretta, MM; James Turner, M16; and Robert Stromberg, M20B. No staff members were present except the General Manager.

The Board discussed the General Manager’s evaluation with the General Manager, following which he was excused.

The following resolutions were voted on by the Board and passed:

Resolved that copies of the General Manager’s evaluation packet – 2012 may be retained by members of the LWCC Board of Directors and treated in a confidential manner.

Resolved that the General Manager’s salary will not be raised. He will receive a bonus of $19,000 in appreciation for his work on the award of contracts for the Medical Center.
16. **Adjournment** – There being no further business to come before the closed session of the Board, the Board went back into open session. The Board meeting was adjourned at 1:00 p.m.

17. **Next Meeting** – The next meeting will be on Tuesday, October 30, 2012, at 9:30 a.m. in the Montgomery Room. There will be no agenda meeting.

__________________________
David Frager, Executive Secretary-Treasurer
LWCC Board of Directors
Leisure World Community Corporation
Board of Directors Meeting # 4
January 29, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgerson (MM),
Marion Herrington (M5), Carolyn Martese (M6B), Bud Turditt (M6C), Nadine Roberts (M8),
Lennox French (M9), Paul Eisenhauer (M10), Darlene Hamilton (M11), Marian Altman (M12),
Billie Saunders (M13), Richard Baubach (M14), Richard Carlson (M15), James Turner (M16),
Barbara Cronin (M17A), Richard Houghton (M17B), Patricia Eaton (M18), Patricia Dunn
(M19A) Lawrence Danzey (M19B), Tony Anastasi (M20A), Lawrence Traynham (M20A),
Philip Marks (M20B), Al Lukas (M20B), Rosalind Kipping (M21), Neil Ross (M23), Arthur
Kirsch (M24), Ray Dickstein (M25), Judy Friedman (M26), David Frager (M27).

Members Absent:
Arthur Rounds (M7), Elizabeth Sherman (M22).

*M6A currently has no representative to the Board.

1. **Call to Order** - The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** –

   *Advisory Committee Changes* - Brad Landry, M24, has joined the Public Relations
   Advisory Committee. David Bowden, M17A, has resigned from the Security &
   Transportation Advisory Committee and will be replaced by Bob Henkel.

   **Advisory Committee Chairs and Vice Chairs** - Ms. Cronin announced the following
   appointments for 2013:

   - Audit Committee: Morris Krowitz M23; Francois Tei M15
   - Budget & Finance: Mike Schwartz M23; Phil Marks M20B
   - Community Planning: Al Lukas M20B; Carole Konon M6C
   - Entertainment & Recreation: Rita Penn M20A; Ruth Carlson M15
   - Emergency Preparedness: open; Julia Peterson M24
   - Energy: Elise Maxim M6C
   - Golf & Greens: Robert Pilots M24; Herbert Randall M21
   - Government Affairs: David Kipping M21; Hank Helser M20B
   - Health: Eleanor Friedenberg MM; Catherine Galasso M21
   - Insurance: Elizabeth Hartgeaves M23; Astrid Cali M12
   - Landscape: Marian Altman M12; Dora Pugliese M10
   - Leisure World News: Martha Robinson M6C; Joan Okin M20A
   - Physical Properties: Tony Marotta M13; Harold Crisp M14
   - Public Relations: Bill Taylor M21; Bob Tahler M20B
   - Restaurant: Yolanda Hunt M21; Billie Saunders M13
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Security & Transportation: Larry Damsky M19B; Billie Saunders M13
Tennis: Irv Alzag M20B; Ralph Sheaffer M15

Special Committees

Committee to Review Advisory Committees: Bud Tardiff M6C
Deer Committee: Susan Curow M17A
Review of Governing Documents Committee: (contact) Richard Thornell M27
Review of Policies & Procedures Committee: (contact) Linda Wachia MM

Changes in Upcoming LWCC Board Meetings

• The February 26 meeting will be moved to March 5.
• The March 26 meeting will be moved to April 2.
• The May 28 meeting will be moved to Thursday, May 31.

End-of-Year Committee Reports - The Chair noted that advisory committee year-end reports distributed to the Board are informational reports.

3. Adoption of Agenda - New Business Item 12-d, "Recommendation from Restaurant Advisory Committee," was added. The agenda was adopted as amended, by general consent.

4. Approval of Minutes of Meeting 11/27/12 - Minutes of the meeting held November 27, 2012, were approved by general consent, as written.

5. Approval of Minutes of Organizational Meeting 1/4/13 - Minutes of the Organizational Meeting held January 4, 2013, were approved by general consent, as written. (An error in a motion was corrected, as shown below.)

Motion to Amend Something Previously Adopted

The Board passed the following motion presented by the Executive Committee:

Resolution #4, 1/29/13 (Amended Resolution #2, 1/4/13)
To amend Resolution #2, of 1/4/13, which states: "That the Vice Chairman of Leisure World Community Corporation be designated as Treasurer of Leisure World Community Corporation."

The amended Resolution states: "That the Executive Secretary of Leisure World Community Corporation be designated as Treasurer of Leisure World Community Corporation."

6. Approval of Minutes of Annual Meeting 1/4/13 - Minutes of the Annual Meeting held January 4, 2013, were approved by general consent, as written.
7. **Approval of Minutes of Special Meeting 1/4/13** – Minutes of the Special Meeting held January 4, 2013, were approved by general consent, as written.

8. **Approval of Minutes of Special Meeting 1/22/13** – It was noted that the Minutes should include the names of the Board members who were absent. Minutes of the Special Meeting held January 22, 2013, were approved by general consent, as corrected.

9. **General Manager’s Report** – The General Manager’s Report for February 13, 2013 was received, noted, and made a part of the record. Mr. Flannery distributed additional notes and reported on the following topics:

   - **Labeling of Agenda Pages** – Mr. Flannery noted that additional identifying information has been included on agenda pages to assist Board members in following the agenda. He requested feedback/additional suggestions.

   - **Financial Reports** – As of 12/31/12, there was an unaudited operating surplus of approximately $61,000. Audit field work has begun.

   - **Cummings & Leeds** – Cummings & Leeds status report #7 was distributed to Board members. The consultants will attend the February Budget & Finance Advisory Committee meeting. Board members are encouraged to submit comments on the draft RFP for Accounting and Property Management Software and Hardware prior to that meeting. The RFP will be on the Board’s February agenda.

The consultants are working with Columbia Telecommunication Corporation (CTC) to review the Community’s telecommunication needs. A proposal from CTC is attached to the status report. Board members are asked to review it for consideration at the February meeting.

   - **Sandy Spring Bank** – Mr. Flannery and Ms. King met with representatives of Sandy Spring Bank to initiate a discussion about the potential borrowing of funds for financing of future amenities, if desired by the Board and the Community. Mr. Flannery will also schedule a meeting with the Bank of America to discuss the same topic.

   - **Bank of America Lease** – The lease expires at the end of 2013. Historically, the Community has extended the lease for five years. Mr. Flannery does not recommend that, in light of the potential relocation or renovation of the Administration Building. Mr. Flannery has spoken to the bank’s property management firm in Charlotte, NC, and has shared with them the current status of the Community’s plans and will keep them informed. He suggested renewing the lease for a one-year period, with the existing terms. **The Board concurred by general consent.**
- **Resales** – A graph showing the number of Leisure World Resales since 2000 was distributed. Resale activity at Leisure World has mirrored that of the outside market.

- **Gazette Recognition** – Board members received a copy of an article which appeared in the *Gazette* in December 2012. The publication ranked Leisure World No. 1 in retirement communities in the area.

- **Management Objectives** – Management objectives are included in the Board of Directors binders. The new format will cite key objectives that are specific, measurable, attainable, relevant and timely (SMART). Tactics associated with each objective are not included at this point. Mr. Flannery requested input from Board members. Management’s intention is to eventually post the objectives and update them on the Leisure World website.

- **Option 4** – Management will bring in a representative of an interested party to speak to the Community Planning Advisory Committee on February 4th regarding the feasibility of Option 4 that the committee was interested in.

- **Fitness Subcommittee** – The Fitness Subcommittee of the Education & Recreation (E & R) Advisory Committee will meet today and report to the E & R Committee next week. The architect has received input from Leisure World staff members and the trainers relative to the needs in the Fitness Center. An inventory of recommended equipment was provided to the architect. He has developed a layout of the floor space which can be viewed in the Fitness Center.

In March, there will be a joint report to the Board of Directors from both the E & R Committee and the Restaurant Advisory Committee.

- **McFall & Berry Procedures** – Copies are available for Board members to take.

10. **Action Items** –

a. **Standing Advisory Committee Charters** –

   Upon motion by Mr. Tardiff, the Board agreed –

   **Resolution # 5, 1/29/13**

   To approve both the Leisure World News Advisory Committee Charter, date 1/29/13, and the Insurance Advisory Committee Charter, dated 1/29/13.
b. **Motions Coming out of Governing Documents Committee - Bylaws -** The Governing Documents Committee recommended editorial changes to the Bylaws. The Board agreed by show-of-hand vote:

**Resolution #6, 1/29/13**

To amend the LWCC Bylaws, Article VI, Proceedings of the Board, Section 4, Participation in Meetings, as proposed:

Any resident or unit owner or other person entitled by law to attend a Board meeting may, as an observer, attend any such meeting other than a meeting lawfully closed, in whole or in part, by the Board. No observer may speak at a Board meeting except with the permission of the Chairman or of the Board. Participation of such residents, owners or others will be in accordance with the LWCC Board of Directors Open Forum Policy.

The Board agreed by general consent.

**Resolution #7, 1/29/13**

To amend the LWCC Bylaws, Article VI, Proceedings of the Board, Section 5, Notice of Meetings: Waiver

The Executive Secretary shall arrange for the distribution to Directors, at least 24 hours in advance of a board meeting, whether regular or special, of a notice of the meeting, including its time and place and its agenda or purpose. In emergency circumstances, notice may be provided to Directors by telephone or email. Attendance by a Director at any Board meeting constitutes a waiver of him of the requirements of this section for that meeting.

The Board agreed by general consent —

**Resolution #8, 1/29/13**

To amend the LWCC Bylaws, Article VI, Proceedings of the Board, Section 8, Action without a Meeting:

The Board may decide a question by mail, telephone, email, or other form of special poll without a meeting if (a) the use of a special poll is authorized in advance at a meeting of the Board, or (b) the Chairman or the Executive Committee determines that a decision of the Board is urgently needed to protect important interests of the Corporation or the community and that sufficient time is not available to follow ordinary Board procedures. A special poll shall be conducted by or under the direction of the Executive Secretary or, in his absence, by or under the direction of the Chairman. The Executive Secretary or the Chairman shall promptly communicate to the Board and record in its minutes the results
of a special poll and the reasons for its use.

The Board agreed by general consent—

**Resolution #9, 1/29/13**
To amend the LWCC Bylaws, Article VI, Proceedings of the Board, Section 2, Agenda:

The Chairman shall be responsible for preparing a written agenda for each meeting of the Board. The agenda for a meeting shall include any item proposed in writing by a Director three business days prior to the meeting. Additional items may be added to the agenda during a meeting subject to any rules of the Board. The manner and timing of when agenda submissions are due and who may add items to the agenda will be determined by the Board as part of the current approved operating procedures.

c. **Motion to Adopt Guidelines for Running Meetings and Submitting Items for Packets**–

The Board discussed a motion put forward by the Executive Committee. Following discussion, including proposed amendments, the Board agreed—

**Resolution #10, 1/29/13**
The LW Board of Directors adopts the documents titled “2013 Procedures Regarding Submission of Reports and Prepared Motions for LWCC Board Packets” and “2013 Guidelines for LWCC Board Meetings”, as amended (documents attached), as procedures that will be followed by the Board during the current calendar year 2013.

d. **Motions Coming out of Governing Documents Committee Articles of Incorporation**—

The Board considered motions put forward by the Executive Committee. Following discussion, the Board agreed by general consent—

**Resolution #11, 1/29/13**
To modify the LWCC Articles of Incorporation, Article Seven:

The members of this corporation (LWCC) are the cooperative, condominium, and homeowners associations organized and existing at Rossmoor Leisure World of Maryland, Silver Spring, Maryland.

**Resolution #12, 1/29/13**
To modify the LWCC Articles of Incorporation, Article Seven (a):
At the present time the members of the corporation (LWCC) are:

Maryland Mutual No. One, Inc.*
Maryland Mutual No. Two, Inc.
Maryland Mutual No. Three, Inc.
Maryland Mutual No. Four, Inc.
Maryland Mutual No. Five, Inc.
Council of Unit Owners of Mutual 6-A Condominium of Rossmoor, Inc.
Council of Unit Owners of Mutual 6-B Condominium of Rossmoor, Inc.
Villa Cortese at Leisure World, a Condominium
Maryland Mutual No. Seven, Inc.
Maryland Mutual No. Eight, Inc.
Maryland Mutual No. Nine, Inc.
Maryland Mutual No. Ten, Inc.
Maryland Mutual No. Eleven, Inc.
Maryland Mutual No. Twelve, Inc.
Maryland Mutual No. Thirteen, Inc.
 Council of Unit Owners of Mutual 14- Condominium of Rossmoor, Inc.
 Council of Unit Owners of Mutual 15- Condominium of Rossmoor, Inc.
 Council of Unit Owners of Mutual 16- Condominium of Rossmoor, Inc.
 The Fairways South at Leisure World, a Condominium
 The Fairways North at Leisure World, a Condominium
 Council of Unit Owners of Mutual 18- Condominium of Rossmoor, Inc.
 Council of Unit Owners of Mutual 19-A- Condominium of Rossmoor, Inc.
 Council of Unit Owners of Mutual 19-B- Condominium of Rossmoor, Inc.
 The Greens at Leisure World II a Condominium
 Turnberry Courts at Leisure World, a Condominium
 Council of Unit Owners of Mutual 22- Condominium of Rossmoor, Inc.
 Vantage Point West at Leisure World, a Condominium
 Vantage Point East at Leisure World, a Condominium
 Regency Homeowners Association, Inc.
 The Overlook at Leisure World, a Condominium
 Creekside at Leisure World, a Condominium

*When this amendment is filed, there will be a notation that, on March 31, 1971, Montgomery Mutual filed Articles of Consolidation eliminating all references to
Mutuals 1, 2, 3, and 4.

c. **Motion Relating to Community Name** – Following extensive discussion of the motion
proposed by Mr. Dickstein (p. 34 of the agenda packet) and defeat of a substitute
motion by Mr. Lukas, the Board agreed –

**Resolution # 13, 1/29/13**
That the LWCC Board of Directors instructs the Public Relations
Advisory Committee (PRAC) to develop an implementation plan to promote the name LEISURE WORLD for the purpose of expanding and enhancing name recognition as an attractive active adult community. In developing the plan, the PRAC may use approved budgeted funds for technical assistance. This plan should be brought to the Board no later than the March Board of Director’s meeting.

Upon motion by Mr. Traynham, and after debate and amendment, the Board agreed –

**Resolution #14, 1/29/13**
That the LWCC Board of Directors instructs Management to obtain a legal opinion from an attorney specializing in patent/trademark of the community name selected by the LW Board for the purpose of determining if there are any limitations/restrictions on the use of the name selected. Cost shall not exceed $5,000; funds shall come from 2013 budget for legal expenses.

f. Motions from Advisory Committees

(i) Revised Audit Advisory Committee Charter – The Board agreed –

**Resolution #15, 1/29/13**
To adopt the revised Audit Advisory Committee Charter, dated 1/29/13.

(ii) Motion from Public Relations Advisory Committee Relating to Carrying over 2012 Budget Funds to 2013 – Upon motion by Mr. Marks, the Board agreed by general consent –

**Resolution #16, 1/29/13**
To postpone until the March meeting the following motion: That the LWCC Board of Directors approve the request of the Public Relations Advisory Committee to carryover $25,000 of unspent Public Relations Advisory Committee; funding from the approved 2012 budget. These funds are to be utilized for research and analysis related to promoting the community.

2. Open Forum Policy – The Board agreed by general consent –

**Resolution #17, 1/29/13**
That the LWCC Board of Directors requests Neil Ross, Linda Wecha and Larry Traynham to reconvene as the members of the special committee which originally developed the LWCC Board of Directors Open Forum Policy.

The purpose of the review is to focus on how the forum is currently being
implemented and to suggest changes (amendments) to the current policy. Of particular importance is the development of a change/amendment to address what will happen to the open forum in the event that the Board of Directors votes to end their debate of a particular agenda item. The committee is directed to report back no later than ninety days hence.

11. **Updates**

a. **Medical Center** — Eleanor Friedenberg, Chair of the Health Advisory Committee, reported on the committee's first meeting, at which they received copies of the Charter. Catherine Fowler, the representative from MedStar, attended and will be a member of the committee. The committee consists of 13 members representing 9 mutuals. Two-thirds of the committee members were members of the previous advisory committee. All members have some background in health care — either in administration or as a health care provider.

The Vice Chair of the committee, Cathy Galano, updated the Board on the transition. Saturday hours, from 9:00 a.m. to 2:00 p.m., will begin on February 2nd. An additional internist will be on staff, as well as a nurse practitioner, to cover those hours. Pharmacy hours on Saturday will also be from 9:00 until 2:00 p.m. All primary care physicians have remained and signed contracts. MedStar will be sending out a survey to all Leisure World residents.

b. **Management Objectives** — Mr. Flannery asked for feedback from Board members on the Management Objectives contained in the notebooks.

12. **New Business**

a. **Leisure World News Advisory Committee Guidelines** — Ms. Cronin called on Martha Robinson, chair of the committee, to make some introductory comments. Ms. Robinson introduced other members of the committee who were present. She reported that the committee has selected Mr. Flannery as the appropriate person to facilitate identifying the roles of both staff and the committee.

At their meeting, the committee made the following commitments: (1) to complete work on the committee's Charter; (2) to modify and revise the format of the Guidelines; and (3) for Mr. Flannery to develop a staff information sheet that would accommodate a collaborative venture. Both the staff and the committee are ready to proceed.

Upon motion by Mr. Traynham, the Board agreed by general consent —

**Resolution # 18, 1/29/13**
To accept the revised Leisure World News Advisory Committee Guidelines dated January 14, 2013.
The Chair thanked the committee and staff for their hard work in modifying the Guidelines so that they can be easily understood.

b. **E & R Advisory Committee Motion on Changes in Locker Room Fees** – The committee voted to change the fees in December and are now requesting approval of the change by the Board. There was discussion and clarification of the fees.

Upon motion by E & R Advisory Committee, the Board agreed –

**Resolution #19, 1/29/13**
That the LWCC Board of Directors approves the 2013 women’s locker room fees as follows: $55.00/year for a full locker and $35.00/year for a half locker. Renters of a locker will be required to purchase an annual indoor pool pass. The cost of pool passes and locker rentals will be pro-rated quarterly.

c. **Change of Meeting Dates** The Board agreed by general consent –

**Resolution #19, 1/29/13**
To change the following meeting dates as indicated:

- February 26, 2013 meeting will be moved to March 5, 2013
- March 26, 2013 meeting will be moved to April 2, 2013
- May 28 2013 meeting will be moved to May 31, 2013

d. **Recommendations from Restaurant Advisory Committee** – The Restaurant Advisory Committee met on January 28, 2013, to discuss concept plans for the restaurants and submitted three proposed motions to the Board. Mr. Flannery discussed some of the background and rationale for the motions.

Following extensive discussion, and upon motion by Mr. Ross, the Board agreed –

**Resolution #20, 1/29/13** –
That the LWCC Board of directors approves development of concept plans for accessing the Terrace Room with the goal of creating energy efficient exterior entrance(s) and improved use of space. Concept plans will provide conceptual architectural drawings for entrance location(s) and space plan, projected construction cost estimate and time schedule. Funding of $3,500 is requested from the Resales Fund for architectural services to develop the conceptual plan. This study will be beneficial to the Committee in preparing for a presentation to the Board on the subject of renovating the Terrace Room.

The following two motions were postponed until February:
That the Maryland Room and Cascade Bistro be renovated and the relationship between the rooms be studied to identify opportunities to allow flexible usage of all adjacent rooms so as to function as one or as separate spaces (with movable walls) and to improve access to the rooms by adding an outside entrance to the Cascade Bistro and potentially combining the entrances from the interior corridor.

To approve funding to create conceptual plans for the renovation of the Maryland Room and Cascade Bistro to address access to the rooms and flexible usage of the spaces. Plans will provide conceptual architectural drawings for the location of entrances, layout, projected construction cost estimates, and preliminary time schedules. Funding of $29,500 from the Resales fund is requested for architectural services to develop the concept plans.

13. **Correspondence** – The Board reviewed correspondence received and sent out during the past two months, as well as the Resolutions considered by advisory committees during November and December.

14. **Open Forum** – The following residents spoke on the topics indicated:

- Jordan Harding, M17B – Length of Board meetings; General Manager's involvement in real estate transactions at Villa Cortese; deer in the Community; real estate signs in the grounds of Leisure World.
- Barbara Braswell, MM – Open Forum Policy Committee proceedings.
- Rita Penn, M20A – Request to postpone E & R/Restaurant Committee report to a later time.
- Bud Tardiff, M6C – Welcomed Bern Sommer back following surgery.

15. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:25 p.m.

16. **Next Meeting** – The next meeting of the Board will be held on Tuesday, March 5, 2013, at 9:30 a.m. in the Montgomery Room.

17. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:55 p.m.

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David Fraser, Vice Chair
Leisure World Community Corporation  
Board of Directors Meeting #5  
March 5, 2013  
(postponed from 2/26/13)

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:  
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Kurgurson (MM),  
Shannon Braddock (M5), Frances Nebesky (M6B), Edward Teitelbaum (M6C)**, Arthur  
Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaur (M10), Darlene  
Hamilton (M11), Marian Atman (M12), Billie Saunders (M13), Richard Bambach (M14),  
Richard Carlson (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B),  
Patricia Eaton (M18), Patricia Dunn (M19A) Lawrence Damsky (M19B), Ken Zajic (M20A),  
Lawrence Traynham (M20A), Philip Marks (M20B), Al Lukas (M20B), Rosalind Kipping  
(M21), Neil Ross (M23), Henry Jordan (M24), Ray Dickstein (M25), Barry Lubin (M26), David  
Frager (M27).

*M6A currently has no representative to the Board.

**(M6C) Special Representative Edward Teitelbaum – notice received by email from Mutual

Members Absent:  
Elizabeth Sherman (M22)

Management Present:  
Kevin Flannery, General Manager, Tim Courson, Assistant General Manager; Jolene King,  
Assistant General Manager; Berri Sommer, Executive Assistant; Sue Velasquez, Administrative  
Assistant; Donna Buekenåège, Assisting Administration.

Visitors:  
Line Cummings, Cummings & Leeds  
Norman Dreyfuss, IDI  
Andrew Afflerbach, CTC Technology & Energy

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** –

   Appointments:  
   Brad Lundy, M24, Public Relations; Bob Henkel, M17A, Security & Transportation; Joan Schmier, M11, Security & Transportation; Ray Kurlander, M17B, Restaurant; and Gene Byron, M27, Community Planning.

   Resignations:  
   Dave Bowden, M17A, Security & Transportation; Jack Rich, M11, Security & Transportation; Rosemary Marks, M24, Education & Recreation; Charles Warner, M19A, Emergency Preparedness; Frances
Appendix H

Appendix H

Meeting Dates of Note —

- February 20 – The Executive Committee held an open work session to discuss future topics for Board consideration. They will meet again on March 20.
- February 25 – A presentation was made by Michael Schwartz, Chair of the Budget & Finance Advisory Committee, to advisory committee chairs and other interested parties. The topic was “Roles and Responsibilities of Advisory Committees in Development of Budgets.”
- Week of May 20 in the afternoon (date to be determined) – Community Open Forum. Among topics to be discussed at the Open Forum will be 2014 budget assumptions. Michael Schwartz, Chair of Budget & Finance Advisory Committee, will present the topic and answer questions. Residents may also bring up other Community topics.
- Week of August 5 in the evening (date to be determined) – Budget Forum. Michael Schwartz, Chair of Budget & Finance Advisory Committee, will be the speaker at this meeting. The meeting will take place after the 2014 budget has been made public and before the Board of Directors takes action on the budget.

Agenda Packet Format — Ms. Cronin complimented the staff on the helpful addition of identifying agenda items at the bottom of each page.

Restaurant Committee Request — At its meeting on February 25, 2013, the Restaurant Committee passed a resolution requesting the Board’s authorization to meet with a restaurant consultant for an hour, free of charge. In the chair’s view, no Board authorization is required; however, the committee should clearly state to the consultant that the meeting does not commit anyone to using him in the future on a fee for service basis.

Open Forum — The Chair reminded visitors that during Open Forum each visitor may speak only once on any action item.

3. Adoption of Agenda — The agenda was adopted as written, by general consent. The Chair stated, however, that when Mr. Norman Dreyfuss, of IDL, arrives, he will speak to the Board at that time on the viability of having a mixed use building for the Administration Building.
4. **Approval of Minutes of Meeting 1/29/13** – Minutes of the meeting held January 29, 2013, were approved with the following correction: on page 1, under “Advisory Committee Chairs and Vice Chairs,” “Entertainment & Recreation” should be changed to “Education & Recreation.”

5. **General Manager’s Report** – The General Manager’s Report for February 2013 was received, noted, and made a part of the record. Mr. Flannery distributed additional notes and reported on the following topics:

   - **2012 Audit Report** – The report was released to the Audit Committee on 3/1/13, prior to their meeting on 3/8/13. Any recommendations from the committee will be incorporated into the draft before it is released to the Board (anticipated to be the middle of the week beginning 3/11/13).

   - **Cash Flow** – As a result of transitioning health care services to MedStar, there will be an improvement in the Community’s cash flow. For the past two years, the operating account has had a line of credit from the Resales Fund of $350,000. As of 2/28/13, that amount has been reduced to $100,000.

   - **Accounts Receivable – Healthcare** – A receivable from services provided while the Leisure World of Maryland Corporation was operating the Medical Center was approximately $240,000 as of 12/31/12 (including both pharmacy and physician services). As of 2/28/13, the balance is reduced to $32,000.

   - **Amendments to Articles of Incorporation** – The amendments passed by the Board will be filed in March. In Article 7, a typographical error in the listing of Mutuals will be corrected. In addition, a footnote will be included relative to the Articles of Consolidation filed by Montgomery Mutual in April 1971.

   - **Meetings with Potential Lenders** – Management has now concluded meetings with the following lenders relative to the potential borrowing of funds for financing of future amenities, if desired by the Board and the Community:

      - Sandy Spring Bank
      - Revere Bank
      - Bank of America

      The initial response from each organization has been positive.

   - **Restaurant Contract** – The food service contract expires at the end of 2013. Management will be working with the Restaurant Advisory Committee in March.

   - **Bus Lease** – The Security & Transportation Advisory Committee has begun discussions about the lease of the buses. The previous lease was extended due to a four-month delay in receiving custom-made frames. The current lease will therefore
expire in April 2014.

- **Inclement Weather** – Any cancellations due to snow will be posted on the informational TV channels.

- **Healthcare Services** – Ginny Brintaug, Medical Center Administrator, reported to the Board on the status of healthcare services. She stated that specialists in endocrinology, hematology and oncology, as well as orthopedics, are now seeing patients. A dermatologist has been contracted to start on April 15th. An additional nurse practitioner will provide psychiatric counseling, and Dr. Michael Griffith will join the dental practice.

Saturday hours were implemented February 2nd. The schedule will be covered by a physician three Saturdays a month and by a nurse practitioner on the fourth Saturday. The pharmacy is expected to open on Saturdays in April, when software and staffing issues are resolved. The projected date for implementation of electronic medical records is May 1st.

- **Deer Committee** – Assistant General Manager Jolene King reported that the Deer Committee has been meeting monthly. A deer study conducted in August and September indicated that there are approximately 51 deer in the community. (Note: The survey previously noted that this number is considered to be twice what the acreage is able to adequately support.) Patriot Land & Wildlife presented a proposal for deer management at the committee’s February 2013 meeting. The committee will meet with a second company and anticipates presenting a proposed deer management program to the Board for their consideration in April.

6. **Action Items** –

   a. **RFP for Accounting and Property Management Software and Hardware** – Mr. Flannery introduced Line Cummings, a principal of Cummings & Leeds (C/L), to report on the next steps relative to the RFP.

   Mr. Cummings described C/L’s process in developing the RFP and answered Board members’ questions. He stated that C/L also consulted with CTC Technology & Energy to help them understand the communications infrastructure at Leisure World. He predicted that the new financial software will dramatically improve the flow of information and control of finances for Management and the Mutuals. He anticipates that the new system should be in full operation by January 1, 2014. An expert in the software will provide training to LWMC employees.

   Upon motion by Mr. Marks, the Board agreed by general consent –

   **Resolution # 21, 3/5/13**


That the LWCC Board of Directors accepts the proposed RFP regarding the purchase of new Accounting and Property Management Software and Hardware, and directs that it be sent out for bids.

b. **Telecommunications Consulting Contract** — Mr. Flannery introduced Andrew Afflerbach, CEO of CTC Technology & Energy (CTC) to address the telecommunications consulting contract in the packet. (The Overview in the packet was developed by C/L.) Mr. Flannery explained that the focus of CTC’s proposal is on communication between the Locations in the Leisure World of Maryland Corporation (LWMC); it will not directly affect residential telephone service.

Mr. Afflerbach gave an overview of CTC’s proposal, which is to provide broadband fiber optic communications services for LWMC, and described how they will proceed. He answered questions from Board members and visitors.

Upon motion by Mr. Marks, the Board agreed by general consent –

**Resolution # 22, 3/5/13**
That the LWCC Board of Directors accepts the proposed telecommunications consulting contract proposed by CTC Technology & Energy. The total amount of the contract is $28,560, with the project to be completed within three months from the date it is signed. Funds to come from the Telecommunications (Comcast) Fund.

c. **Recommendations from the Restaurant Advisory Committee**

Two motions in the packet from the Restaurant Advisory Committee were carried over from the January meeting. The Executive Committee proposed a substitute motion, which was discussed by the Board. After discussion, the Board agreed –

**Resolution # 23, 3/5/13**
In order to ensure that the renovation of food service capabilities and dining spaces in Clubhouse 1 is integrated and comprehensive and meets the current and proposed (future) needs of the LW community, funds are required for the development and evaluation of an integrated, comprehensive proposal that includes:

1. Proposed space modifications, including possible options, in the Stein Room, Terrace Room, Maryland Room, Cascade Bistro, and Chesapeake Room,

2. Food service kitchen capabilities and possible modifications, and

3. The food services to be provided in all dining spaces, as well as catering services in and from Clubhouse 1.
The LWCC Board of Directors authorizes management to spend an amount up to $15,000, in order to accomplish the proposal laid out above. Money for this proposal is to come from the Resale Sales Fund.

d. **Advisory Committee Charter Revisions: Community Planning** - At the Executive Committee meeting, Mr. Traynham suggested the following footnote, which will be added to Appendix A to clarify the definition of "Facilities Plan".

"Compendiums of active authorized Trust-related projects to be investigated and/or designed, developed, constructed, and operated over 10 to 15 years. Each project will include the lead advisory committee, a description and justification of the project, estimated cost and timeline to complete, relationship to the Strategic Plan, and the current status of the project."

After discussion, the Board agreed –

**Resolution #24, 3/5/13**
To approve the Community Planning Advisory Committee Charter dated January 14, 2013, as amended.

e. **Policy and Procedures Special Committee Report** – Ms. Wacha asked Collette Collier Trohan to give an overview of the report and explain the process followed by the Committee. Board members were requested to contact the Committee directly with any questions regarding the report, which will be discussed at the next Board meeting.

f. **Executive Committee Motions** –

i. **Committee to Review Governing Documents** – The Executive Committee introduced a motion to discharge the Committee to Review Governing Documents, and the Board agreed.

**Resolution #25, 3/5/13**
The Board of Directors thanks the members of the Special Committee to Review Governing Documents for their past work and for the report they submitted in fall 2012. The Committee has served its purpose and is now discharged.

ii. **LWMC General Manager Evaluation** – The Executive Committee forwarded a motion concerning evaluation of the General Manager, and the Board agreed by general consent.
Resolution # 26, 3/5/13
The General Manager's 2013 Evaluation Committee will consist of Roy Dickstein (M25), chair; Jackie Rabinow (M14), Paul Eisenhaur (M10), David Frager (M27), and Lennox French (M9). It will conduct the evaluation required by the General Manager's contract and Board resolutions. Information will be solicited and obtained that will facilitate Board discussions during 2014, when the General Manager's current contract expires. The Evaluation process will focus on members of the Board and Advisory Committee Chairs, who will be encouraged to obtain comments from a broad spectrum of the residents.

7. Updates

    a. Legal Opinion re Trademark of Leisure World — The Board received a confidential legal opinion from trademark attorney Theodore A. Breiner, of Breiner & Breiner, LLC. The opinion addressed use of the name Leisure World and/or Leisure World of Maryland. The recommendation was that any proposed consulting contract relative to use of the name be sent to him for review prior to execution.

    b. Status Report on Financing Capital Projects — Mr. Flannery reported that he has met with representatives from three banks – Sandy Spring Bank, Revere Bank, and Bank of America – concerning financing of major projects under consideration by the Board. He has received positive feedback from all three. He advised that the Board of Directors needs to consider whether or not it wants to borrow the funds for major projects in approximately two years. He suggested that the Board prioritize its contemplated projects in order to determine the amount of money needed for those projects and how best to fund them. Any funds borrowed would be repaid through the Reserves Fund. The Chair stated that any questions or comments regarding this subject should be sent to the General Manager.

    c. Report on Mixed Use Administration Building – Mr. Norman Dreyfuss, Executive Vice President and COO of IDI, stated that he was requested to attend the Community Planning Advisory Committee meeting to discuss the possibility of providing a development program for a mixed-use building in the Administration parking lot. He noted that this is the only project and location they are considering in Leisure World.

Mr. Dreyfuss commented that constructing a new mixed-use building that would house all current functions of the Administration Building was not, in his opinion, cost effective. He suggested that the better value to the community would be to remodel the existing Administration Building for use in its entirety by the Leisure World of Maryland Corporation and move the bank, post office, and realtor services to the first floor of a new mixed-use building containing 40-60 dwelling units on the upper floors. He discussed probable costs involved and potential income for the
community, and stated that the planning process, including approvals from the County, could take 18 months. Construction would probably add another year.

Questions on this topic should be addressed to the Board or to management.

d. **PPD Presentation to Make Changes in Work Area**. Assistant General Manager Jolee King presented a plan (included in the agenda packet) to renovate the customer service and administrative offices in the Physical Properties building. She described the proposed changes in detail.

Ms. King introduced Tony Marotta, Chair of the Physical Properties (PPD) Advisory Committee. He stated that the PPD Committee is fully in favor of the proposed project, which they believe will boost employee morale.

Mr. Flannery stated that management will develop a comprehensive report within the next two months on all of the projects the Board has been considering. He asked that any suggestions regarding any of the projects be sent, in writing, to the appropriate advisory committee.

e. **Management Objectives** – The objectives were distributed to the Board electronically. Mr. Flannery stated that management plans to provide the Board with a status update every 30 to 45 days. Updates will be posted on the Leisure World website. The objectives are consistent with the Strategic Plan approved by the Board in 2010.

8. **New Business**

a. **Public Relations Advisory Committee Proposed Consultant Contract** – Mr. Tahler, vice-chair of the committee, stated that, after interviewing three companies, the committee has selected Creating Results to assist them in achieving their goals.

Upon motion by Mr. Marks, the Board agreed –

**Resolution # 27, 3/5/13**

That the LWCC Board of Directors approve the contract with Creating Results in an amount not to exceed $27,835; funds to come from the 2013 Public Relations Committee line item. The General Manager is authorized to execute the agreement.

Upon motion by Ms. Altman, the Board agreed –
Resolution #28, 3/5/13

To forward the Creating Results contract to the trademark attorney, Theodore A. Brainer, for review prior to executing the contract.

9. **Correspondence** – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during January.

10. **Open Forum** – The following residents spoke on the topics indicated:

    • Barbara Braswell, MM – Name of Administration Building; open forum.

11. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:50 p.m.

12. **Next Meeting** – The next meeting of the Board will be held on Tuesday, April 2, 2013 (postponed from March 26), at 9:30 a.m. in the Montgomery Room.

Henry Jordan, Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting # 6  
April 2, 2013  
(Postponed from 3/26/13)

I.WCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), Jim Perrotta (MM), Linda Waalha (MM), Mary Louise Furgurson (MM), Shannon Braddock (M5), Frances Nebosky (M6B), Edward Teitelbaum (M6C)**, Arthur Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Risenbaur (M10), Darlene Hamilton (M11), Marian Alumay (M12), Billie Saunders (M13), Richard Carlson (M15), Joan Allston (M16), Barbara Crovin (M17A), Frances Deakins (M17B), Gayne Klein (M19A), Lawrence Damsky (M19B), Ken Zajic (M20A), Lawrence Traynham (M20A), Philip Marks (M20B), Barbara Kaze (M20B), Rosaland Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubin (M26), David Frager (M27).

*M6A currently has no representative to the Board.

** (M6C) Special Representative Edward Teitelbaum – notice received by email from Mutual.

Members Absent:
Richard Bambach (M14), Patricia Eaton, M18, Elizabeth Sherman (M22).

Management Present:
Kevin Flanuary, General Manager, Tim Courson, Assistant General Manager, Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; Sue Velasquez, Administrative Assistant; Donna Buckridge (Assisting Administration).

Visitors:
Alan Meyers, AR Meyers Associates, Architects

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks**.

**Appointments:** Billie Saunders, M 13, has been added to serve on the Committee to Evaluate the General Manager. Al Lukas, M20B, has resigned from the Community Planning Advisory Committee. George Stevens, MM, has agreed to assume the position of Chair. Elsabea Haagenson has temporarily stepped down as Chair of the Insurance Advisory Committee due to ill health. Dr. Henry Kissman, Mutual 6C, has resigned from the Health Advisory Committee due to failing health. Joni Sommer, M 27, is joining the Security & Transportation Advisory Committee. Gerry Sommer, M27, is joining the Insurance Advisory Committee. Judy Schwartz, M 23, has been added to the Education and Recreation Advisory Committee to replace Florence Butler, who resigned. Morton
Solar, M6A, is joining the Health Advisory Committee. The chair and vice chair of that committee support adding his expertise.

Correction in Minutes — It was brought to the Board’s attention that Motion #14 in the January 29, 2013 minutes did not state that the motion was amended prior to its being adopted. Without objection, the Board agreed to correct the January 29, 2013 minutes to include “and after debate and amendment” following the words “Upon motion by Mr. Traynham…” The correction will read, “Upon motion by Mr. Traynham, and after debate and amendment, the Board agreed –”.

Moratorium on new capital projects — The Chair stated that there will be a one-year moratorium on any new projects not currently included in the established list. The Board of Directors, management and several advisory committees have been working diligently to produce several conceptual plans, with the goal of developing a priority listing of how to proceed to address them in the near future. The Board needs a static goal rather than a constantly moving target to work toward. Residents of the community will still have the opportunity to share their comments on the projects that are under consideration. The committees, management, and the Board request that the comments be made in writing and addressed to the committees involved, so that they may best be included in deliberations as they go forward.

3. Adoption of Agenda — Item 7-d, “Report on PPD Software and Recommendations from Operational Review,” was deleted. The committee’s report will be included in the April Board packet. The agenda was adopted, as amended, by general consent.

4. Approval of Minutes of Meeting 3/5/13 — Minutes of the meeting held March 5, 2013, were approved with the following corrections: on page 5, in the third line of Resolution #22, “…contract if $28,560…” is changed to “…contract is $28,560…” On page 7, the first word of the second line of 7-a should be “Vice.”

5. General Manager’s Report — The General Manager’s Report for April 2013 was received, noted, and made a part of the record. Mr. Flannery distributed additional notes and reported on the following topics:

- PPD Software — Mr. Flannery advised that an outline of the content of the information that will be provided to the PPD Committee on April 9 is available for Board members to pick up at the end of the meeting.

- Resales, 1st Quarter — The first quarter was a healthy one for resales, with 77 property transfers in Leisure World, contributing approximately $278,000 to the Resales Fund.

- Accounts Receivable — Healthcare — Collections are slowing down, but efforts to collect continue. The receivable balance as of 3/31/13 was $23,900, compared to $240,000 at the beginning of the year.
Appendix H

- **MedStar Survey** - MedStar is preparing to send out a questionnaire to the community in the second half of April.

- **Management Objectives** - The first set of updates will be posted on the web site the week of April 8th.

- **Administration Building Renovation Options** - Mr. Flannery distributed a memorandum to Board members summarizing the additional renovation options which the Board asked management to explore. Mr. Dreyfuss, COO of IDI, spoke to the Board at its last meeting and discussed the Administration Building parking lot area. The conclusion is that any type of development in that location would be limited in scope. Based on the recommendations received, Mr. Flannery recommended that the Board cease pursuing the fourth alternative.

  Mr. Marks placed a motion on the floor, which was seconded. The Board agreed –

  **Resolution # 29, 4/2/13**
  To accept recommendations in the report dated 4/1/13 relative to Administration Building options, and to drop option # 4, mixed use.

- **Community Shredding Day** - The community shredding day will be Saturday, April 27, from 10:00 a.m. to 1:00 p.m. in the Administration Building parking lot.

- **Storm Drain Construction** - A new storm drain is to be installed beside Norbeck Road, which will temporarily disrupt traffic on Norbeck Boulevard.

- **Upcoming Dates** - Over the next three months, various advisory committees will present their reports and proposals for capital improvements. There will be a Community Open Forum on May 22.

6. **Action Items** –

   a. **Motion re Use of Golf Course for Wounded Warriors** - Ms. Kipping placed a motion on the floor, which was seconded, and the Board agreed by general consent –
Resolution #30, 4/2/13
That the LWCC Board of Directors delegates authority to the General Manager for the purpose of allowing use of the Leisure World golf course by members of the Wounded Warriors project.

b. Proceeds from Sale of Medical Center Capital Equipment — The Executive Committee proposed a motion to place the funds from the sale of capital assets to MedStar in a reserve account, so that the funds would be available in the event Leisure World is required to repurchase the medical equipment. The Board agreed by general consent —

Resolution #31, 4/2/13
That the Board of Directors resolves that the proceeds from the sale of capital assets to MedStar, in the amount of approximately $149,000, be deposited into a restricted account — Reserve for Healthcare Services Equipment.

c. Audit Presentation and Vote —

• Vote on Audit Report — Recommendation from Audit Committee —
The Audit Advisory Committee recommended that the 2011 and 2012 audit reports be accepted by the Board. Upon motion by Mr. Marks for the committee, the Board agreed by general consent —

Resolution #32, 4/2/13
That the LWCC Board of Directors accepts the Councilor, Buchanan & Mitchell audited financial statements and supplementary information for the years ended December 31, 2012 and 2011, as amended to incorporate comments made by the Audit Advisory Committee and subject to approval by the chair of the committee.

• Action on Surplus — The Budget & Finance Advisory Committee recommended that the surplus of $61,688 be transferred to the Contingency Fund. Michael Schwartz, chair of the committee, explained the rationale for the motion.

Upon motion from the Budget & Finance Advisory Committee, supported by the Executive Committee, the Board agreed by general consent —

Resolution #33, 4/2/13
That the LWCC Board of Directors approves the recommendation of the Budget & Finance Advisory Committee that the surplus of $61,688 be transferred to the Contingency Fund.
Appendix H

- **Action on Public Relations Advisory Committee Motion** – Based on the previous discussion, Mr. Marks withdrew the substitute motion proposed by the Public Relations Advisory Committee.

d. **Final report on Healthcare Services Consulting Fees** – Mr. Flannery reported that $131,500 was spent over a three-year period for legal and consulting fees in connection with the transfer of medical services to MedStar. A total of $125,000 was previously authorized to cover these services, which leaves a remaining balance of $6,500.

Ms. Saunders made the following motion, which was seconded and passed as amended:

**Resolution #34, 4/2/13**
That the LWCC Board of Directors amends Resolution #52, Request for Additional Funding for Legal and Consulting Services Related to the Medical Center, 10/2/12 (see below), to add an additional amount of $6,500 (funds to come from the Contingency Fund) to the previously amended amount of $125,000*, which was allocated for consulting services associated with negotiating and finalizing a relationship with a company (now identified as MedStar), which has taken over the operations of the Medical Center. This brings the total amount of the allocation up to $131,500; the money to come from the Contingency Fund.

*Note: Resolution #52 shows an incorrect total amount of $100,000. The correct year-to-date approved amount is $125,000.

**Resolution #52, Request for Additional Funding for Legal Expenses Related to the Medical Center, 10/2/12**
That an additional amount, up to $50,000, be added to the original amount of up to $50,000, which was allocated for legal fees associated with negotiating and finalizing a partnership with a company (now identified as MedStar), which will take over the operations of the Medical Center. This brings the total amount of the allocation up to $100,000; the money to come from the Contingency Fund.

7. **Updates**

a. **Review of Public Relations Consulting Contract by Attorney** – Members of the Board received an electronic copy of the attorney’s confidential review of the consulting contract.

b. **Presentation on Fitness Center – Report on Status** – Rita Penn, Chair of the Education & Recreation Advisory Committee, presented a brief history of space limitations in the Fitness Center. She stated that, after discussions with several consultants, the Fitness Subcommittee presented a report with a number of options for enlarging the
Fitness Center. The committee requested input from management and the architect retained by the EWCC Board of Directors. The E&R Advisory Committee concluded that the most viable option for enlargement of the Fitness Center would involve an addition on the southeast side of the existing building, behind the meeting room in Clubhouse II. Ms. Penn noted that the E&R Advisory Committee, together with the Fitness Subcommittee and the trainers, had provided detailed input on the Conceptual Plan.

Ms. King presented highlights of the report attached to the agenda packet. She stated that the design of the Fitness Center is in the early conceptual stage. The architect has met with the E&R Advisory Committee, management staff, trainers, and the E&R Department, all of whom have provided input. Ms. King noted that the approvals process and construction will take approximately 21 months.

Ms. King introduced Alan Meyers, the architect, to present the plan. Mr. Meyers explained the proposed layout and rationale for the location of equipment. He and Ms. King responded to questions from the Board.

c. Presentation on Tennis Committee Proposal — Report on Status — Ralph Shaffer, Vice-Chair of the Tennis Advisory Committee, discussed the Committee’s proposal to install electric water coolers at the tennis courts. This proposal will be considered by the Board when they discuss all of the capital projects being proposed by the various committees.

d. Report on PPD Software and Recommendations from Operational Review — This item was deleted from the agenda and will be included in the April agenda packet.

e. Follow-up to Policy and Procedures Committee Report — Ms. Wacha introduced Colette Trohan, who summarized the committee’s work and findings. The committee recommends that the Board establish a framework of policies and procedures to govern the functioning of the Board of Directors. Ms. Trohan thanked Board members for their feedback and stated that the committee is now dissolved.

8. New Business

a. Motion to Rescind Previous Motion #32, 3/29/11 — Mr. Dickstein moved that the Board rescind motion #32, 3/29/11, since the form is no longer being used. The Board agreed —
Resolution #35, 4/2/13
That the LWCC Board of Directors rescinds Resolution #32, dated 3/29/11, which states: "To adopt the proposed Evaluation Form, dated 3/14/11, to be used beginning 4/1/11."

(This resolution can be found on page 17 in the Special Committee to Review Policies and Procedures final report packet, dealing with Administrative Personnel.)

b. **Board Guidance on Use of Name** – Based on advice from counsel, and to provide uniform guidance to the community, the LWCC Board of Directors has determined how the Public Relations Advisory Committee may proceed with publicizing the Community. Upon motion by the Executive Committee, the Board agreed.

Resolution #36, 4/2/13
That the LWCC Board of Directors resolves that the community will be known by its full name, "Leisure World of Maryland." The full name of "Leisure World of Maryland" will be used by LWMC personnel and all LWCC committees and officials in all publications, documents, public relations, communications, and references to geographical locations.

9. **Correspondence** – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during February.

10. **Open Forum** – The following residents spoke on the topics indicated:

   - Barbara Braswell, MM – Open forum.
   - Saul Penn, M20A – Notification from MedStar of intention not to renew contract.

11. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 10:55 a.m.

12. **Next Meeting** – The next meeting of the Board will be held on Tuesday, April 30, 2013, at 9:30 a.m. in the Montgomery Room.

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Henry Jordan, Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 8
May 31, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Mary Louise Furgurson (MM),
Marion Herrington (M5), Susan Eisenhour (M6B), Edward Tellerbaum (M6C), Arthur Rounds
(M7), Anneliese Guerin (M8), Lennox French (M9), Paul Eisenhaur (M10), Yvette Rich (M11),
Clarise Pruitt-Jones (M12), Billie Saunders (M13), Linda O'Neill (M14), Richard Carlson
(M15), James Turner (M16), Sheila Szymanski (M17A), Frances Deakins (M17B), Joel Swetlow
(M18), Pat Dunn (M19A) Lawrence Dansky (M19B), Ken Zajic (M20A), Lawrence Traynham
(M20A), Philip Marks (M20B), Al Lukas (M203), Rosalind Kipping (M21), Neil Ross (M23),
Henry Jordan (M24), Barry Lubin (M26), David Frager (M27).

*M6A currently has no representative to the Board.

Members Absent:
Elizabeth Sherman (M22), Roy Dickstein (M25)

Management Present:
Kevin Flannery, General Manager, Tim Courson, Assistant General Manager; Jolene King,
Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant,
Sue Velasquez, Administrative Assistant, Donna Buckridge (Assisting Administration).

1. Call to Order – The Vice-Chair, David Frager, called the meeting to order at 9:30 a.m.

2. Vice-Chair’s Remarks – Mr. Frager stated that some Board members had been unable to
download the memo and questions for the General Manager’s evaluation, and that hard
copies would be available at the conclusion of the meeting.

Mr. Frager noted that copies of the Food Services Facilities Report were also available.

Appointments:

Linda Feinberg, MM, has been appointed to the Leisure World News Advisory
Committee. Linda Silberg, MM, has resigned from the Public Relations Advisory
Committee.

3. Adoption of Agenda – The agenda was adopted by general consent, with the following
correction to the title of item 8-a: remove the word “Oversight.”
4. **Approval of Minutes of Meeting 4/30/13** — Minutes of the meeting held April 30, 2013, were approved by general consent, with the following corrections: Anne Louise Guerin was the alternate in attendance for Mutual 8; Marion Herrington was in attendance for Mutual 5.

5. **General Manager’s Report** — The General Manager’s Report for May 2013 was received, noted, and made a part of the record. Mr. Flannery distributed additional notes and reported on the following topics:

   - **Term Sheets** — All of the term sheets have now been received from the three potential lenders. Management is developing a matrix to be included in the report to the Board of Directors on June 25th.

   - **Lifeline** — Mr. Flannery reported that management has met twice with representatives from Philips/Lifeline. The platform that Leisure World currently works from is being minimally supported by the software company, and Leisure World will no longer be the central point of receiving communication from the subscriber. Instead, their point of contact will be to a call center in Massachusetts. A conversion date is targeted for some time in August.

   - **Insurance Renewal** — A renewal offer has been received from the Travelers Group. They are indicating an increase of approximately 5%; market is 8-9%. Enhancements to the coverage include coverage for storm damage on the golf course. Storm damage coverage for the residential section was not, unfortunately, included. The Insurance Advisory Committee will meet June 10 to review the proposal.

   - **Contract with Cummings & Leeds** — Mr. Flannery distributed a spreadsheet of the hours spent by the consultant performing tasks related to Leisure World Community Corporation contract work. We are now well over budget in task # 7. Mr. Flannery would recommend that, moving forward, the cost of consultation should be part of project cost and funded accordingly.

   - **MedStar Reception** — Mr. Flannery reminded Board members to respond to MedStar’s invitation to the open house. He stated that any new Board members who were elected subsequent to the invitation being mailed should consult with the previous Board member regarding the invitation.
6. **Action Items**

e. **Resolution from Government Affairs Advisory Committee - Leasing** – The Government Affairs Advisory Committee submitted the following resolution, which was voted on. The Board agreed –

**Resolution #43, 5/31/13**
That the LWCC Board of Directors authorizes the Government Affairs Advisory Committee to proactively pursue legislative relief from the Maryland Condominium Act, which prohibits condominium associations established after July 1, 1996, from limiting the number of rental units. This authorizes the Committee to interact with elected officials and their staffs and other interested agencies such as the Maryland Homeowners Association, the Community Associations Institute, and the Montgomery County Commission on Common Ownership Communities.

b. **Resolution from Government Affairs Advisory Committee - Requirement to Amend Bylaws** – The Government Affairs Advisory Committee submitted the following resolution, which was discussed and subsequently voted on. The Board agreed –

**Resolution #44, 5/31/13**
That the LWCC Board of Directors authorizes the Government Affairs Advisory Committee to proactively pursue legislative relief for Condominium and Cooperative Associations whose bylaws require super majority votes of their entire membership to amend said documents. This authorizes the Committee to interact with elected officials and their staffs and other interested agencies such as the Maryland Homeowners Association, The Community Association Institute and the Montgomery County Commission on Common Ownership Communities.

c. **Timeline for Prioritizing Capital Projects** – A proposed resolution from the Executive Committee was introduced. Following discussion, and defeat of an alternate resolution from the Community Planning Advisory Committee extending the deadlines for input, the Board approved the following resolution –

**Resolution #45, 5/31/13**
By general consent, the LWCC Board of Directors agreed to adopt the Executive Committee timeline for prioritizing capital projects.

d. **Budget Assumptions - 2014 Budget** – The agenda included a recommendation from the Budget & Finance Advisory Committee that the Board approve the 2014 Budget Assumptions.

At the Board’s request, the General Manager discussed the proposed Community Services Administrator position included in the Assumptions.
Mike Schwartz, Chair of the Budget & Finance Advisory Committee, reported on the Budget Open Forum.

Mr. Flannery emphasized that all advisory committees provided input in the development of the budget assumptions for 2014. He responded to Board members’ questions.

Mr. Flannery stated that, on page 26, the section on “Contracts” should be amended. Based on recent negotiations with Perrie LLC since this document was prepared, the current agreement contains a possible extension for five years (rather than three, as stated on page 26).

The Board agreed by general consent—

**Resolution #46, 5/31/13**
That the LWCC Board of Directors approves the Assumptions for the 2014 Operating Budget, dated 5/10/13.

c. **Capital Purchases – 2014 Budget –**

The Budget & Finance Committee submitted a proposed resolution to approve the Proposed Capital Purchases document dated 5/13/13. After discussion, the Board agreed—

**Resolution #47, 5/31/13**

d. **Management Agreement – Food Service –**
The Restaurant Advisory Committee submitted a resolution that the Board enter into an extension of the contract with Perrie LLC. Upon discussion, it was agreed that the resolution should be amended to state that this is a new agreement rather than an extension. Mr. Flannery explained the negotiations involved in working out details of the agreement.

Mr. Zajic pointed out that, on page 18 of the Agreement, “Rent Payment to Owner” should be deleted.

Following discussion, the Board approved the Restaurant Advisory Committee’s proposed resolution, as amended—
Resolution #48, 5/31/13
That the JWCC Board of Directors agrees to enter into a new contract with Ferric LLC (the existing agreement expires on 12/31/13), in accordance with communication dated 5/14/13. This agreement eliminates the rent payment and reduces the management fee.

7. Updates –

a. Financial Accounting and Property Management Software - The General Manager updated the Board on the selection of Jenark/CoreLogic to provide this software. He stated that the Board of Directors had delegated authority to the Executive Committee to accept the Jenark/CoreLogic proposal and that the agreement had been sent to legal counsel for review. Counsel’s comments are now being reviewed by Jenark.

b. Presentation on Food Service Facilities – Yolanda Hunt, Chair of the Restaurant Advisory Committee, described the research process undertaken by the committee to arrive at their suggestions for the use of the north wing of Clubhouse 1. The committee worked with a restaurant consultant/architect and recommend unanimously that the Board accept the plan as presented.

Ms. Hunt turned over the presentation to Ms. King to introduce the guest speaker, and the committee’s report and recommendations were distributed to Board members.

Ms. King discussed both the operational needs of the restaurant and the needs of residents who patronize the dining facilities. She introduced Mr. Herb Heiserman of Streetsense, food service consultants.

Mr. Heiserman described the aesthetic and operational reviews undertaken by Streetsense, including their recommendations for the Stein Room, the Terrace Room, and the Cascade Bistro. Following his presentation, Mr. Heiserman responded to questions from Board members.

c. First Quarter Operating Report – MedStar and Health Advisory Committee – Eleanor Friedenberg, Chair of the Health Advisory Committee, reported that communication between the committee and MedStar is open and collegial. A complete replacement of the phone and computer system has been accomplished, and transfer from paper records to the electronic system is underway. Approximately 2,000 of the MedStar survey forms have been completed and returned to MedStar, making a response rate of 35%. The Health Committee has submitted several articles on health-related issues to the Leisure World News and will continue this practice on a regular basis.

d. Legal Opinion and Term Letters from Financial Institutions re Outside Funding for Proposed Capital Projects/Facilities Replacement – The General Manager reported that legal counsel has advised that the Trust Agreement provides the Trustee with the authority to borrow money. In addition, in response to a previously asked question regarding voting, Mr. Flannery stated that a vote by the Trustee to borrow funds
would require a double majority (a majority of the Mutuals representing a majority of the units). Mr. Flannery noted that any borrowed funds would be repaid from property transfers (the Resales Fund) and may not be assessed to the Mutuals.

e. **Cummings & Leeds** – Mr. Flannery reported that he will meet with Cummings & Leeds and Jenaark on Monday afternoon, June 3rd. The focus is on implementation now that the vendor has been selected. The next endeavor, which will run parallel to the accounting/property management software implementation, is Human Resources.

Cummings & Leeds will provide their May billings by June 10th. Management will present recommendations to the Board relative to additional funding.

f. **Report on Scheduling of Informational Meetings – Deer Management** – The daytime informational meeting has been scheduled for July 10th at 2:00 p.m. A date is being coordinated for the evening meeting.

8. **New Business**

a. **Proposal for Select Group – Financial Accounting and Property Management Software** – Mr. Marks made the following motion, which he stated had been endorsed by the chairs of the Budget & Finance Advisory Committee and the Audit Advisory Committee. The motion was seconded.

That the LWCC Board of Directors agrees to create a Special Committee to assist and support Management in the implementation of the new financial systems software package approved on 5/17/13. The Special Committee will consist of 3-5 members, who will be representatives nominated by the Chairs of the Budget & Finance Advisory Committee and Audit Advisory Committee, and appointed by the LWCC Board Chair. Persons selected to serve on this Committee should have accounting, auditing, financial and accounting systems, system implementation or similar experience.

There was extensive discussion relative to the nature of the proposed committee. A roll call vote was taken and the motion failed. (See Exhibit A, attached.)

b. **Consolidation and Review of Comments on the Composite Planning Document – The Leisure World Executive Committee** proposed the following resolution, which was seconded, discussed, and approved:

**Resolution #49, 5/31/13**

That the LWCC Board of Directors directs the LWCC Executive Committee to review the comments received from Board members, Advisory Committees, and residents on the composite planning document for the Trust projects in relation to conceptual plans for the project, terms
of clarity, omission of important information, and report the findings to the full Board. The review of comments is to be limited to the initial conceptual plans and not details beyond the scope of the composite planning document.

9. **Correspondence**

The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during April 2013.

10. **Open Forum** – The following residents spoke on the topics indicated:

- Barbara Braswell, MM – Correspondence – missing page; letter to Board in Correspondence re Open Forum.
- Bob Namovitz, M10 – Open Forum Policy
- Billie Saunders, M13 – Basement Exits at Clubhouse II
- David Frager, M27 – Open Forum Policy

11. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:17 p.m.

12. **Next Meeting** – The next meeting of the Board will be held on Tuesday, June 25, 2013, at 9:30 a.m. in the Montgomery Room.

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Henry Jordan, Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting # 9  

June 25, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), James Olsen (MM), Linda Wachs (MM), Mary Louise Furgurson (MM), Marion Harrington (M5), Edward Teitelbaum (M6C), Arthur Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaur (M10), Jack Rich (M11), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Alan Stokely (M18), Lawrence Dansky (M19B), Tony Anastasi (M20A), Lawrence Traynham (M20A), Philip Marks (M20B), Al Lukas (M20B), Rosalind Kipping (M21), Janie Morgan (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubin (M26), Gene Byron (M27).

* M6A currently has no representative to the Board.

Members Absent:
Susan Eisenhaur (M6B), Hayne Klein (M19A)

Management Present:
Kevin Flammery, General Manager; Tim Coursen, Assistant General Manager; Julene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant, Sue Velasquez, Administrative Assistant, Donna Buckridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks – Ms. Cronin thanked Mr. Frager and Mr. Jordan for carrying out the duties of the officers and chairing the meeting in May when she was away.

Resignations:

Astrid Call, M13, has resigned from Insurance; Mary Mandeville, M17A, from Emergency Preparedness; and Al Fromkin, M17A, from Physical Properties Advisory Committees.

Questionnaire to Evaluate General Manager – The Chair reminded Board members to return the questionnaires if they have not already done so, since it is imperative that there be a good response to the questionnaire if the evaluation is to be representative of the views of the Board.

3. Adoption of Agenda – The agenda was adopted by general consent, with the following additions: item 8-e, Report from General Manager re the Proposed New Position in the 2014 Budget.
In addition, Mr. Dickstein made a motion, which was seconded, that an executive session be added at the end of the regular meeting, in accordance with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act, to discuss matters pertaining to the performance evaluation of the General Manager. A recorded roll call vote was taken, and the motion passed (see attached Exhibit A).

4. **Approval of Minutes of Meeting 5/31/13** – Minutes of the meeting held May 31, 2013, were approved by general consent, with the following correction: on page 7, the next meeting date should be stated as June 25, 2013.

5. **General Manager’s Report** – The General Manager’s Report for June 2013 (revised 6/20/13) was received, noted, and made a part of the record. Mr. Flannery distributed additional notes and reported on the following topics:

**Financial Accounting and Property Management** – Management has provided the vendor with the information requested by Jenark for the data management plan for financial accounting and property management. The next step for Leisure World is to finish the first draft of the master chart of accounts for Leisure World of Maryland Corporation and Associations.

Board members received a copy of proposed Amendment No. 1a to the Consulting Agreement, which is an estimate of the number of hours needed to assist Leisure World through the implementation stage. This work is outside the scope of the original consultation approved by the Board. The consultants estimate 15-20 hours per month (May-December) will be required, with a cap of 120 hours. The General Manager recommends that the expense associated with this engagement be capitalized as part of the software cost.

**Telecommunications** – A brief report from CTI Consultant was sent to the Board electronically. A full report is due on 6/30/13 and will be forwarded to the Board.

**Human Resources** – The General Manager has received the resignation of the Director of Human Resources, who has announced his retirement, effective August 9th, after 28 years at Leisure World. Mr. Flannery will meet this week with Cummings & Leeds to discuss strategies and options related to this position.

6. **Action Items** –

   a. **Insurance Renewal – Period 8/1/13-7/31/14** – The Insurance Advisory Committee has recommended that the Board approve signing the policy for the coming year. Mr. Flannery stated that Leisure World anticipates an average 5% increase in premiums. Travelers had submitted an initial proposal with an approximate 8-10% increase;
however, the General Manager and the Broker were successful in negotiating the lower increase, along with additional coverage for storm damage to the golf course.

Mr. Flannery noted that Leisure World was negatively impacted by an audit conducted by an agency hired by the state of Maryland to review workers’ compensation categorizations by employers. The audit resulted in Leisure World being recategorized into different occupations, at a higher premium.

Upon motion by Mr. Lubin, the Board agreed, by general consent.

**Resolution # 50, 6/25/13**

The LWCC Board of Directors approves signing the insurance policy for the upcoming renewal cycle (8/1/13-7/31/14).

b. **Schedule of Fees for 2014** – The Budget and Finance Advisory Committee has recommended acceptance of the Schedule of Fees for 2014. Upon motion by Ms. Altman, the Board agreed, by general consent.

**Resolution # 51, 6/25/13**

The LWCC Board of Directors approves the Schedule of Fees for 2014, as recommended by the Budget & Finance Advisory Committee.

c. **Recommendation from Door Committee – Resident Informational Meetings (July 10 and July 17)** – Mr. Lukas made the following motion, which was seconded:

The Board of Directors approved funding of an amount not to exceed $1,000 for Patriot Land & Wildlife Management – Joe Brown, President and/or Ryan Schultze, Project Manager – to participate in the Informational Meetings on Deer.

Following extensive discussion, the motion was voted on and failed.

Ms. Kipping made the following motion:

The Board of Directors approves the Door Special Committee recommendation that the following agencies and organizations participate in the Informational Meetings on Deer:

Maryland Department of Natural Resources – George Timko, Assistant Deer Project Leader

M-NCPGCC Montgomery County Parks Department – Robb Gibbs, Natural Resources Manager
Mr. Traynham moved to amend the proposed resolution by adding: "There will be no fees paid to any of the listed participants for their attendance at these meetings." The amendment passed.

After further discussion, the Board agreed by general consent –

**Resolution #52, 6/25/13**
That the LWCC Board of Directors, upon recommendation of the Deer Special Committee, agrees to invite the following agencies and organizations to participate in the Informational Meetings on Deer:

- **Maryland Department of Natural Resources** - George Timko, Assistant Deer Project Leader
- **M-NCPPC Montgomery County Parks Department** - Robb Gibbs, Natural Resources Manager
- **Humane Society of the U.S.** - Stephanie L. Boyles Griffin, Senior Director, Wildlife Response, Innovations & Services
- **Wildlife Rescue** - Enid Feinberg, Volunteer President
- **Patriot Land & Wildlife Management** - Joe Brown, President and/or Ryan Schultz, Project Manager.

There will be no fees paid to any of the listed participants for their attendance at these meetings.

Ms. Allman put forward the following motion proposed by the Deer Special Committee:

The Board of Directors approves the Deer Special Committee’s recommendations for the following time limits and procedures for the Informational Meetings on Deer:

- **Maryland Department of Natural Resources** - George Timko, Assistant Deer Project Leader - 20 minutes
- **M-NCPPC Montgomery County Parks Department** - Robb Gibbs, Natural Resources Manager - 15 minutes
- **Humane Society of the U.S.** - Stephanie L. Boyles Griffin, Senior Director, Wildlife Response, Innovations & Services - 15 minutes
Appendix H

Wildlife Rescue – Faid Feinberg, Volunteer President – 15 minutes

Patriot Land & Wildlife Management – Joe Brown, President and/or Ryan Schultze, Project Management – 15 minutes

To allow each resident two minutes to ask a question.

E&R will issue free tickets available in advance to residents in accordance with the seating capacity for each event.

There will be an article and a NOTICE placed in the Leisure World News to include the above information.

Following discussion and approval of several amendments, the Board agreed.

**Resolution # 53, 6/25/13**

The Board of Directors approves the Deer Special Committee’s recommendations for the following time limits and procedures for the informational Meetings on Deer:

Maryland Department of Natural Resources -- George Timko, Assistant Deer Project Leader – 15 minutes

M-NCPPC Montgomery County Parks Department – Robb Gibbs, Natural Resources Manager – 15 minutes

Humane Society of the U.S. – Stephanie L. Boyles Griffin, Senior Director, Wildlife Response, Innovations & Services – 15 minutes

Wildlife Rescue – Faid Feinberg, Volunteer President – 15 minutes

Patriot Land & Wildlife Management – Joe Brown, President and/or Ryan Schultze, Project Management – 15 minutes

Each resident will be allowed to ask one question.

E&R will issue one free ticket for one person from each unit for either the afternoon or the evening meeting.

There will be an article and a NOTICE placed in the Leisure World News to include the above information.
7. Updates

a. Cummings & Leeds –

- Financial Accounting and Property Management Software – Following discussion, and upon motion by Mr. Marks, the Board agreed –

**Resolution #54, 6/25/13**
The Board of Directors approves engaging Cummings & Leeds to provide consulting services to assist in the implementation of the new accounting and property management software. Cost of consulting services not to exceed $18,000. Funding to come from the Telecommunications Reserve.

- Human Resources – Management will be strategizing relative to a transition following the notice of retirement of the Director of Human Resources. Since the Board will not meet again until the end of July, Mr. Flannery suggests that the Board consider a delegation of authority to the Executive Committee to provide input to management as this process is followed.

Upon motion by Mr. Jordan, amended by Ms. Wacha, and following discussion, the Board agreed –

**Resolution #55, 6/25/13**
That the LWCC Board of Directors delegates its authority to the Executive Committee for the purpose of providing input to the job description of the Director of Human Resources of LWMC and possible changes in the Department structure to Cummings & Leeds (operational consultant).

- Telecommunications – The formal report is due on Friday and will be sent to the Board next week.

- Status of Expenditure of Funds for Engagement – Stage 2 on Task 7 – Topic already discussed.

8. New Business

a. Leisure World of Maryland Facilities Enhancement Plan – The Board received notebooks containing details of the projects. Mr. Flannery stated that this meeting was not intended to go into detail about the contents of the binders. The Board has approved a schedule moving forward, and management will follow the guidelines established by the Board. Binders will be made available to the members of the Community Planning Advisory Committee in the next 48 hours, and the appropriate individual advisory committees will receive their individual sections of the report.
Mr. Flannery highlighted the Table of Contents, providing a brief explanation of each section.

Mr. Flannery thanked Jolene King, as well as team members, for their hard work and efforts in completing this project. He also thanked administrative staff for their efforts in collating and assembling the binders.

The Chair reminded Board members that their questions and comments are needed in writing.

Mr. Jordan stated that the Board and certain advisory committees are being asked to look at this initial plan to see if there are any technical errors. If reports of technical errors are returned by July 15th, every attempt will be made to make corrections. On July 30th, the final plan will come out with all known technical errors corrected. At that time, there will be a general distribution, and any comments can be made on the plan. On September 9th, a full-day work session will be held with the entire Board, to go over all of the elements of the plan and make decisions. Mr. Jordan requested that, where possible, comments be sent to the electronic address noted in the form included in the binders.

b. **Board of Elections’ Proposal for a Third Voter Precinct in Leisure World** – Ms. Kipping stated that the precinct that voted in Clubhouse One experienced significant problems during the last election, due to long lines. She and others have been to the Board of Elections to speak about this difficulty and ask for a solution. The proposed solution is to have three voting sites within Leisure World. The third voting site would be at the Inter-Faith Chapel, which has ample seating for those waiting to vote and also ample parking. The pastoral team have given their approval to use the facility for both the primary and the general elections.

Upon motion by Ms. Kipping, and following extensive discussion, the Board agreed

**Resolution # 56, 6/25/13**
The I.W.C.C Board of Directors authorizes the Chair, Barbara Cronin, to send a letter to the Montgomery County Board of Elections (BOE) in support of the BOE’s proposal to establish a third voter precinct in Leisure World with the polling station to be at the Inter-Faith Chapel.

c. **Report from General Manager re Proposed New Position in the 2014 Budget** – Mr. Flannery reported that focus needs to be placed on the recruitment of a Director of Human Resources and the evaluation of the Human Resources operation. He would prefer to delay the development of a job description for a proposed new position until the Human Resource work is completed. However, he believes there will be a need in 2014 for additional management support. Therefore, he will recommend, as part of the Operating Budget for 2014 that funding be provided for the position. It would be
understood, however, that no hiring would take place until the Board reviews and approves a job description for the proposed position.

9. **Correspondence**

The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during May 2013.

10. **Open Forum** — The following residents spoke on the topics indicated:

- Nadine Roberts, M8 — Fees for tennis
- Lennex French, M9 — Disposal of trucks; work on the golf course; financial highlight reports
- Jay Harding, M17B — Montgomery Mutual board meeting; praise for Mr. Wischmann; general manager evaluation
- Earl Gelden, M20B — Advisory Committee resolutions
- Barbara Hraswell, MM — Open forum

11. **Adjournment** — The general session of the Board was adjourned at 11:45 a.m.

12. **Executive Session** — A closed Executive Session followed the regular session of the Leisure World Community Corporation Board of Directors Meeting No. 9, in accordance with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act, to discuss matters pertaining to the General Manager.

The Executive Session was called to order by the Chair at 11:50 a.m. The meeting addressed matters related to the General Manager's Evaluation document and the limited number of replies received from LWCC Board members and other parties.

The meeting adjourned at 12:05 p.m. with no actions taken by the Board.

13. **Next Meeting** — The next meeting of the Board will be held on Tuesday, July 30, 2013, at 9:30 a.m. in the Montgomery Room.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 10

July 30, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Jim Perretta (MM), Marion Herrington (M5), Susan Eisenhour (M 6B), John Harps (M6C), Arthur Rounds (M7), Annabelle Guerin (M8), Lennox French (M9), Paul Eisenhaur (M10), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Lawrence Damsky (M19B), Tony Anastasi (M20A), Lawrence Traynham (M20A), Philip Marks (M20B), Al Lukas (M20B), Rosalind Kipping (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubin (M26), David Frazer (M27).

* M6A currently has no representative to the Board.

Members Absent:
Yvette Rich (M11), Elayne Klein (M19A)

Management Present:
Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Herri Sommer, Executive Assistant, Sue Velasquez, Administrative Assistant, Donna Buckridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks

Advisory Committee Appointments:

Jack Berry, M13, has resigned from the Golf & Greens Committee and has been replaced by John Ruener; Harry Zabkooff, M27, has resigned from the Leisure World News Committee; and Lois Falck, M25, has resigned from the Landscape Committee.

Upcoming Meetings

8/7/13, 7:00 p.m. in the Ballroom – Open Forum for residents on the proposed 2014 Operating Budget – to be chaired by Mike Schwartz. Following Q and A on the budget, the meeting will be open for general topics. Selected documents from the proposed 2014 operating budget will be made available to Board members on August 7th. In addition, members of the Budget & Finance Advisory Committee will receive budget workbooks on August 7th.
8/14/13, 7:00 p.m. in the Ballroom – Open Forum for residents on the Facilities Enhancement Plan.

Nomination Packets for 2014 Advisory Committees: The packets will be sent to Mutual Presidents on July 31, with a due back date of October 31 for action by the Board at the November meeting. The Government Affairs Committee was inadvertently omitted from Attachment C; a replacement page has been sent out. In addition, a schedule of committee meeting dates, times, and locations was sent to Mutual Presidents.

LWCC Bylaws: The Bylaws have been updated to incorporate changes that were made by the Board earlier in the year. The updated document is currently on the Leisure World web site and hard copies will be provided at the August Board meeting for insertion in the Board handbooks.

3. Adoption of Agenda: The agenda was adopted by general consent, with the following addition.

Ms. Altman made a motion, which was seconded, that an executive session be added at the end of the regular meeting, in accordance with the requirements of § 11B-111 (4) (I) of the Maryland Homeowners Association Act, to discuss a personnel matter. A recorded roll call vote was taken, and the motion passed (see attached Exhibit A).

4. Approval of Minutes of Meeting 6/25/13: Minutes of the meeting held June 25, 2013, were approved by general consent, as written.

5. General Manager’s Report: The General Manager’s Report for July 2013 (revised 7/23/13) was received, noted, and made a part of the record. In addition, Mr. Coulsen noted the following:

2014 Operating Budget: A full copy of the Budget Workbook will be posted on the Leisure World web site (www.lvwc.com) tomorrow (7/31/13). In addition, copies of the Budget Workbook will be available for review on 7/31/13 at Clubhouses I and II and the Administration Building. Selected documents (identified in the Budget Assumptions) will be provided to property managers and administrative assistants.

Third Voting Precinct: Two residents attended as individuals the Montgomery County Board of Elections meeting, at which time the County Board approved to go forward to the State Board of Elections with a recommendation to create a third voter precinct in Leisure World.
6. Action Items –

a. Recommendation to Engage Environmental Consultant – Golf Course Pond -- A proposed resolution was forwarded from the Executive Committee and included in the packet.

Following discussion and defeat of a proposed amendment directing that the funds come from the maintenance fund rather than the resale fund (see recorded vote, Exhibit A), the Board passed the following amended motion:

Resolution # 57, 7/30/13
That the LWCC Board of Directors approve funding of an amount not to exceed $10,000 to engage the services of an environmental engineer and geotechnical engineer for a preliminary study of the golf course irrigation pond, in order to better determine the scope and processes for the dredging operation and refine the cost estimate included in the Facilities Enhancement Plan. Funds shall come from the Resales Fund.

Management is directed to contact the Maryland Department of Natural Resources to determine what pro bono services/assistance they can provide in this study.

b. Recommendation to Engage Legal Counsel to Draft Language re Development Impact Tax -- Following discussion and defeat of a substitute motion directing management to contact members of the Montgomery County Council who represent Leisure World, the Board passed the following amended motion from the Executive Committee:

Resolution # 58, 7/30/13
That the LWCC Board of Directors directs the General Manager to retain the services of an experienced land-use and zoning law firm for the purpose of analyzing and developing language to amend the Montgomery County Code, Chapter 52, Development Impact Tax, for the purpose of reducing and/or eliminating this tax, or seeking an exemption, on proposed construction projects inside the Leisure World community. The cost of services is not to exceed $5,000 and the source of funds is Administration Cost Center 10, Legal Services.

7. Updates

a. Cummings & Leeds

(i) **Report on software implementation**  A written report was distributed to Board members.
Appendix H

(ii) **Report on Human Resources Recruitment** - The Board received a
written report from the General Manager. The Chair reported
that
the Executive Committee met with a representative of Cummings &
Leeds and a specialist to discuss the process of hiring a new Human
Resources Director. Leisure World department heads are also
involved in the process.

b. **Preliminary Review of Facilities Enhancement Plan (FEP) by Executive Committee**
A written summary of the work of the Executive Committee is contained in the
agenda packet. The Chair thanked Mr. Jordan for his work and continuing efforts on
this project. He has taken the lead in developing the documents that are being used
and has done an outstanding job, which the Board appreciates.

Mr. Jordan reviewed the report from the Executive Committee.

Ms. King reported that approximately 35 pages of the FEP binders need to be
replaced. Board members are encouraged to bring their binders to the Administration
Building if they didn’t bring them to the meeting.

Copies of the FEP binder will be available on 7/31/13 at the Clubhouses and the
Administration Building for residents who wish to see them.

Mr. Lukas requested a copy of the Board’s resolution directing the General Manager
to investigate the possibility of borrowing funds to fund capital improvements.

c. **Report on Informational Meetings re Deer and Next Steps** - Susan Curow, chair of
the Deer Control Special Committee, reviewed the history of the committee and its
activities and goals. A report, including the options available and the committee’s
recommendations, will be provided to the Board at the August meeting. She
requested that the committee be disbanded.

The Chair stated that the committee is discharged with the thanks of the Board for
completing their task. Management is still working to collect information that has
been requested, and the Security Department is trying to monitor incidents with deer
within the community.

d. **Overview of the 2014 Budget** - Michael Schwartz, Chair of the Budget & Finance
Advisory Committee, reviewed highlights of the 2014 Operating Budget, which were
sent to Board members electronically prior to the meeting. Following his
presentation, he answered questions from Board members.

Ms. Wacha introduced the following motion, which was seconded:

*That the request for $12,000 in the 2014 annual budget for increased hours
of the Leisure World News publication specialist be used instead to hire*
10. **Open Forum** – The following residents spoke on the topics indicated:

- Jay Harding, M17B – Inclusion of name of maker of motion in minutes; restaurant renovation
- Elaine Hurley, M7 – Deer Committee; “brown tick” not a “deer tick”; baby boomers
- Jim Hurley, M7 – Deer Committee; fiduciary responsibility of Board
- David Frager, M27 – The role of advocacy in the democratic process

11. **Adjournment** – The general session of the Board was adjourned at 11:55 a.m.

12. **Closed Executive Session** – A closed Executive Session followed the regular session of the Leisure World Community Corporation Board of Directors Meeting No. 10, in accordance with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act, to discuss matters pertaining to personnel issues.

The closed executive session was called to order by the Chair. At the request of a Board member and a request from the General Manager, a personnel issue was brought to the attention of the Leisure World Board.

After discussion on the issue presented, and agreement by the Board, the Chair was directed to inform the General Manager of the recommended action to be taken by Management. No other matters were brought to the attention of the Board at the Executive Session, and the Board of Directors Meeting No. 10 was adjourned by the Chair at 12:15 p.m.

13. **Next Meeting** – The next meeting of the Board will be held on Tuesday, August 27, 2013, at 9:30 a.m. in the Montgomery Room.

Henry Jordan, LWCC Executive Secretary
### LWCC BOARD OF DIRECTORS RECORDED VOTE

**VOTE:** Environmental Consultant for Golf Course Pond - Amendment regarding source of funds

#### Individual/Medical Vote

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### INDIVIDUAL VOTING

- **Montgomery Mutual**: 1
- **Lexington Mutual**: 1
- **LWCC**: 1
Leisure World Community Corporation
Board of Directors Meeting #11

August 27, 2013

1. WCC Board is composed of 34 Directors representing 29 Mutualls and 5,614 units.

Members present:
Charles Smith (M1), Linda Wacha (M1), Mary Louise Furgurson (M1), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaur (M10), Marian Altman (M12), Billie Saunders (M13), Linda O'Neill (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Joel Swetlow (M18), Lawrence Traynham (M20A), Philip Marks (M20B), Al Lukas (M20H), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), David Frager (M27).

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Executive Session – A motion was made and seconded to go into a closed Executive Session, in accordance with the requirements of § 11B-11A (4)(i) of the Maryland Homeowners Association Act, to discuss matters pertaining to personnel issues. The motion was voted on and approved unanimously.

The closed Executive Session was called to order by the Chair at 9:05 am. A presentation was made on the General Manager’s Evaluation Methodology for 2013 and the conclusions reached.

After discussion, a motion was presented by Marian Altman (M12) which addressed the General Manager’s compensation for 2014. The motion was discussed and approved.

No other matters were brought to the attention of the Board at the closed Executive Session, and Meeting #11 was recessed by the Chair at 9:30 am.

3. Regular Session

Members present:
Charles Smith (M1), Linda Wacha (M1), Jim Perretta (M1), Mary Lou Furgurson (M1), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Edward Teitelbaum (M6C), Arthur Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaur (M10), Marian Altman (M12), Billie Saunders (M13), Linda O'Neill (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Hayno Klein (M19A), Lawrence Damsky (M19B), Lawrence Traynham (M20A), Ken Zajic (M20A), Philip Marks (M20B), Al Lukas (M20H), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lublin (M26), David Frager (M27).
Appendix H

Members Absent:
Yvette Rich (M11), Jane Morgan (M22).

Management Present:
Kevin Flannery, General Manager; Tim Courts, Assistant General Manager; Jolene
King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer,
Executive Assistant, Sue Velasquez, Administrative Assistant, Donna Buckeridge
(Assisting Administration).

4. Call to Order – The Chair called the regular session of the Board meeting to order at 9:37
a.m.

5. Chair’s Remarks –

- **Advisory Committee Changes**: Phil Marks, M 20B, is replacing Allakas on the
Community Planning Advisory Committee. Joyce Temple, M 17B, is joining the
Government Affairs Advisory Committee. Paul Sobolien, M 5, has stepped down
from the Golf and Greens Advisory Committee while Ken Hase has taken his place.
Judy Owens, M 11, was appointed to the PPD Advisory Committee. Jean
McGoldrick, MM, has resigned from the Education and Recreation Advisory
Committee. Gerry Kaufman, M 17B, has resigned from the E&R Advisory
Committee.

- **M 6A Board Member**: The Chair welcomed Ms. Margaret Bacon, M 6A, to the
Board and stated that everyone is pleased that this Mutual is again an active
participant on the Board.

- **September Executive Committee Meeting**: The meeting has been moved to
Thursday, September 12, at 9:00 in the Sullivan Room.

- **LWCC Bylaws**: Board members received hard copies of the updated Bylaws for
their notebooks. The Bylaws are also available on the web site.

- **FEP Upcoming Dates**: August 27 – The Executive Committee and Management meet
in the afternoon, following the Board meeting, to review comments submitted in
preparation for the work session (receive final information on FEP); September 9 –
all-day Board work session regarding timeline for FEP; September 12 – Executive
Committee meeting, at which process for Board taking action will be finalized;
September 24 – Board meeting and vote on timeline for FEP.

- **Deer Committee Final Report**: Board members received a copy of an email from
Wildlife Rescue, Inc., which they requested be attached to the Deer Committee Final
Report.

6. Adoption of Agenda – The agenda was adopted by general consent, as presented.

7. Approval of Minutes of Meeting 7/30/13 – Minutes of the meeting held July 30, 2013,
were approved by general consent, with the following corrections. Item 3, on page 2,
references Exhibit A, which should be attached. On page 3, item 6a, “Exhibit A,” should
be “Exhibit B,” and the attachment on page 7 should be Exhibit B rather than Exhibit A.
8. General Manager’s Report — The General Manager’s Report for August 2013 (revised 8/21/13) was received, noted, and made a part of the record. In addition, Mr. Flannery noted the following:

Financial — The surplus in the month of July was $6,500. The year-to-date surplus is $32,300.

Cummins & Leeds — The Board received Status Report # 11, which is the overview of all projects in process with the Operational Consultant. As soon as management receives the invoice for the hours during the month of August, Mr. Flannery will send the Board a summary of where things stand relative to the contract.

Status of 2013 5-Year Maintenance Plan — Board members received an update as of June 30, 2013.

Geese in the Community — Mr. Flannery reported that a committee that previously discussed the management of geese in the community has made a new recommendation that will be forwarded to the Board. Their recommendation will be that the community return to having a trained dog on-site.

9. Action Items —

a. 2014 Operating Budget — Ms. Altman introduced the following two proposed resolutions from the Budget & Finance Advisory Committee, which were seconded:

   Resolution 1*:
   The Board of Directors accepts the recommendation of the Budget & Finance Advisory Committee to approve the 2014 Community Facilities Budget, inclusive of the following:

   (1) The Contingency Reserve Budget       $80,000
   (2) The Snow Chemicals Fund               $80,000
   (3) Facilities Maintenance Plan          $1,325,000
   (4) Replacement Reserve                  $415,000
   (5) Operations Budget —
       (inclusive of a salary adjustment of $238,000)  $11,049,411

*Please note that the recommendation from the Budget & Finance Advisory Committee contains an inaccurate figure. The error has been corrected in Resolution # 63, 8/27/13.
Resolution 2:
The Board of Directors accepts the recommendation of the Budget & Finance Advisory Committee to approve the 2014 Combined Mutual Operations Budget of $2,488,945, including salary adjustments.

Prior to any discussion, Mr. Marks introduced the following proposed resolution:

To reduce the Personnel expense of the 2014 Budget in Cost Center 30 - Medical Center, by $77,797.

Following extensive discussion, the Board approved the following two motions:

**Resolution # 61, 8/27/13**
To reduce the Personnel expense of the 2014 Budget in Cost Center 30 - Medical Center, by $77,797.

**Resolution # 62, 8/27/13**
To add $77,797 to the Contingency Reserve in the 2014 Budget.

The Board approved the 2014 Community Facilities Budget, as follows:

**Resolution # 63, 8/27/13**
The Board of Directors approved the 2014 Community Facilities Budget, inclusive of the following:

1. The Contingency Reserve Budget $157,797
2. The Snow Chemicals Fund $80,000
3. Facilities Maintenance Plan $1,325,000
4. Replacement Reserve $415,000
5. Operations Budget –
   (inclusive of a salary adjustment of $168,000) $8,720,669

The Board approved the 2014 Combined Mutual Operations Budget as follows, by general consent:

**Resolution # 64, 8/27/13**
The Board of Directors accepts the recommendation of the Budget & Finance Advisory Committee to approve the 2014 Combined Mutual Operations Budget of $2,488,945, including salary adjustments.

b. Deer Committee Report – The Board received an addition to the written report from Wildlife Rescue, Inc.

Ms. Wacha presented two motions from the Executive Committee, and discussion followed. The Board approved the following motion:
Resolution # 65, 8/27/13
The Board acknowledges the work and receipt of the report from the Deer Committee. The Board recognizes that more information is needed, and, therefore, defers any further discussion or action until such time that objective documentation indicating the actual impact on the Leisure World of Maryland community caused by the deer population is obtained.

The Board discussed the second motion, and Mr. Frager offered an amendment to add the word “resident” prior to “trust and mutual property.” The Board accepted the amendment by general consent. The Board approved the amended motion by general consent, as follows:

Resolution # 66, 8/27/13
Management is directed, in collaboration with the mutuals, to document all deer related incidents and costs, both for prevention of and actual damage to, resident, trust, and mutual property, for the next twelve months and to report same to the Board no later than October 2014.

10. Updates

a. Bids for Salt Shed – Ms. King reviewed the background and history of the project and explained the rationale for the proposed resolution.

  Upon motion by Mr. Marks, the Board agreed –

Resolution # 67, 8/27/13
To accept the recommendation of the PPD Advisory Committee that resolution # 70, 11/27/12, be amended to increase the funding for the construction of a storage shed from $95,000 to an amount not to exceed $155,000.

b. Telecommunications Report – The Board received a report from CTC Technology & Energy entitled “Broadband and Fiber Planning Study for Leisure World of Maryland.” In addition, they received a “Summary of Financial Analysis.” The reports present various options for the community, which management will continue to analyze. Mr. Flannery noted that funding for this project will come from the Telecommunications Fund. No action was required by the Board at this time.

c. Financial/Accounting Software – The Board received a detailed implementation schedule, showing the status of various portions of the project at this time. In addition, they received a summary of four key steps in the implementation process: hardware environment, data conversion, system setup/configuration, and testing. Mr. Flannery reported that a model association has been set up on the virtual system to run transactions on a sample basis. Sample financial reports will then be run. Once
the model is functioning satisfactorily, up to expectations, a proactive process will be implemented to train other Leisure World employees.

d. **Recruitment of Human Resources Director** - The Board received a status report from Cummings & Leeds.

11. **New Business** – There was no New Business.

12. **Correspondence** – The Board reviewed correspondence received and sent out during the past month, as well as the Resolutions considered by advisory committees during July 2013.

13. **Open Forum** – The following residents spoke on the topics indicated:

   - Marita Buscher, MM - Board members requested to explain FEP to their Mutuals.

14. **Adjournment** – The general session of the Board was adjourned at 11:27 a.m.

15. **Next Meeting** – The next meeting of the Board will be held on Tuesday, September 24, 2013, at 9:30 a.m. in the Montgomery Room.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 12

September 24, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,614 units.

Members present:
Charles Smith (MM), Linda Wacha (MM), Jim Perretta (MM), Mary Louise Furgurson (MM), Marion Herrington (M5), Margaret Bacon (M6A)*. Susan Eisenhour (M6B), Ed Teitelbaum (M6C), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaur (M10), Yvette Rich (M11), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Sweetlow (M18), Lawrence Damsky (M19B), Lawrence Traynham (M20A), Tony Anastasi (M20A), Philip Marks (M20B), Al Lucas (M20B), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubin (M26), David Frager (M27).

*Arrived late and was not present for recorded votes.

Members Absent:
Arthur Rounds (M7), Elayne Klein (M19A), Jane Morgan (M22).

Management Present:
Kevin Flammery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant, Sue Velasquez, Administrative Assistant, Donna Buckeridge (Assisting Administration).

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** -

   - **Advisory Committee Changes:**

     Government Affairs - Ann Jarrett, M7, has been appointed to the committee.
     Leisure World News – Don Watson, M19A, has been appointed to the committee.
     Insurance – Robert Sloan, M17A, has resigned from the committee.
     Security & Transportation – David (Leroy) Salazar, M10, has been appointed to the committee.

   - **September 9th Work Session:** The Chair thanked all of the Board members who attended the work session for their lively discussion and hard work. She also thanked Mr. Jordan, Mr. Frager, and Ms. Temple for their efforts following the meeting in gathering and analyzing the data and developing the draft resolutions for the Executive Committee meeting. Finally, she thanked the Executive Committee for their work in developing the draft motions in the agenda packet.

3. **Adoption of Agenda** – The agenda was adopted by general consent, with the following change: Agenda item 7-e, Health Advisory Committee Reports, was moved to
immediately follow adoption of the agenda, in order to accommodate the schedules of the MedStar representatives.

4. **Approval of Minutes of Meeting 8/27/13** -- Minutes of the meeting held August 27, 2013, were approved by general consent, as written.

5. **General Manager’s Report** -- The General Manager’s Report for September 2013 was received, noted, and made a part of the record. In addition, Mr. Flannery noted the following:

   **Financial** -- The surplus in the month of August was $15,000. The year-to-date surplus is approximately $47,000.

   **Healthcare Services** -- Management is working on an implementation plan for the change to the new Phillips/Lifeline platform. The plan will be reviewed in detail with the Health Advisory Committee on September 25th. The estimated conversion timeline for the approximately 800 subscribers is 4–6 months. When the transfer is concluded, resident calls will be routed through a call center in Massachusetts rather than directly to the main gate.

   The National Rehabilitation Hospital (NRH), which will replace Atlantic Physical Therapy as the tenant on the second floor of the Medical Center, will make some renovations to the space after the current tenants move out the week of October 28th. NRH will expand the scope of services offered to residents.

   **Employee Health Insurance** -- A notification was sent to employees last week, prior to the October 1st deadline, in conformance with a requirement of the Affordable Care Act.

6. **Action Items**

   a. **FEP Resolutions** -- The Chair stated that the draft resolutions in the agenda packet were based on the information coming out of the Board work session. They do not necessarily represent the position of the Executive Committee members as individuals or as a group.

      At the Chair’s request, Mr. Jordan distributed and reviewed a packet of color charts summarizing the data developed from the work session and answered Board members’ questions.

      Board members discussed each motion individually and passed the following resolutions:

      **Resolution #68, 9/24/2013**
      The Board of Directors authorizes Management to proceed with developing the Crystal Ballroom project which was presented as part of
the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolution # 69, 9/24/13
The Board of Directors authorizes management to proceed with developing the PPD Customer Service Area plan which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolution # 70, 9/24/13
The Board of Directors authorizes management to proceed with developing the Fitness Center plan which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Mr. Frager moved to amend the proposed motion relating to the Administration Building by changing “option 3, new building” to “option 1, on the existing footprint.” The motion was seconded. Discussion followed, and a recorded vote was taken (see Exhibit A). The amendment failed.

Following further discussion, a recorded vote was taken on the original motion (see Exhibit B), which passed as follows:

Resolution # 71, 9/24/13
The Board of Directors authorizes management to proceed with developing the Administration Building, option 3, new building, which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolution # 72, 9/24/13
The Board of Directors authorizes management to proceed with developing the Golf Course Pond project which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds. No funding other than that for the environmental study is authorized at this time.

The following companion motion to Resolution # 73 was put forward by Mr. Teitelbaum and seconded:

The Board of Directors directs management and the Golf and Greens Advisory Committee to investigate and consider the possibility of making the golf course a nine-hole course. The investigation would include possible legal concerns related to the trust, the cost of such a change (including the cost of converting the remaining green space into other uses
which would maintain the green space – nature walks, natural habitat, etc. are examples), as well as the cost of constructing a nine-hole course. Management is directed to come back to the Board for initial planning funds.

Following discussion, a vote was taken and the motion failed.

The following Executive Committee motion was passed, as amended (amendment shown underscored):

**Resolution #73, 9/24/13**
The Board of Directors directs management to return to the Golf and Greens Advisory Committee to investigate alternative strategies for enhancing or refurbishing the golf course that will cost less money than the project presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board with a report and revised options.

**Resolution #74, 9/24/13**
The Board of Directors directs management to return to the Restaurant Advisory Committee to investigate with an architect who specializes in food services facilities the development of a comprehensive plan for addressing the needs of the restaurants, kitchen capabilities, and catering needs that are part of the amenities in Clubhouse 1. The project should be in the $1.0 to $1.5 million dollar range, which is within the range of the figures presented at the July 2013 FEP. This funding range includes some funding that appears in the FEP text, Terrace Room Renovations Options Table. The current food service provider shall be included in all aspects of the development of the projects. Management is directed to come back to the Board for initial planning funds.

Mr. Frager proposed amendments to the motion relative to development of a cash flow sheet. The amendments were seconded, voted on, and passed. The amended motion (amendments shown underscored) was passed as follows:

**Resolution #75, 9/24/13**
The Board of Directors directs management to develop cash flow alternatives based on the actions taken today relating to the July 2013 FEP. Management will update the Board on cash flow projections, including borrowing and non-borrowing alternatives, in November.
7. **Updates**

a. **Cummings & Leeds** – Mr. Flannery provided a cash flow schedule for the two areas for which the Board of Directors has approved funding: the overall operational review study and the telecommunications project. He responded to Board members’ questions.

b. **Telecommunications Status** – Leisure World of Maryland Corporation staff is currently inspecting all locations where IDI installed conduit, at Leisure World’s request, during the last stage of development at the north end of the Community. Existing conduit, in usable condition, would decrease the potential cost of moving forward with building a fiber optic network in the Community. The cost of conducting a test on the conduit to determine if it is usable is estimated to be $8,000-$10,000.

c. **Financial/Accounting Software Implementation** – The Board received a copy of a detailed implementation plan and summary spreadsheet. Mr. Flannery reported that two members of the Accounting Department are currently using the software to test all aspects of the system. In October, all accounting staff will begin to receive training on the system. As each step and process is concluded and identified as to the correct method, screen images will be created, which will form the basis of a manual. Training of end users is estimated to take 4-6 weeks.

d. **Recruitment of Human Resources Director** – Two candidates have been identified. One candidate has completed the profiling and the other is scheduled to complete it today. An offer is expected to be made the week of September 30th, following the completion of background checks.

e. **Health Advisory Committee Reports** – Representatives from the Health Advisory Committee and MedStar presented to the Board the second quarter report on the achievement and status of the MedStar goals, in accordance with the contract. Information was presented on forthcoming improvements in services to the residents.

8. **New Business** – There was no New Business to come before the Board.

9. **Correspondence** – The Board reviewed resolutions considered by advisory committees during August 2013 and an email letter from a resident.

10. **Open Forum** – The following residents spoke on the topics indicated:

- Billie Saunders, M13 – Ms. Saunders will be taking reservations for the Veterans Day Luncheon beginning October 1st at 9:30 a.m. Veterans residing or working in Leisure World are invited to the luncheon as guests. Non-veterans may purchase tickets.
- David Frager, M27 – Expansion of administrative staff to carry out the ambitious agenda of the Facilities Enhancement Plan.
• David Kipping, M21 – Need to give management discretion to do things as they see appropriate. Could a request for planning funds for one or two of the projects come in the October meeting, so that we can begin to move ahead?

• Joel Swetlow (M18) – A 2,500-member church is planned on Norbeck Road, in addition to the new housing on Norbeck Road.

The Chair requested that Board members encourage members of their Mutuals to watch the telecast of this meeting when it becomes available on the Leisure World channel, since it is such an important meeting.

11. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:25 p.m.

12. **Next Meeting** – The next meeting of the Board will be held on Tuesday, October 29, 2013, at 9:30 a.m. in the Montgomery Room.

Henry Jordan, LWCC Executive Secretary
### Appendix H

#### WCC Board of Directors Recorded Vote

**VOTE:** Agenda Item #

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*Percentages express the votes "In Favor" and "Opposed" only*
### Appendix H

**VOTE: Agenda Item #**

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**Weighted Vote**

- In Favor: 1,958.0 (69.20%)
- Opposed: 2,039.0 (40.80%)
- Abstain: 0.0
- Absent: 817.0

**Total:** 6,874.0

Percentages express the votes "In Favor" and "Opposed" only.
Leisure World Community Corporation
Board of Directors Meeting # 13
October 29, 2013

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,624 units.

Members present:*
Jim Engle (MM), Linda Wacha (MM), Jim Perrotta (MM), Eleanor Friedenberg (MM), Marion Herrington (M5), Margaret Bacon (M6A), Carolyn Martese (M6B), Edward Teitelbaum (M6C), Arthur Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhaia (M10), Yvette Rich (M11), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swallow (M18), Elayne Klein (M19A), Lawrence Damsky (M19B), Lawrence Traynham (M20A), Sara Kain (M20A), Philip Marks (M20B), Al Lukas (M20B), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Ray Dickstein (M25), Barry Lubin (M26), David Fraser (M27).

Members Absent:
Jane Morgan (M22).

*The following members were unable to stay for the entire meeting:
Marion Herrington (M5), Billie Saunders (M13), James Turner (M16), Rosalind Kipping (M21).

Management Present:
Kevin Flannery, General Manager; TimCourse, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Controller; Berri Sommer, Executive Assistant, Sue Velasquez, Administrative Assistant, Donna Buckeridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks -

- **Advisory Committee Changes**: Public Relations – Jrv Eisen, M24, has resigned from the committee.

- **Advisory Committee Year-End Reports**: The year-end report forms have gone out to advisory committee chairs, to be returned in November. They will be shared with the Board in January.

- **Small Group Meeting re Administration Building**: The Chair asked a small group composed of David Fraser and Henry Jordan, representing the Board, and Carole Kennon and Marian Altman, representing the Community Planning Advisory Committee, to meet with Ms. King, representing management, and with Ms. Cronin. The purpose of the meeting was to clarify the requirements and criteria for a new administration building. Phil Marks, M20B, asked to be present at the meeting and
attended. This group held one meeting and is presenting draft resolutions to the Board today.

- **New Board Member**: The Chair welcomed Sara Kain as a new Board member representing Mutual 20A, replacing Tony Anastasi.

- **Pen Used in Signing SB 790**: Rosalind Kipping displayed a framed pen received from Maryland State Senator Roger Manno, which was used in the signing of SB 790, now Chapter 549 of the Acts of the Maryland General Assembly 2013. The bill, in support of which Leisure World wrote the legislature, establishes a registry for advance directives for health care for residents of Maryland.

- **Open House for Realtors**: The Public Relations Advisory Committee hosted an Open House (initial familiarization tour) for realtors on Wednesday, October 16, aimed at showcasing the community. Bob Tuhler, co-chair of the committee, reported on the event.

3. **Adoption of Agenda** – The agenda was adopted by general consent, with the following change: agenda item 8-a, Introduction of Human Resources Director, was moved to the beginning of the General Manager’s report.

4. **Approval of Minutes of Meeting 9/24/13** – Minutes of the meeting held September 24, 2013, were approved, by general consent, as written.

5. **General Manager’s Report** –

   **Introduction of Human Resources Director** – Mr. Flannery introduced Mr. Peter Loew, the new Human Resources Director, who will begin his duties on November 18th. Mr. Loew shared some of his background with the Board, noting that he comes from Ingleside at King Farm. He has had 20 years of HR experience, with 12 years in a senior living environment.

   The General Manager’s Report for October 2013 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

   **Lease on Second Floor of Medical Center**: The lease was received from the attorneys on October 28th and has been forwarded to the leasing agent for National Rehabilitation Hospital (NRH). An addendum to the contract naming NRH will be signed by November 30th. NRH has hired a contractor to make improvements to the space. While that work is going on, the scope of service will be limited. The estimated time to complete the work is approximately two weeks.

   **Lifeline Program**: At the Health Advisory Committee meeting on October 23rd, management provided a report and financial analysis of the transition to Philips Lifeline
new operating software. A copy of the implementation plan and financial analysis were furnished to the Board.

**Mutual 20A Fire Update:** Sixteen of the 18 units that were initially uninhabitable have been restored to occupied status. Work in common areas is approximately 85% complete. The final report from the Fire Marshal has not yet been received. Management is working with Robert’s Oxygen to present an educational seminar for residents on November 19th at 1:30 p.m. in Clubhouse 1. Details will be published in the Leisure World News.

**Resident Flu Shots:** A final makeup day is scheduled for Monday, November 4th.

**One Call Now – Emergency Call System:** Management and the Security Department are working on this program. The system is anticipated to go live by January 1st.

**Risk Management/Insurance:** At the October 28th meeting of the insurance Advisory Committee, management reviewed the loss report for the insurance cycle August 1, 2012 through July 31, 2013. Total premiums paid were $1,950,600, and claims were approximately $664,000, resulting in a loss ratio of 34.4%. Insurance coverage suggestions will be addressed at the New Residents’ Orientation on November 13th.

**Resales – Property transfers for the month of October totaled 31, generating approximately $96,000 in transfer fees.**

**Villa Cortese Building V:** Ten units have now settled, with six scheduled for November.

6. **Action Items** –

   a. **Recommendation from Golf & Greens Advisory Committee – Goose Management** – The committee sent a proposal to the Board for the purchase and maintenance of a dog to manage the geese. Mr. Flannery described the history and background of efforts to control the goose population in the community and explained how the current proposal would work. Management is also exploring additional alternatives.

Following discussion, and upon motion by Ms. Altman, the Board agreed by general consent—

**Resolution # 76, 10/29/13**
To postpone until January or February of 2014 the following recommendation from the Golf & Greens Advisory Committee: “That the LWCC Board of Directors approve the purchase of a trained dog to help control the goose population on the Golf Course. The dog would cost between $3,000 and $6,000. A kennel that would house the dog would be constructed at the Maintenance Building. Costs should not exceed $12,000. The total cost for the dog and the kennel is $18,000.”
b. **Facilities Enhancement Plan (FEP)** -- The Chair stated that the four draft resolutions in the agenda packet came from the small group that met after the FEP was acted on by the Board in September. The motions were developed to attempt to clarify the Board's intent on several matters, so that the committees and management will understand the scope and responsibilities of their work. None of the motions necessarily represent the personal positions of any member of the small group. They are simply motions put forward for discussion and action by the Board.

The first motion, as follows, was put forward and seconded, and discussion followed:

> The Board of Directors reaffirms that the construction of a new administration building will be designed to accommodate space for a bank, a post office, a real estate office, and office space for Montgomery Mutual. Each of these spaces will have rental agreements that cover all the costs related to the space utilized if the cost of construction of the rental space can be justified.

Ms. Kipping proposed an amendment, which was seconded, to delete "a real estate office" from the motion. Following considerable debate and discussion, a recorded vote was taken and the amendment passed. (See Exhibit A.)

Mr. Lukas introduced an amendment, which was seconded, to add the following language: "A visitors center is to be included." Following discussion, the Board voted, and the amendment failed.

Mr. Lubin introduced an amendment, which was seconded, to add the following language after "for a bank": "...with a drive-in window". Discussion followed, the Board voted, and the amendment failed.

The Board voted on the main motion as amended. The Board agreed –

**Resolution # 77. 10/29/13**

The Board of Directors reaffirms that the construction of a new administration building will be designed to accommodate space for a bank, a post office, and office space for Montgomery Mutual. Each of these spaces will have rental agreements that cover all the costs related to the space utilized if the cost of construction of the rental space can be justified.

The second motion was introduced, seconded, and discussed. The Board agreed –

**Resolution # 78. 10/29/13**

The Board recommends that, due to the complexity and diversity of the projects composing the Facilities Enhancement Program (FEP) planning,
design, and construction processes, that Management shall interview and recommend to the Board appropriate architects and construction contractors tailored to the individual projects. These interviews will be conducted with the assistance of the appropriate Advisory Committees. As needed funds are identified, Management will bring requests to the Board for approval.

The third motion was introduced and seconded. Ms. King explained the rationale for the motion, and discussion followed. The Board agreed—

Resolution # 79, 10/29/13
Whereas the Board authorized a new Administration Building with a conceptual project budget of $5.3 million and a comprehensive plan for the food services wing of Clubhouse I with a conceptual project budget of $1.0 to $1.5 million, Management is directed to interview and recommend qualified architects and consultants to produce a master site plan of the Administrative Building/Clubhouse I site area which addresses how these can be part of an overall conceptual site plan, identifies any other options with regard to site design, and, if necessary, considers the phasing of implementation. The Board authorizes $50,000 for the preparation of a comprehensive conceptual site plan.

The fourth motion was introduced and seconded. The Board agreed—

Resolution # 80, 10/29/13
The Board of Directors directs Management to collect meeting room utilization data in Club House I that pertains to regularly scheduled meetings over the course of the last year (the room, time of day and day of the month that the room is used); to collect similar data for the use of the Sullivan Room for meetings that are not internal LWMC meetings (Mutual meetings, advisory committee meetings, Montgomery Mutual committee meetings, etc.); and, if available, unscheduled room requests that have a significant impact on the utilization of Club House I meeting facilities and use of the Sullivan Room. This data will be available to Ms. King, Assistant General Manager for Facilities and Services, in January 2014.

7. Updates

a. Cummings & Leeds – Status Report # 12, focusing primarily on the recruitment of the new Human Resources Director, was distributed to Board members as part of the General Manager’s Additional Notes. The final paragraph relates to the CoreLogic/Terark property and financial management software implementation. Attention is now being placed on third party integration.
b. Telecommunications Status – The goal of this project is to free the Trust operations from the Verizon telephone lines that cost the community $10,000-$11,000 per month for communication between Trust facilities. Management will be providing the consultant the results of investigations on the conduit at the north end of the community.

c. Financial/Accounting Software Implementation – An updated timeline was sent to the Board electronically on October 28th. Large files of vendor information were transferred successfully. The chart of accounts for the Trust has been migrated, and all members of the Accounting Department have access to the system. Training on the resident management module will begin on October 31st.

8. New Business

a. Introduction of Human Resources Director – This agenda item was moved to the beginning of the General Manager’s report.

b. Staffing Requirements and Professional Services Associated with the Facilities Enhancement Plan –

(i) Job Description for Added Position in 2014 Budget – Mr. Flannery summarized the job description, stating that it is very much associated with supporting the Board’s facilities improvement projects as they move forward. It is not, however, limited to these projects. This is an opportunity to recruit an individual with the caliber to also provide services to Mutuals when requested. Further, it is a growth position with potential from a succession standpoint. Management would like to accelerate the recruitment process and to engage Cummings & Locks to provide similar assistance to their involvement in the hiring of the Human Resources Director.

Discussion followed, and Mr. Flannery responded to Board members’ questions. A number of minor editorial changes in the position description were suggested, which will be incorporated by management.

Upon motion by Mr. Marks, the Board agreed –

Resolution # 81, 10/29/13
To approve the Position Description, as amended, for the Project Manager position.

(ii) Professional Services Engagement – Mr. Flannery stated that the job description approved by the Board is not the end of some of these projects. Some, such as the construction of a new Administration Building, will require the engagement of professional services outside of the corporation to deal with the complexities involved.
Ms. Cronin asked the Board to be aware that, as part of the PIP, they should expect that at different times funding will be sought by management for services from outside sources.

c. Proposed Resolution re Electric Car Use – Mr. Eisenhauser introduced the following motion on this topic and explained the rationale:

The Leisure World Board of Directors instructs the Energy Advisory Committee to study all aspects of electric car use in this Community. They are to report their findings and make recommendations of current use and a method to manage vehicle charging that does not unfairly burden the Leisure World Mutuals from any related energy expense. Also, management is to devise a notation method, at Leisure World decal assignment, of all-electric vehicles, and report this to the Energy Advisory Committee annually. This report will be finalized and forwarded to the Board within six months.

The motion was seconded and discussion followed. A few amendments were agreed on, and the Board passed the following motion (amendments shown in bold and underscored):

**Resolution # 82, 10/29/13**
The Leisure World Board of Directors instructs the Energy Advisory Committee to study all aspects of electric and plug-in hybrid vehicle use in this Community. They are to report their findings and make recommendations of current use and a method to manage vehicle charging that does not unfairly burden the Leisure World Mutuals, and Trust from any related energy expense. Also, management is to devise a notation method, at Leisure World decal assignment, of all-electric and plug-in hybrid vehicles, and report this to the Energy Advisory Committee annually. This report will be finalized and forwarded to the Board within six months.

9. **Correspondence** – The Board reviewed resolutions considered by advisory committees during September 2013 and communications received by the Chair.

10. **Open Forum** – The following residents spoke on the topics indicated:

- Jay Harding, M17B – Budget for conceptual site plan/professional estimates; open meetings.
- Barry Lubin, M26 – Medical Center doctor hours and qualifications.
- Barbara Braswell (MM) – Factual statements when making reports to the Board.
- Joyce Temple (M17B) – Third voting precinct now in existence.
- Darlene Hamilton (M11) – Grants for Going Green.
11. **Next Meeting** – The next meeting of the Board will be held on Tuesday, November 26, 2013, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:25 p.m.

[Signature]

Henry Jordan, LWCC Executive Secretary
## Appendix H

### GC Board of Directors Recorded Vote

**VOTE:** Agenda Item #6B - FEP - Amendment to First Motion (removal of Real Estate office from FEP)

<table>
<thead>
<tr>
<th>Weighted Vote</th>
<th>In Favor</th>
<th>Opposed</th>
<th>Abstain</th>
<th>Absent</th>
<th>TOTAL</th>
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<td>2,048.0</td>
<td>743.0</td>
<td>84.0</td>
<td>5,624.0</td>
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Percentages express the votes "In Favor" and "Opposed" only.

### Weighted Vote Tally

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<th>MUTUAL</th>
<th>UNITS</th>
<th>VOTE</th>
<th>VOTE</th>
<th>ABSTAIN</th>
<th>NOT PRESENT</th>
<th>INDIVIDUAL VOTING</th>
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<td></td>
<td>YES</td>
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TOTALS: 5,624 | 16 | 9 | 3 | 1 | 2,739.0 | 2,048.0 | 743.0 | 84.0 |
LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgunson (MM), Marion Herrington (M5), Margaret Bucan (M6A), Susan Eisenhour (M6H), Richard Pine (M6C), Arthur Rounds (M7), Nadine Roberts (M8), Lennox French (M9), Paul Eisenhour (M10), Yvette Rich (M11), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), Joan Allston (M16), Barbara Cronin (M17A), Ray Kurlander (M17B), Joel Swellow (M18), Lawrence Daniels (M19E), Lawrence Traysham (M20A), Sam Klein (M20A), Philip Marks (M20H), Barbara Kaze (M20H), Rosalind Kipping (M21), Michael Schwartz (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubin (M26), David Frager (M27).

Members absent:
Rhyme Klein (M19A), Jane Morgan (M22).

Management Present:
Kevin Flannery, General Manager, Jolene King, Assistant General Manager, Tim Courson, Assistant General Manager, Jennifer Peacock, Comptroller, Berri Sommer, Executive Assistant, Sue Velasquez, Administrative Assistant, Nancy Gordon, Administrative Assistant.

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks -

Veterans Day Luncheon – On behalf of the Board and residents of Leisure World, the Chair thanked Billie Saunders for her hard work on the Veterans Day luncheon. Many people commented positively on the event.

Special Committee – The Special Committee that drafted the Advisory Committee Guidelines and reviewed the Advisory Committee Charters was dismissed with the thanks of the Board for a job well done. The Chair noted that the development of the Guidelines notebook has been a great aid to all of the committees.

End-of-year Reception • The Chair reminded Board members and Committee Chairs and Vice Chairs to RSVP by December 2nd to the end-of-year reception that will be held on December 11th at 3:00 p.m. in the Maryland Room.

Appointment – Mr. Arthur Hooker, MM, should be added to the Energy Advisory Committee membership.

Organizational Meeting • The organizational meeting for the Board will take place on January 3, 2014. At that time, Mr. Flannery will present a state-of-the-community report.
The Board may decide to hold a special meeting on that date to complete the work associated with the report of the special committee that is on the agenda.

Chair’s Thanks – The Chair thanked the members of the Board for all of the hard work that was done during the past year. She stated that the Board’s major accomplishment was the adoption of the initial Facilities Enhancement Plan, which could not have been done without the extra meetings and individual review and preparation time that Board members put into the effort. A second major accomplishment was increased participation of members during meetings.

3. Adoption of Agenda – The agenda was adopted by general consent, as written.

4. Approval of Minutes of Meeting 10/29/13 – Minutes of the meeting held October 29, 2013, were approved by general consent, as presented.

5. General Manager’s Report – The General Manager’s Report for November 2013 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

   Second Floor of Medical Center: The National Rehabilitation Hospital (NRH) opened its second-floor facility on October 18th, the targeted date.

   Mutual 20A Fire Update: The cost estimate of damages is $1.8 million. The Fire Marshal’s report has still not been received.

   Finances – The surplus in October was approximately $46,000. Year-to-date, the surplus is approximately $126,200.

   Resales – Property transfers for the month of November totaled 33, generating approximately $115,000 in transfer fees.

   Resignation – Ronnie Patton, property manager of Mutual 20B The Greens, has announced her retirement effective 12/6/13.

   New Resident Orientation – There was good attendance, and residents expressed appreciation for the evening schedule. An evening program will be planned again for next year.

   Updates – Mr. Flannery stated that written information is available on the proposed Montgomery County Rapid Transit system. In addition, copies are available of medical directories at Leisure World developed by MedStar.
6. **Action Items**

   a. **Report from Special Committee on Board Policies** – The final report has been received by the Board. The Chair thanked committee members for their work and dismissed the committee. She stated that the Board had in front of them several documents that had taken the committee's proposed standing rules for the Board and for committees, divided for each category into: (1) rules for which no suggestions for changes have been made; (2) rules where editorial or clarification changes have been suggested; and (3) rules where substantive changes have been suggested.

   The Board reviewed each document separately, beginning with those for the Board's standing rules, and took the following actions.

   **Document # 1 No Changes Suggested – Section 2.A – Board of Directors Standing Rules – The Board agreed by general consent –**

   **Resolution # 83, 11/26/13**
   The Board of Directors approves the following Board of Directors Standing Rules to which no changes were made.

   **BOARD OF DIRECTORS STANDING RULES**
   **Section 2.A – Board of Directors Standing Rules**

   1.0 **Meeting Preparation**

   1.1 Regular meetings of the executive committee will be held as determined by the executive committee no fewer than eleven days prior to the Board of Directors meeting.

   1.3 In order to be included in the Board meeting packet, action items for the agenda must be submitted to the LWCC Chair and LWCC Executive Secretary no later than noon seven calendar days prior to the date of the meeting.

   1.5 The Executive Committee shall forward all proposals for action to the Leisure World Board of Directors to be included in the next meeting packet.

   2.0 **During Board of Directors Meetings**

   2.1 All meetings of the LWCC Board of Directors shall be held in compliance with applicable law.

   2.6 Votes shall normally be taken by a show of hands. If any director questions the result, the vote will be taken by roll call to confirm the result. All roll call votes shall be recorded on the "LWCC Board of Directors Recorded Vote Form" and shall be attached to the minutes of that meeting.
2.7 The Board shall have a policy on open forums.
3.0 Board Members
3.1 There shall be a code of ethics and conflict of interest statement for the LWCC Board.
3.4 There shall be a publicly displayed plaque recognizing the chairpersons of the Leisure World Community Corporation Board of Directors and their years of service.
4.0 Miscellaneous
4.3 Only individuals who have been approved and authorized by the Leisure World Community Corporation Board of Directors may represent the Leisure World community at public meetings of government agencies.


Resolution #84, 11/26/13
The Board of Directors approves the following Board of Directors Standing Rules, with the amendments as suggested.

BOARD OF DIRECTORS STANDING RULES
Section 2.A. – Board of Directors
Standing Rules

1.2 Regular meetings of the LWCC Board of Directors will be held at 9:30am on the last Tuesday of each month unless changed by the Board.
1.4 All correspondence received from a lot, condominium, cooperative, homeowners’ association or unit owner/resident received by noon three business days prior to the date of the Executive Committee meeting or Board meeting, shall be included in the meeting packet of the next regular meeting of the Executive Committee or Board of Directors.
1.6 The meeting packet shall be made available on the website and by hard copy by noon four calendar days prior to the Board meeting.
2.0 During Board of Directors Meetings
2.2 Action items not included in the meeting packet may only be added to the agenda by a two-thirds vote of the directors present. Forty copies must be provided for any action item that is offered to be added to the agenda at a meeting.
2.5 Any Board member may propose a substitute motion. Such a motion shall be debated and voted on. If adopted, the substitute will replace the main motion.

3.0 Board Members
3.2 Each Director Board Member shall be required to sign a code of ethics and conflict of interest statement. A copy of the current vendor list shall be attached to the statement.

4.0 Miscellaneous
4.1 Governance documents shall be reviewed at least every five years. The LWCC Board Secretary shall be responsible to ensure that rules are regularly updated and distributed.

Document #3 Substantive Changes Suggested - Section 2.A - Board of Directors Standing Rules - Discussion of this document was postponed until January.

Document #4 No Changes Suggested - Section 2.B - Committee Standing Rules - The Board agreed by general consent -

Resolution #85, 11/26/13
The Board of Directors approves the following Committee Standing Rules, to which no changes were made.

COMMITTEE STANDING RULES
Section 2.B - Committees
Standing Rules

1.0 Advisory Committee Composition and Responsibilities
1.1 The standing committees of LWCC shall be called advisory committees. The LWCC Advisory Committees are:
   • Audit
   • Budget and Finance
   • Community Planning
   • Emergency Preparedness
   • Energy
   • Education and Recreation
   • Golf and Greens
   • Government Affairs
   • Health
   • Insurance
   • Landscaping
   • Leisure World News
   • Public Relations
   • Physical Properties
   • Restaurant
Appendix H

- Security and Transportation
- Tennis

1.2 Each advisory committee shall have a charter approved by the Board.

1.5 Advisory committees may establish subcommittees and determine their duties and membership. Subcommittees report only to the committee that created them.

1.6 Only the LWCC Board can give assignments or directions to any advisory committee.

2.0 Advisory Committee Meetings

2.2 All advisory committee meetings shall include an open forum for addressing agenda items and an open forum for non-agenda related issues.

2.3 All advisory committee agendas shall include the following statement at the top: “All Leisure World residents are welcome to comment concisely on all agenda items at the time they are discussed, as well as during the open forum at the end of the meeting.”

2.4 Each advisory committee will maintain minutes of its proceedings, including a record of its decisions, conclusions, and recommendations. Minutes should include identification of topics covered (agenda items) and motions, but not comments made by individuals.

3.0 Advisory Committee Reports

3.1 All advisory committee motions must be reported to the LWCC Board in writing, with some background as to the reasoning.

3.2 If a recommendation from an advisory committee to the LWCC Board includes a request for expenditure of funds, the advisory committee may recommend the source of those funds.

4.0 Advisory Committee Authority

4.1 No advisory committee is authorized to commit LWCC to any financial obligation or to direct the operations of the LW staff, except as explicitly empowered by a decision of the LWCC Board.

4.3 The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of Leisure World on legislation when time is of the essence during legislative sessions, provided that any positions are approved by the LWCC Chair and/or Vice Chair.

4.4 The Energy Advisory Committee shall have the authority to establish, review and adjust the ratings used for the distribution of the master meter electric bill.
5.0 Special (ad hoc) Committees
None

Document # 5 Editorial/Clarification Changes Suggested – Section 2.B – Committee Standing Rules – The Board agreed by general consent --

Resolution # 86, 11/26/13
The Board of Directors approves the following Committee Standing Rules, to which editorial/clarification changes were made.

COMMITTEE STANDING RULES
Section 2.B. – Committees
Standing Rules

1.0 Advisory Committee Composition and Responsibilities
None
1.4 Advisory committee membership
Shall expire on December 31st of each year.
2.0 Advisory Committee Meetings
None
3.0 Advisory Committee Reports
None
4.0 Advisory Committee Authority
None
5.0 Special (ad hoc) Committees
None

Document # 6 Substantive Changes Suggested – Section 2.B – Committee Standing Rules – Discussion of this document was postponed until January.

b. 2014 Board Advisory Committee Membership – The Chair reminded Board members to add Mr. Hooker (MM) to the Energy Advisory Committee membership.

The Board agreed by general consent --

Resolution # 87, 11/26/13
To accept the list of the 2014 advisory committee membership, as amended.

The 2014 Chair will advise the Board at the January Board meeting of the individuals appointed to chair each committee.
c. Project Manager Position—

i. **Job Description** – Board members reviewed the revised job description, which had been amended to reflect Board member suggestions.

ii. **Funding for Position** – Mr. Flannery reviewed his communication to Executive Committee members recommending two proposed actions to be taken by the Board associated with funding for this position.

Mr. Jordan made a motion to accept the first proposed resolution. Mr. Marks proposed an amendment to add the following sentence: “Management is authorized to fill this position in 2013.” The amendment was accepted by general consent, and the amended motion was approved as follows:

**Resolution # 88, 11/26/13**
The Board of Directors authorizes management to restrict a portion of the anticipated 2013 operating surplus for the purpose of funding the Project Manager position for the remaining weeks in fiscal 2013. Management is authorized to fill this position in 2013.

A correction was made in the second motion to change “2014 operating surplus” to “2013 operating surplus.”

Upon motion by Ms. Kipping, the Board agreed by general consent to accept the following corrected motion—

**Resolution # 89, 11/26/13**
The Board of Directors authorizes the restriction of a portion of the anticipated 2013 operating surplus to fully fund the Project Manager position for fiscal 2014.

7. Updates

a. **Cummings & Leeds** – Status Report # 13 was distributed to Board members as part of the General Manager’s Additional Notes. All of the reports from the consultant are available for review on the Leisure World website. Two active recruitments are being pursued – the property manager position for Greens Two (Mutual 20B) and the project manager position.

b. **Telecommunications Status** – Mr. Flannery stated that a report will be made to the Board of Directors in February.

c. **Financial/Accounting Software Implementation** – An updated timeline was provided to the Board.
d. **Facilities Enhancement Plan (FEP)** - Mr. Flannery stated that, since the Board of Directors took action on the proposed projects in the FEP in September, the most significant advancement has been relative to the golf course renovations (exclusive of the pond rehabilitation). The Golf & Greens Committee appointed a subcommittee to work with management. The subcommittee went through the “Love report.” (Mr. Love was the architect whose firm developed the improvement plan for the golf course.) The subcommittee reviewed the report hole by hole and made a report to the full Golf & Greens Committee in October. A summary of their report is included in the agenda packet; the full report is available to any Board member upon request.

Ms. King reviewed the chart included in the agenda packet showing current design stage and cost (where available) of each project.

In response to a question from Mr. Jordan, Ms. King concurred that the reference to Resolution #79, 10/29/13, on page 8 (Fitness Center Expansion) should be removed.

The Chair distributed draft motions based on the report for the Board’s consideration.

Upon motion by Mr. Marks, the Board agreed —

**Resolution #90, 11/26/13**

The Board of Directors authorizes $20,000 for management to develop a conceptual, comprehensive plan of Clubhouse I – North Wing, to address the needs of the restaurants, kitchen capabilities, and catering needs. Funds shall come from the Facilities Enhancement Plan Reserve Fund ($50,000).

Upon motion by Ms. Kipping, the Board agreed —

**Resolution #91, 11/26/13**

The Board of Directors authorizes $175,000 for the next phases of design development of the Fitness Center Expansion, to deliver as-buils, refine conceptual design, architectural design, site plan documents and, upon approval, completed construction documents. Funds shall come from the Facilities Enhancement Plan Reserve Fund (Rosales Fund).

Upon motion by Ms. Altman, the Board agreed —
Resolution # 91, 11/26/13
The Board of Directors authorizes $30,000 for the next phases of design development of the PPD Customer Service Area Enhancements, to deliver a conceptual plan, architectural design and, upon approval, completed construction documents. Funds shall come from the Facilities Enhancement Plan Reserve fund (Resales Fund).

Upon motion by Mr. Marks, the Board agreed –

Resolution # 92, 11/26/13
The Board of Directors authorizes $30,000 for the next phases of design development for the Crystal Ballroom Enhancements, to deliver as-buils, conceptual plan, architectural design and, upon approval, completed construction documents. Funds shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund).

e. PPD Software Update - The Board received a copy of management’s report updating them on the status of this project. Ms. King called attention to a typographical error in the next-to-last paragraph of the report. The word “not” should be added in the third sentence, to read as follows: “While the LWMC IT Department is very capable, the demands on this department do not permit it to be relied upon as the sole point of contact/lead for the implementation process.”

Ms. King discussed the beneficial features of the new software, which will enhance the department’s billing process. Some customization of the system will help to meet the unique needs of PPD, which acts as a hybrid of a service company and a property management company.

8. New Business – Mr. Flannery stated that there will be an article in the next issue of the Leisure World News regarding pedestrian access to the golf course. There will also be an article notifying residents of the transition process for the change in the Lifeline software.

9. Correspondence – The Board reviewed resolutions considered by advisory committees during October 2013 and a communication received by the Chair, with her response.

10. Open Forum - The following residents spoke on the topics indicated:

- Bob Namovicz, M 10 – Thanked the officers for an outstanding year and the progress made.
- Barbara Braswell (MM) – PPD software and work on billing errors.

11. Next Meeting – The next meeting of the Board will be the Organizational Meeting on Friday, January 3, 2014, at 9:30 a.m. in the Montgomery Room. The next regular Board meeting will be on January 28, 2014, at 9:30 a.m. in the Montgomery Room.
12. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 11:10 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting #2  
January 28, 2014

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:  
Charles Smith (M1), James Olson (M1), Linda Wacha (M1), Mary Louise Furgunson (M1),  
Marion Herrington (M5), Alvin Terrin (M6C), Arthur Rounds (M7), Nadine Roberts (M8),  
Lennaux French (M9), Paul Eisenhaur (M10), Yvette Rich (M11), Marian Altman (M12), Billie  
Saunders (M13), John Radcliffe (M14), Richard Carlson (M15), James Turner (M16), Barbara  
Crainia (M17A), Frances Deacias (M17B), Joel Swedlow (M18), Elayne Kleia (M19A),  
Lawrence Damsky (M19B), Lawrence Trayhan (M20A), Sara Kain (M20A), Philip Marks (M20B),  
Al Lukas (M20B), Arthur Kaufman (M21), Neil Ross (M23), Henry Jordan (M24),  
Roy Dickstein (M25), Barry Lubin (M26), David Frager (M27).

Members absent:  
Margaret Bacon (M6A), Susan Eisenhaur (M6B), Jane Morgan (M22).

Management Present:  
Kevin Flannery, General Manager, Jolicoe King, Assistant General Manager, Tim Courson,  
Assistant General Manager, Jennifer Peacock, Comptroller, Berri Sommer, Executive Assistant,  
Sue Velasquez, Administrative Assistant, Donna Buckridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

Advisory Committee Changes – Numerous changes in membership since the 2014  
advisory committees were announced in November have been incorporated in the listing  
in the directors’ notebooks. The following additional changes were made since the listing  
was printed: Jackie Rabinow, M14, has been added to the Emergency Preparedness  
Advisory Committee, and Bob Tahler, M20B, has resigned from the Public Relations  
Advisory Committee.

May Board Meeting – The meeting will be moved to Thursday, May 29, at 9:30 a.m. in  
the Montgomery Room, due to the Memorial Day holiday.

Year-end Committee Reports – Each Board member received a packet of year-end  
advisory committee reports as an informational item. In addition, the reports are posted  
on the Leisure World website. If an individual has a question for a committee, it should  
be put in writing, with a copy to Ms. Cronin.

Evaluation Committee – The following individuals have been appointed to the 2014  
Committee for Evaluation of the General Manager: Roy Dickstein, chair; David Frager;
Paul Eisenhaure, Lennox French; and Linda Wacha. The evaluation will be completed for the July meeting, since the General Manager’s current contract ends this year.

**Committee Chairs and Vice Chairs** – A listing of the committee chairs and vice chairs is included in the Correspondence section of the agenda packet. The list is included as Attachment A of the minutes. In addition, it will be printed in the *Leisure World News*. A meeting of the chairs and vice chairs will take place on February 7th, at 10:00 a.m., in Clubhouse I. It will be a refresher of the expectations and procedures that committees follow, as well as an introduction for new chairs and vice chairs.

**2014 Board Representative Notebooks** – Board members received the 2014 notebooks, which they were asked to review prior to a short discussion in February. Alternates were requested to pass on the notebooks and the year-end reports to the Director for their Mutual or to return them to Ms. Sommer for proper distribution.

**Meetings with Human Resources Director** – Ms. Cronin stated that she has authorized representatives from the Public Relations Advisory Committee and the Leisure World News Advisory Committee to meet with HR Director Peter Loew on specific topics associated with staffing. In addition, the General Manager Evaluation Committee will meet with Mr. Loew to see what tools are available that might improve the evaluation process. Mr. Loew will not be involved beyond making suggestions as to the type of tools available and the nature of the questions that might be asked.

**Tony Anastasi** – Mr. Anastasi, a resident of M20A, passed away earlier this month. He was a model of how a resident could be active and add to our community and his Mutual for many years. He will be missed.

3. **Adoption of Agenda** – The agenda was adopted by general consent, as presented.

4. **Community Logo Presentation** – Maggi Cowtan, a representative of the Public Relations Advisory Committee, introduced Kathy East, Vice President, Client Services, Creating Results, Inc.

Ms. East gave an overview of the process and criteria used for creating brand guidelines for the community, developing a communication strategy, and designing a proposed new logo.

Ms. Altman made the following motion, which was seconded:
The Leisure World of Maryland Board of Directors accepts and approves the new logo design for use and planned integration for all Leisure World of Maryland image and identification needs; and directs that the remaining tasks contracted and funded through the 2013 Creating Results, LLC agreement based on brand/logo approval, be completed and implemented. This remaining amount shall not exceed $6,000.

In the 2013 operating budget, the Board approved $35,000 in funding for marketing. If this resolution is approved, the total budgeted amount will be met.

The Board requests management to accede this contractual liability as a 2013 operating expense.

Discussion followed and a vote was taken. The motion failed.

Ms. Cronin stated that, currently, the Public Relations Advisory Committee (PRAC) has no chair or vice chair. The Executive Committee is requesting that the Board delegate to the Executive Committee the authority to temporarily carry on the existing business of the PRAC, until a plan for moving forward can be developed. If approved, the Executive Committee would report back to the Board monthly.

Mr. Marks commented that a two-thirds vote of the Board is required to add an action item to the agenda. A vote was held, and it was agreed unanimously to add the item to agenda item #4.

Upon motion by Mr. Marks, the Board agreed.

Resolution #6, 1/28/14
The LWCC Board of Directors delegates to the Executive Committee the authority to temporarily carry out the existing business of the Public Relations Advisory Committee related to developing a public relations plan and program. The committee will report back to the Board of Directors on a monthly basis.

5. Approval of Minutes of Meeting 11/26/13 – Minutes of the meeting held November 26, 2013, were approved by general consent, as written.

6. Approval of Minutes of Organizational Meeting 1/3/14 – Minutes of the Organizational Meeting held January 3, 2014, were approved by general consent, as written.

7. Approval of Minutes of Annual Meeting 1/3/14 – Minutes of the Annual Meeting held January 3, 2014, were approved by general consent, as written.

8. General Manager's Report – The General Manager's Report for January 2014 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:
Second Floor of Medical Center. Mr. Flannery reported that, based on the report from the fire marshal, it was necessary to do some unplanned work to comply with code requirements before the second floor could be occupied by the new tenant. An amount of $4,300 for the required work was booked as a liability against the Contingency Fund.

Finances. The unaudited year-end surplus was approximately $144,000. After the Audit Advisory Committee approves the annual audit, the Budget & Finance Advisory Committee will make a recommendation to the Board in March as to the disposition of the surplus.

Resales. January has been a good month, with 32 property transfers which generated approximately $118,000 in transfer fees.

Lifetime. As part of the transition to the new Phillips Lifeline platform, approximately 380 units (the oldest model types) required replacement. Of those, approximately 140 units have been replaced to date. Once those replacements have been completed, a visit will be required to the remaining subscribers’ homes to update the software.

Mr. Flannery reported that Ginny Brombaugh, retired Medical Administrator assisted in this transition about 6-8 hours in January.

Open Forum. An open forum is scheduled for February 26th, at 3:00 p.m. in Clubhouse 1. Mr. Flannery will present his State of the Community report. Other community-related topics may be raised by attendees.

Weather-related Issues. January has been a challenging month. About 1-1/2 to 2 days’ refuse pickup had to be canceled due to freezing on compacters at the landfill and on the Leisure World truck. When operations resumed, members of other PPD departments volunteered to ride the trash truck the following days, including late in the evening in extreme cold temperatures.

Fire Marshal’s Report. The official report from the County is expected any day. The fire will result in an insurance claim of approximately $1.8 million, which will have a negative impact on the community’s loss ratio.

2013 Financials. Board members received a copy of the 2013 Financial Statement Highlights. In response to a question about an over budget item for property taxes, Mr. Flannery stated that this overage is a result of a water quality tax imposed by Montgomery County, commonly referred to as a “rain tax.”

A second question related to an under-budget variance in depreciation. Mr. Flannery responded that part of the variance is attributable to holding assets longer, particularly in the vehicle fleet.
Appendix H

9. Action Items –

a. FEP Actions - Approval of Architects

(i) Education & Recreation Advisory Committee
(ii) Restaurant Advisory Committee
(iii) Community Planning Advisory Committee
(iv) Physical Properties Advisory Committee

The agenda packet contained the individual recommendations from the four advisory committees named above, as well as a recommendation from management encompassing all four committee resolutions.

Upon motion by Ms. Altman, the Board agreed –

Resolution #7, 1/28/14
The LWCC Board of Directors accepts the recommendations of Management and the sponsoring Advisory Committees: Community Planning - New Administration Building, Education & Recreation - Fitness Center Expansion; Restaurant - North Wing of Clubhouse I; and PPD - PPD Customer Service Area Enhancements, to engage the services of the architectural firm, StreetSense, for the planning and design of their respective FEP projects.

Mr. Hannery stated that, at the February Board meeting, management will provide a report listing all of the Board resolutions relative to these projects, with the amounts approved for each and the balances remaining. In addition, more information will be provided about the architectural firm StreetSense.

b. Standing Board and Committee Rules - Substantive Changes – The Board reviewed the suggested substantive changes in the Standing Rules and voted upon each amendment as follows:

Standing Rules for Board*
*(Annotated Rules for Board and Committees included as Attachment C)

Standing Rule for Board 2.3

Upon motion by Mr. Traynham, the Board agreed by general consent –

Resolution #8, 1/28/14
To delete the language “Motions to amend these rules or add new rules shall be made in the following format: ‘Rule # shall be amended as follows: ... [insert specific words]’ or ‘I propose the adoption of new rule # as follows: ... [insert specific words].’”
Upon motion by Mr. Jordan, the Board agreed by general consent—

**Resolution #9, 1/28/14**
To delete the language “...on forms approved by the executive committee.”

**Standing Rule for Board 2.4**

Upon motion by Ms. Altman, the Board agreed—

**Resolution #10, 1/28/14**
To add the language “or as permitted by the chair” at the end of the sentence.

**Standing Rule for Board 3.3**

A motion was made by Mr. Smith to delete the words “and vice chair.” Following discussion, the motion was defeated.

**Standing Rule for Board 4.2**

Mr. Marks placed the proposed motion on the table, and it was seconded.

Ms. Wacha proposed a substitute motion to strike Standing Rule 4.2 entirely. A recorded vote (Attachment B) was taken and the substitute motion was defeated.

Upon motion by Mr. Marks, the Board agreed—

**Resolution #11, 1/28/14**
To delete the language “Leisure World shall be a member of the United Seniors of Maryland” and substitute the following language: “The Leisure World Community Corporation Board may authorize participating, joining, or cooperating with any organization which the board believes will further the interests and goals of the community.”

**Standing Rule for Board 4.4**

There was consensus that the words “Community Corporation” should be added after “...recognized by Leisure World.”

Upon motion by Ms. Altman, the Board agreed—
Resolution # 12, 1/28/14
To add the following language at the end, after the words “recognized by Leisure World Community Corporation”: “Social and service organizations recognized by the LWCC Board of Directors shall not formulate or administer policies which obviate rules and regulations established by the LWCC Board of Directors for use of the Trust facilities.”

New Standing Rule for Board 4.5

Upon motion by Ms. Wacha, the Board agreed by general consent –

Resolution # 13, 1/28/14
To adopt new rule # 4.5, as follows:

To amend, rescind or add to these rules, motions in the following format shall be used:

a. “Rule #__ shall be amended as follows ... [insert specific words]”

b. “I move to rescind Rule #__ for the following reasons ... [insert specific words]”

c. “I propose the adoption of new rule #__ as follows ... [insert specific words]

Standing Rules for Advisory and Special Committees*
*(Annotated Rules for Board and Committees included as Attachment C)

Standing Rule for Committees 1.3

Upon motion by Ms. Altman, the Board agreed by general consent –

Resolution # 14, 1/28/14
To add, after “The LWCC Chair ...” the words “with the concurrence of the advisory committee chair...”

Standing Rule for Committees 2.1

Upon motion by Mr. Dickstein, the Board agreed by general consent –

Resolution # 15, 1/28/14
To delete the language “be open to all residents and shall be held in LW meeting rooms. Notice of such meetings shall be posted on a public bulletin board and, if time permits, the LW television station, website and in LW News,” and replace it with “follow the Maryland Homeowners Association Act.”
Standing Rule for Committees 4.2

Upon motion by Mr. Dickstein, the Board agreed by general consent:

**Resolution #16, 1/28/14**
To add the words "and purchases" after the word "contracts."

Standing Rule for Committees 5.1

Upon motion by Mr. Frager, the Board agreed by general consent:

**Resolution #17, 1/28/14**
To change two instances of the word "its" to "their" in the final sentence.

Mr. Marks made a motion, which was seconded, to add the following language after "their final report": "as determined by the Board, or the committee has not finalized the task and not submitted a report after the expected completion date."

Mr. Frager proposed a substitute motion, which was approved by the Board as follows:

Upon motion by Mr. Frager, the Board agreed:

**Resolution #18, 1/28/14**
That such committees shall automatically cease to exist upon completion of their task and submission of their final report, or as determined by the Board.

Resolution #18 became the second sentence of paragraph 5.1.

Standing Rule for Committees 5.2

Mr. Dickstein made a motion to delete the words "be open to all residents" and insert the following language: "follow the Maryland Homeowners Association Act...."

Ms. Altman proposed the following substitute motion, which was approved by general consent:

**Resolution #19, 1/28/14**
All meetings of the LWCC advisory committees shall follow the Maryland Homeowners Association Act.
Standing Rule for Committees 5.3

Mr. Dickstein made a motion to delete the words “be determined by the board of
directors based on the nature of the task assigned” and to insert the words “follow the
Maryland Homeowners Association Act.”

Mr. Trayneham proposed the following substitute motion, which was approved by
general consent:

Resolution # 20, 1/28/14
To delete paragraph 5.3.

New Standing Rule for Committees 6.1

Upon motion by Mr. Dickstein, the Board agreed by general consent -

Resolution # 21, 1/28/14
To adopt new Rule 6.1 as follows:

To amend, rescind, or add to these rules, motions in the following format
shall be used:

a. “Rule #____ Shall be amended as follows ... [insert specific
words]”
b. “I move to rescind Rule #____ for the following reasons ... [insert specific words]”
c. “I propose the adoption of new Rule #____ as follows ... [insert specific words]”

10. Updates

a. Cummings & Leeds – Focus in 2014 – The current focus of C&L is the recruitment of
a Project Manager and a Property Manager.

b. Human Resources Report – The Board received a written report, which was
summarized by Mr. Flannery and Human Resources Director Peter Loew. Mr. Loew
has conducted a thorough audit of the Human Resources operation. This is a first
step; anticipated in the future is an advancement of the operation to improve on its
efficiencies as it provides primary support to all departments. Mr. Loew stated that a
major focus will be leadership development and training.

c. Telecommunications Status -- A representative of Columbia Telecommunications
Corporation (CTC) will attend the high rise presidents meeting in February. The
focus so far has been on installing fiber optic for Trust facilities. The purpose of the
meeting is to explore the possibility of running fiber optic from the Boulevard to any high rise association that might be interested.

d. **Financial/Accounting Software Implementation** – The General Manager reported that all aspects of the implementation of the new software are on schedule. This week the balances will be brought forward from year end into the new system. The lead programmer from Jenark will be on site.

e. **Facilities Enhancement Plan**

   i. **Report on Room Usage, Clubhouse 1 and Sullivan Room** – An informational report was distributed to Board members and will be provided to the architects. Mr. Flannery highlighted the results of the study.

   ii. **Golf Course Irrigation Pond, Environmental Study Update** – Ms. King distributed a report prepared by Froehling & Robertson, Inc., an environmental and geotechnical engineering firm authorized by the Board to perform a preliminary investigation of the irrigation pond to calculate an estimate of contaminants which may adversely affect the costs of removing and disposing of the dredged material. The results of the study will be discussed with consultants and contractors to verify project cost estimates and determine the impacts of the dredging operations. The full report will be posted on the Leisure World website.

Management will meet with Mutuals 20A and 20B (which are located adjacent to the irrigation pond) to share project information and identify any mutually beneficial options to access the pond across their properties for sediment removal operations.

Management will report revised project cost estimates to the Board in March.

f. **Health Advisory Committee** – Cathy Galano, chair of the Health Advisory Committee, reviewed MedStar's third quarter Healthcare Services Report. She stated that MedStar has achieved all of the goals in the Management Agreement listed on the first two pages. Dermatology hours fall short of the goal, and MedStar is aggressively pursuing supplemental dermatology hours.

MedStar is disappointed in the usage of the pharmacy on Saturdays and may reevaluate community need.

In response to a request from the Health Advisory Committee, MedStar will conduct geriatric sensitivity training for all non-physician staff on January 24th.

MedStar will present a year-end report to the Board in March.
11. **New Business** – Mr. Flannery announced that handouts were available for insertion in the PEP binders showing graphs of resale data, including multiple years and number of resales along with the dollar value.

12. **Correspondence** – The Board reviewed resolutions considered by advisory committees during November 2013 and January 2014 and communications to and from the Chair. In addition, the Correspondence section included a listing of the 2014 Advisory Committee chairs and vice chairs and the tentative dates for LWCC Board of Directors agenda meetings.

13. **Open Forum** - The following residents spoke on the topics indicated:

   - **Barbara Braswell (MV)** – Request for additional copies to be available of handouts to Board members. Importance of skills and attitude training.
   - **Martha Robinson, Chair, LW News Advisory Committee** – Renewed request for short bios/pictures from Board members for the Leisure World News.

14. **Next Meeting** – The next meeting of the Board will be on February 25, 2014, at 9:30 a.m. in the Montgomery Room.

15. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:30 p.m.

---

*Henry Jordan, LWCC Executive Secretary*
Attachment A

2014 Advisory Committee Chairs and Vice Chairs

Audit: Morris Krowitz, chair; Frank Titi, vice

Budget & Finance: Mike Schwartz, chair; Phil Marks, vice

Community Planning: Carole Kenyon, chair; Marian Altman, vice

E&R: Rita Penn, chair; Yolanda Hunt, vice

Emergency Preparedness: Robert “Duke” Ducharme, chair; J. Donald Prucit, vice

Energy: Elsie Maxam, chair; Ed Nicosia, vice

Golf and Greens: Doug Allston, chair; Joseph Crocetta, vice

Government Affairs: Henry “Hank” Heller, chair; Joyce Temple, vice

Health: Cathy Galano, chair; Eleanor Friedenberg, vice

Insurance: Ray Lee, chair

Landscape: Marian Altman, chair; Dora Pugliese, vice

LW News: Martha Robinson, chair; Joan O chin, vice

Physical Properties: Tony Marotta, chair; Uarold Crisp, vice

Public Relations:

Restaurant: Yolanda Hunt, chair; Sandy Marks, vice

S&T: Joyce Temple, chair; David LeRoy Salazar, vice

Tennis: Irving Abzug, chair; Ralph Sheaffer, vice
### LWCC BOARD OF DIRECTORS RECORDED VOTE

#### VOTE: Agenda Item # 6 - Substitute Motion to Strike 4-2

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**Percentages express the vote “In Favor” and “Opposed” only.**

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**EXHIBIT E**

**BASE: 20-JAN-14**

**Appendix H**
Attachment C

# 3 Substantive Changes Suggested
(Additions are in bold print; deletions are marked through; new concepts are in italics; summary rationale is provided in brackets)

Section 2.A. - Board of Directors
Standing Rules

2.0 During Board of Directors Meetings
2.3 All main motions must describe a specific action to be taken, and shall include the rationale, the name of the maker(s) and the date of submission, and shall be submitted on forms approved by the executive committee. (There currently is no form other than the template for motions requiring funding.) Motions to amend these rules or add new rules shall be made in the following format: "Rule #____ shall be amended as follows: ______ [insert specific words]" or "I propose the adoption of new rule #____ as follows: ______ [insert specific words]." (The words to be deleted are new and apply only to changes in standing rules. They are not appropriately placed here.)

2.4 When recognized, a director may speak for up to two minutes or as permitted by the chair. (This change allows for necessary flexibility and discretion on the part of the chair.)

3.0 Board Members
3.3 The chair and vice chair shall not serve on any advisory committees. (Including the vice chair is unnecessarily restrictive and unnecessary.)

4.0 Miscellaneous
4.2 Leisure World shall be a member of the United Seniors of Maryland. The Leisure World Community Corporation Board may authorize participating, joining, or cooperating with any organization which the board believes will further the interests and goals of the community. (Another comment was to simply delete this rule. The intent in either action is that the current wording is too specific and constraining since "shall" means "must." )

4.4 The LWCC Board of Directors and Leisure World of Maryland Corporation, a subsidiary acting as the appointed agent of the LWCC, shall not formulate or administer the policies of social and service organizations recognized by Leisure World. Social and service organizations recognized by the LWCC Board of Directors shall not formulate or administer policies which obviate rules and regulations established by the LWCC Board of Directors for use of the Trust facilities. (This limits what recognize organizations may do with regard to the use of Trust facilities thus making the rule reciprocal.)
4.5 To amend, rescind, or add to these rules, motions in the following format shall be used:

a. "Rule #___ shall be amended as follows.... [insert specific words]"

b. "I move to rescind rule #___ for the following reasons.... [insert specific words]"

c. "I propose the adoption of new rule #___ as follows.... [insert specific words] (This is added because it was taken out of rule 2.3 as being inappropriately placed there.)"
# 6 Substantive Changes Suggested
(Additions are in bold print; deletions are marked through; summary rationale is provided)

Section 2.B. – Committees
Standing Rules

1.0 Advisory Committee Composition and Responsibilities

1.3 The LWCC Chair with the concurrence of the advisory committee chair may appoint more than one person from a mutual to an advisory committee, and may appoint new members of advisory committees (with approval of the LWCC Board) at any time. (This is the procedure that is currently followed.)

2.0 Advisory Committee Meetings

2.1 All meetings of LWCC Advisory Committees shall be open to all residents and shall be held in LW meeting rooms. Notice of such meetings shall be posted on a public bulletin board and, if time permits, the LW television station, website, and in LW News. follow the Maryland Homeowners Association law. The section of the current law, 11 B-111, follows:

"Except as provided in this title, and notwithstanding anything contained in any of the documents of the homeowners association:

(1) Subject to the provisions of paragraph (4) of this section, all meetings of the homeowners association, including meetings of the board of directors or other governing body of the homeowners association or a committee of the homeowners association, shall be open to all members of the homeowners association or their agents;

(2) All members of the homeowners association shall be given reasonable notice of all regularly scheduled open meetings of the homeowners association."

(The rationale for this change is that all committees, advisory and special must operate under the state law and all such meetings must be handled in the same manner. The details as to how and where notice is given may change over time and do not need to be stated in the standing rules if there exists a written document that details how notice will be posted and the procedures, with timelines, for submitting notice in a timely fashion.)

3.0 Advisory Committee Reports

None

4.0 Advisory Committee Authority

4.2 All contracts and purchases over $50,000, whether new or renewed, shall be
given to the appropriate advisory committee for review for at least thirty days. The advisory committee shall provide recommendations to the Board of Directors at least thirty days prior to board action. (This is an addition to the current resolution which extends the review role of certain advisory committees.)

5.0 Special (ad hoc) Committees

5.1 [There are several options related to this rule.]
   a. Special (ad hoc) committees may be appointed by the board to perform specific tasks, and shall have such authority as the board determines. Such committees shall automatically cease to exist upon completion of its their task and submission of its their final report.
   b. Such committees shall automatically cease to exist upon completion of their task and submission of their final report, as determined by the Board, or the committee has not finalized the task and not submitted a report after the expected completion date.
   c. A cleaner approach would be to do one of the options below:
      1 When committee is created include an end date, unless extended by the board.
      2 The Committee is created by resolution and it should be terminated by resolution at the board's discretion.
   d. Such committees shall automatically cease to exist upon completion of their task and submission of their final report, or as determined by the Board.

5.2 All meetings of LWCC special committees shall be open to all residents—follow the Maryland Homeowners Association law and shall be held in LW meeting rooms. (See comments in section 2.1 for rationale.)

5.3 The extent of notice, published agendas and minutes shall be determined by the board of directors based on the nature of the task assigned—follow the Maryland Homeowners Association law.

6.0 Miscellaneous

6.1 To amend, rescind, or add to these rules, motions in the following format shall be used:
   a. “Rule #__ shall be amended as follows.... [insert specific words]”
   b. “I move to rescind rule #__ for the following reasons.... [insert specific words]”
   c. “I propose the adoption of new rule #__ as follows.... [insert specific words]. (This is added as it did not exist in this document and was thought to be needed.)

Created 1/18/14 for 1/28/14 meeting
Leisure World Community Corporation
Board of Directors Meeting # 3
February 25, 2014

LWCC Board is composed of 34 Directors representing 29 Mutuals and 3,629 units.

Members present:
Charles Smith (M1), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furguson (MM),
Marion Harrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Arthur Rounds
(M7), Anneliese Guerin (M8), Betty Kontaxis (M9), Paul Eisenhour (M10), Yvette Rich (M11),
Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Richard Carlson (M15),
James Turner (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Hayne Klein (M19A),
Lawrence Damsky (M19B), Lawrence Traynham (M20A), Sara Kain (M20A), Philip Marks
(M20B), Al Lukas, (M20B), Arthur Kaufman (M21), Neil Ross (M23), Henry Jordan (M24),
Roy Dickstein (M25), Barry Lubin (M26), David Frager (M27).

Members absent:
Richard Fine (M6C), Joel Swetlow (M18), Jane Morgan (M22).

Management Present:
Kevin Flannery, General Manager, Jolene King, Assistant General Manager, Tim Coursey,
Assistant General Manager, Jennifer Peacock, Comptroller, Berri Sommer, Executive Assistant,
Sue Velasquez, Administrative Assistant, Donna Buckeridge (Assisting Administration).

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** –

   **Advisory Committee Changes** – Pat Lyddane, M20A, has joined the Golf and Greens
   Advisory Committee; Nouhil Javain, M20A, has joined the Health Advisory
   Committee; and Maggie Cowlan, M20A, has joined the Budget and Finance Advisory
   Committee.

   **Advisory Committee Chairs and Vice Chairs Meeting – February 7** – The advisory
   committee meeting for chairs and vice chairs held February 7 was very interactive, with
   participants asking questions and sharing information. Ms. Cronin stated that she
   received positive feedback about the meeting and that she is hopeful it will help the
   various committees improve their effectiveness.

   **Executive Committee Work Sessions** – The Chair asked Mr. Eisenhour to report on the
   work sessions held by the Executive Committee relative to public relations matters.

   Mr. Eisenhour stated that all members of the Executive Committee agree that Leisure
   World needs to become more visible and well known, in light of increasing competition.
   The Committee has interviewed two firms that would publicize the many amenities and
   offerings available at Leisure World. Both firms were of the opinion that the Community
is in immediate need of a new web site. A decision between the two firms has not yet been made.

The Executive Committee agreed that the Board needs to focus on the 50th anniversary of the Community and begin planning events leading up to it during the preceding year.

3. **Adoption of Agenda** – The agenda was adopted by general consent, as presented.

4. **Approval of Minutes of Meeting 1/28/14** – Minutes of the meeting held January 28, 2014, were approved by general consent, as written.

5. **General Manager’s Report** – The General Manager’s Report for February 2014 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

   **Finances** – The draft Audit Report will be released to the Audit Advisory Committee by 2/28/14, prior to their meeting on 3/7/14. The unaudited surplus of just under $144,000 is unchanged.

   The Board received informational copies of two reports previously provided to the Budget and Finance Advisory Committee and the Executive Committee. The report addressing the surplus is in preparation for the March Board meeting, when the Board will take action on the Budget and Finance Committee’s recommendation regarding disposal of the anticipated operating surplus from 2013.

   **Resales** – There were 21 property transfers in February, which generated approximately $62,850 in contributions.

   **Weather-related Issues** – A meeting was held between Leisure World management and staff and McFall & Berry representatives to review comments received from residents related to snow removal, both positive and negative. It was agreed that some areas need to be addressed from a process standpoint and, in addition, that the same approach cannot be applied to storms of the magnitude of the recent one and those with a much lesser amount of snow. The meeting also focused on the importance of communication.

   **Recruitment Process** – Mr. Marks expressed appreciation to management and the Human Resources Director for their support during the process of recruiting and hiring a new community manager for Mutual 20B. The process went very smoothly and resulted in an excellent candidate.

   **Community Open Forum** – The Chair reminded Board members that a Community Open Forum will be held on February 26th, at 3:00 p.m., in the Ballroom of Clubhouse One. The highlight of the meeting will be the General Manager’s report to the community at large on the state of the community.
6. **Action Items** –

   a. **Recommendation from Education & Recreation Advisory Committee – Extension of Travel Service Contract – Eyre Tour & Travel** – The Chair stated that this is an extension of the contract for the lease of space by Eyre Tour & Travel.

      Some Board members questioned the length of the extension and how it might impact remodeling/renovation plans for Clubhouse I. Mr. Flannery stated that the contract contains a 30-day notice clause, which remains in effect.

      Upon motion by Mr. Marke, the Board agreed –

      **Resolution # 22, 2/25/14**
      That the LWCC Board of Directors agrees to continue with a contractual agreement of five years with Eyre Tour & Travel, to begin May 1, 2014 and end April 30, 2019.

   b. **Organizational Chart – Leisure World of Maryland Corporation** – Mr. Flannery reviewed the chart and stated that it represents what is in place in the Leisure World of Maryland Corporation today, with the exception of the Project Management function. This position is presently being recruited.

      Mr. Traynham stated that he views the chart as a functional chart rather than an organizational chart.

      It was noted that, in the legend accompanying the chart, Montgomery Mutual is omitted from the list of property managers under “Mutual Maintenance Services.” This omission will be corrected.

      Upon motion by Ms. Altman, the Board agreed, by general consent –

      **Resolution # 23, 2/25/14**
      That the LWCC Board of Directors accepts the Organizational Chart of the Leisure World of Maryland Corporation dated 2/20/2014.

7. **Updates**

   a. **Pond Restoration Project** – The Board received the Executive Summary of the environmental study that was done at their January meeting. Ms. King stated that management is consulting the civil engineers and contractors to determine what the removal process would be and to refine the cost estimates. Once this information is obtained, management will set up meetings with the two Mutuals adjacent to the pond in early March, to discuss the removal process and see if permission can be obtained to access the pond through their properties. If not, the pond would have to be
accessed through the golf course. Management expects to report to the Board in March with a refined project scope, schedule, and estimated cost.

b. **Cummins and Leeds** – Mr. Flannery stated that his “Additional Notes” contain an attachment detailing areas of Cummins and Leeds’ engagement in 2014. The first area focuses on supporting the Director of Human Resources in developing training programs and other initiatives. Some of these items will need to be addressed in a timely fashion for the development of the 2015 Budget.

c. **Human Resources Report** – Mr. Loew presented the first part of a two-part presentation at the Board meeting in January. The first report focused on Mr. Loew’s first 90 days as Director of Human Resources. A second report will be made once management and Mr. Loew begin working with Cummins and Leeds as part of the 2014 consulting engagement.

Mr. Courson updated the Board on recruitment efforts in his area of responsibility. The community manager position at Greens II was filled following a thorough and comprehensive process with Cummins and Leeds. The same process will be applied to filling the community manager positions at Villa Cortese and Fairways South.

Ms. King reported that the service plumber position has been filled and that an offer has been extended to a candidate for the plumbing foreman position. In addition, a strong candidate has been identified for the project manager position. That candidate is now moving forward with the profile testing process.

Mr. Flannery stated that he will update his General Manager’s Report to include the retirement of Lifeline Coordinator Phyllis Palmer, effective the third week of May.

d. **Telecommunications Project** – Mr. Flannery noted that this program will have many benefits community-wide. It will improve the functionality of the operations of the Leisure World of Maryland Corporation; it will reduce significantly the monthly payments to Verizon for land lines, etc.; and it will offer future opportunities for improvement of Wi-Fi and cellular communication in the Community.

The next step is a proposal currently being worked on by the consultant, to develop a Request for Proposals, which will come before the Board. Given the complexity of this project, as well as the fact that there are new members of the Board, Mr. Flannery suggested that a special workshop meet be held prior to the March Board meeting, to discuss this topic. The Chair stated that the date and time of the special workshop meeting will be announced following the agenda meeting on Friday.

e. **Financial/Accounting Software Implementation** – The General Manager reported that minor delays have been experienced due to office closures related to weather conditions. However, January financial statements are anticipated by the end of the week.
Mr. Flannery stated that he is very pleased with the direction of this project and the progress made; however, much work remains to be done with financial presentation, information on Association Voice, and portal accessibility. Many facets need to be examined, and this topic will remain an agenda item for the foreseeable future.

f. Facilities Enhancement Plan

(i) Update from Management on Joint Advisory Committee Meeting 2/20/14 – Ms. King reviewed the update in Mr. Flannery’s “Additional Notes” entitled “Comprehensive Site Plan: Proposed Process for Handling Committee Comments.” She made available copies of the three options that were presented to the Community Planning, Education and Recreation, and Restaurant Advisory Committees at the meeting on February 20th.

In response to a question, Mr. Flannery stated that the earliest date a revised plan would be presented to the Board is April. Ms. King noted that once the Board approves a conceptual plan, it will not become final until after County review.

(ii) Status Report on Expenditures versus LWCC Board Resolution – The Board received an update prepared by management showing FEP funds approved by Board resolution, compared to funds expended to date against each resolution, along with remaining balances. As the projects approaches implementation, management will present the information on a project level.

The Chair suggested that Board members bring this information with them to each Board meeting, so that it is available as projects and expenditures are discussed.

g. Management Objectives – Mr. Flannery stated that Management Objectives will be distributed on March 14th. He plans to provide the Objectives to supervisors to obtain their participation and input.

h. Executive Committee Update – This agenda item was covered by Mr. Eisenhaure under Chair’s Remarks.

8. New Business –
a. Review of Board Representative Notebooks – The Chair briefly reviewed each section of the notebooks.

9. Correspondence – The Board reviewed resolutions considered by advisory committees during January 2014 and communications to and from the Chair.
10. **Open Forum** -- The following residents spoke on the topics indicated:

- Barry Lubin (M26) – Parking capacity reflected in the StreetSense layout options.
- Robert Namovicz (M10) – Ad hoc committee for telecommunications project; comprehensive plan should be referred to as a site plan.
- Joyce Temple (M17B) – request for Mutual newsletters to include articles on deer information.

11. **Next Meeting** – The next meeting of the Board will be on March 25, 2014, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 11:30 a.m.

Henry Jordan, LWCC Executive Secretary
LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:
James Olsen (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgerson (MM), Shannon Braddock (M5), Susan Eisenhour (M6B), Alvin Temin (M6C), Arthur Rounds (M7), Nadine Roberts (M8), Bob Bridgeman (M9), Paul Eisenhour (M10), Yvette Rich (M11), Marian Altman (M12), Billie Saunders (M13), Kathy Vincy (M14), Richard Carlson (M15), James Turner (M16), Barbara Cronin (M17A), Frances Deskins (M17B), Joel Swetlow (M18), Don Watson (M19A), Lawrence Dansky (M19B), Lawrence Traynham (M20A), Sara Kain (M20A), Jane Hughes (M20B), Al Lukas, (M20B), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Barry Lubia (M26), David Frager (M27).

Members absent:
Margaret Bacon (M6A), Jane Morgan (M22).

Management Present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson, Assistant General Manager; Nicole Gorke, Project Manager; Berri Sommer, Executive Assistant; Brianna Aldridge (Assisting Administration).

1. Call to Order - The Chair called the meeting to order at 9:30 a.m.

2. Chair's Remarks

Advisory Committee Changes - Carol Thomas, M19B, is replacing Jude Howard on the Landscape Advisory Committee. Jackie Rabinow, M14, has returned to the Emergency Preparedness Advisory Committee. Joyce Temple, M17B, has resigned from the Government Affairs Advisory Committee. Marion Jones, M13, has resigned from the Audit Advisory Committee. Marian Altman, M12, has joined the Energy Advisory Committee. Helen Roberts, MM, has resigned from the Landscape Advisory Committee.

Employee Recognition - The Chair read the following excerpt from an email received by management: "A couple of weeks ago, my mother... was found by one of your security teams on Leisure World Boulevard. Due to her condition, communicating can be extremely difficult, but they were able to get her name, secure her at a neighbor's house, and contact a family member on the situation. I can't tell you how grateful I am for their presence and actions in this situation. I just want to give you and these employees a thumbs up. Thank you again."

Public Relations and New Web Page - The Chair asked Mr. Eisenhour to give an update on the new web page. Mr. Eisenhour stated that a temporary website for prospective residents is now on the www.lwmc.com website.
A marketing firm has been selected, and contract negotiations are in process. When finalized, the contract will come before the Board for approval.

The Chair welcomed Joel Swetlow back and introduced Bob Bridgeman, President of Mutual 9, who will be the Mutual's representative to the Board of Directors.

The Chair also acknowledged Brianna Aldridge, a member of the LWMC staff (Resales Department), who will be performing the function of putting resolutions on the screen and editing them as the Board makes amendments.

3. Adoption of Agenda - The agenda was adopted by general consent, as presented.

4. Approval of Minutes of Meeting 3/25/14 – Minutes of the meeting held March 25, 2014, were approved by general consent, with the following corrections: (1) In “Chair’s Remarks, Advisory Committee Changes,” Jack B. Ralph should be listed as M 17B rather than M 20A. (2) On page 7, item 13, “Next Meeting” should be April 29, rather than April 25.

5. FEP Actions – Site Plan for Administration and North Wing of Clubhouse I – Ms. King introduced the following representatives from Streetsense, the architectural firm that has been working on the comprehensive site plan for the changes anticipated in the north wing of clubhouse I and for the relocation of the administration building: Herb Heiserman, Diana Ramirez, and Bruce Leonard.

Mr. Heiserman spoke about the placement and site planning of a new administration building, while Mr. Leonard addressed best principles and practices of site planning. They reviewed the three plans that were presented to the Community Planning, Restaurant, and Education & Recreation Advisory Committees. In addition, they discussed the advantages and disadvantages of designing a new fitness center attached to the new administration building.

Upon motion by Ms. Altman, the Board agreed, by general consent –

**Resolution # 28, 4/29/14**

To adopt, for further development, Site Plan 3A, as shown in the report (Comprehensive Site Plan for Administration Building and Clubhouse I Facilities Enhancement Plan dated April 29, 2014) locating the new Administration Building on the east side of the parking lot.

The Chair requested that questions and comments be sent in writing to either Ms. King or Ms. Gerke, so that the appropriate committee, individual, or Streetsense can address the concerns.

6. General Manager’s Report – The General Manager’s Report for April 2014 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following.
Resale & -- A total of 31 property transfers occurred in March, resulting in a contribution of approximately $101,000 into the Resale Improvement Fund.

Lifeline -- The transition is approximately 80%-85% complete; however, the target completion date of 2-3 weeks may slip a little. A slow-down period is being experienced, with difficulty getting into residents' homes. A registered letter will be sent in the near future to the remaining subscribers who have not been contacted.

Insurance Renewal -- Management met with the broker and representatives of Travelers Insurance Group on April 23rd. Mr. Flannery reviewed the frequency and loss amounts over a three-year and eight-month period of time contained in the agenda packet. He stated that the $3.2 million property loss shown will be adjusted down since that figure includes the original estimate of approximately $1.9 million for the September fire loss in Mutual 20A, which will end up being significantly less.

The liability annual count is down from prior cycles, attributable in part to weather conditions during the 3+ year period, and also to a conscientious effort on the part of staff and vendors, as well as residents, to address areas that may lead to slips and falls.

In the area of workers' compensation insurance, Leisure World's experience mod of .82 will result in an 18% discount from the manually calculated premium (a savings of approximately $35,000 annually).

Overall, the estimated increase in insurance premiums in the 2015 budget is 3.5%-4.5%, attributable primarily to the fire in September and also to rising medical payments.

Bank of America Lease -- The Bank's leasing company has contacted the General Manager requesting a two-year extension. The current lease expires 12/31/14, and the General Manager recommends a one-year renewal, to 12/31/15. He suggests, however, waiting until plans for the Administration Building are finalized. The Bank has indicated that they will not require the same footprint that they currently have.

7. Action Items:

a. Revised Guidelines for Advisory Committees -- The Chair stated that she had deleted last fall a paragraph in the guidelines which referred to something that was not being done and, in addition, did not change the intent of that section of the Guidelines. The change was not previously brought before the Board, and the Chair is therefore proposing that the Board now ratify the deletion of a paragraph from section 6.4, Open Meetings, of the Guidelines.

Upon motion by Ms. Cronin, the Board agreed --
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Resolution # 29, 4/29/14
To ratify the deletion of the second paragraph from section 6.4, Open Meetings, of the Advisory Committee Guidelines.

8. Updates –

a. Pond Restoration Project – Ms. King reported that management had consulted with contractors and engineers regarding restoration of the golf course irrigation pond. In addition, they have met with Mutual 20A regarding construction access to the pond. The Mutual’s Board has indicated that they will take action on any approvals or permissions at their May meeting. A meeting is scheduled with Mutual 20B on April 30th. Depending on the two Mutual Boards’ responses, a report may be made to the LWCC Board at the May meeting.

b. Telecommunications Project – Mr. Flannery reported that the conduit testing was successful. It was determined that the conduit from Connecticut Avenue to Pine Orchard is approximately 7,000 linear feet, or about 35%-40% of the total “run.”

c. Financial Accounting Software Utilization – Feedback about the financial/accounting software has been positive. Two property managers with experience with Jenuk software will provide their comments from a property manager’s perspective.

Stage 2 will begin at the end of the month. This stage involves the scanning of documents, Website reorganization and the development of a portal system for accessing documents began April 28, 2014.

A meeting is scheduled on May 9th between the IT Department, the Accounting team leader, and selective property managers, for the purpose of introducing property managers into the new accounting system and getting direct feedback relative to report formats, etc.

Management is also reviewing some ancillary products in other areas, including a room reservation system for clubhouse operations. In addition, laptop-driven electronic message boards for the building lobbies will be demonstrated to the Education & Recreation Advisory Committee at their May meeting.

d. Facilities Enhancement Plan – Ms. King reviewed some of the highlights of the Plan, including the following:

- The architect has done his preliminary programming for the Fitness Center. His next step will be to proceed with design.

- A decision needs to be made regarding whether to proceed at this point with design in Clubhouse II, or whether to wait until the Board makes some decisions regarding the Administration Building.
Appendix H

- The Ballroom enhancements are scheduled to take place beginning with planning in the summer of 2014 and construction activities scheduled for the summer of 2015.

- Construction on the chemical storage facility is slated for July/August when the area is least impacted by landscape/snow removal activities.

- The concept plan for the PPD area enhancements prepared by Streetsense was presented to the PPD Advisory Committee on April 8th. The plan will be further refined by Streetsense and presented back to the committee in May/June 2014. Construction start is estimated in September 2014.

The Chair reminded Board members to send their questions and concerns to Ms. King and Ms. Gerke in writing prior to the May Board meeting.

e. Management Objectives – Board members received as part of the agenda packet a copy of the implementation schedule which correlates with the “Management Objectives Outline” distributed previously. The Objectives Outline was shared with advisory committee chairs and with Leisure World staff members. Mr. Flannery requested that Board members send comments or questions to him, with a copy to Terri Sommer.

f. Preliminary Report on 2015 Budget Assumptions – Materials included in the agenda packet are provided as an informational item. The General Manager stated that it will be a challenging budget. Management has set a target for the Community Facilities increase of no more than approximately 1.2%. Mr. Flannery noted that the Water Quality Improvement Tax (“Rain Tax”) – an $85,000 line item – is included in the budget for the first time in 2015.

Mr. Frager noted that the budget assumptions include a comparable increase to the Mutuals for Mutual Operations.

Discussions will be held in May with the Budget & Finance Advisory Committee and also with the Physical Properties Advisory Committee relative to the concept of the new department identified in the assumptions.

g. Interim Report on Information Collected Relating to Deer – Leroy Salazar, Vice Chair of the Security & Transportation Advisory Committee, reviewed the six-month interim report included in the agenda packet, and stated that the final report will be presented to the Board in October. He stated that the report simply contains raw data as reported by the Mutuals.

h. Report on 1st Quarter Financial Performance – Mr. Flannery reviewed the financial information contained in the agenda packet for the quarter ending 3/31/14. He noted
that salaries and benefits are trending under budget, due to two contributing factors: (1) state unemployment insurance will be under budget because the Fund has replenished itself and the State has reduced the charge to employers; (2) employee health insurance renewed under the budget assumption.

9. New Business

a. Policy for Maintaining Pedestrian Crosswalks – Mr. Flannery stated that he met with a representative of the low vision group last November, who pointed out to him locations in the community where it would be helpful to residents with low vision issues to increase the use of yellow striping.

A second issue relates to approximately 25 locations in the community where there are no pedestrian crosswalks.

Some of the areas identified are located on Mutual property. Mr. Flannery suggested that, from a policy standpoint, the Trust should take on the responsibility of the pedestrian crosswalks. All crosswalks along and across the boulevard would follow the same maintenance schedule, resulting in cost savings.

Upon motion by Mr. Frager, amended by Mr. Jordan as shown in bold print, the Board agreed –

Resolution # 30, 4/29/14
To accept the recommendation of the Security & Transportation Advisory Committee to transfer all parallel boulevard crosswalk painting from the individual Mutuals’ responsibilities to the Trust, subject to the approval of the respective Mutuals. The crosswalk painting will include painting a yellow stripe at the base of the curb ramp. This stripe will enhance the curb detection by low-vision residents and those with depth perception issues.

Letters will be sent to the Mutuals informing them of this decision by the Board and requesting their approval or disapproval for their individual Mutual.

b. Standing Rules Amendments –

The Board approved, by general consent, the following motion put forward by the Executive Committee regarding a proposed new rule (4.5) of the Board Standing Rules regarding procurements with a value of $50,000 or more:
Resolution # 31, 4/29/14
The LWCC Board of Directors accepts the recommendation of the Executive Committee to adopt new rule # 4.5 in the Board of Directors Standing Rules, to read as follows:

4.5 The LWCC Board of Directors shall review and act on every procurement (new, renewal, extension, or modification) with a value of $50,000 or more. This will apply to procurements supported by any LWCC Fund. The appropriate Advisory Committee's review and recommendation will be considered prior to Board action. In event there is no appropriate advisory committee for a review, the Board authorizes the Executive Committee to review the proposed procurement and submit their comments and recommendation to the Board of Directors.

The Board approved, by general consent, the following motion put forward by the Executive Committee regarding a proposed amendment to Rule 4.2 of the Committee Standing Rules:

Resolution # 32, 4/29/14
The LWCC Board of Directors accepts the recommendation of the Executive Committee that # 4.2 of the Advisory and Standing Committee Standing Rules be amended to read as follows:

4.2 All contracts and purchases over $50,000, whether new or renewed, shall be given to the appropriate advisory committee for at least thirty days. The committee review shall include the procurement process, scope of work or services, cost of the procurement, and vendor selection process. Comments and recommendations must be forwarded to the Board and included in the Board packet for the meeting at which the contract or purchase will be brought forward for action.

c. Education & Recreation Advisory Committee Resolution Related to Trainers at Fitness Center—The officers of the Board previously requested management to obtain a letter from Leisure World’s insurance company related to risk exposure of having personal trainers use the Fitness Center while the corporation is under contract to a vendor. The insurance company response is included in the agenda packet.

Mr. Traynham placed the following motion on the floor:

To accept the Education & Recreation Advisory Committee recommendation, as amended by the Executive Committee, that, as of June 1, 2014, only trainers associated with Motivational Fitness, or its successors, that are under contract with Leisure World of Maryland Corporation are allowed to work with residents in the Fitness Center, due to insurance coverage.
Extensive discussion followed, and questions requiring clarification were raised.

Upon motion by Mr. Swetlow, the Board agreed, by common consent –

**Resolution # 33, 4/29/14**
To postpone the motion on the policy related to trainers at the Fitness Center until the May meeting of the Board.

d. **Business Advisory Letters from Auditors** – The letters included in the agenda packet are for information only. Mr. Flannery stated that Ms. Peacock will meet with the Audit Advisory Committee and provide a written report to the Management Letter. The report will be included in the May Agenda packet.

e. **Inclement Weather Policy** – The Board received an informational copy of LWMC’s “Inclement Weather or Other Communitywide Emergency Policy.”

   In response to a Board member’s question, Mr. Flannery clarified that employees assigned to a high risk association are employees of LWMC and Mutual officers do not have the right to release them in the event of inclement weather.

10. **Correspondence** – The Board reviewed resolutions considered by advisory committees during March 2014, including a summary provided by management to help the Board determine resolutions that may need to come to the Board for action, as well as correspondence received by the Chair.

11. **Open Forum** – The following residents spoke on the topics indicated:

   - An unidentified resident stated that she has been receiving messages from Homewise Docs. (Mr. Flannery stated that these are legitimate messages and that a better announcement will be made to explain why residents receive these messages.)
   - Saul Pena (M20A) – Editor position for Leisure World News.
   - Marian Altman (M12) – Responsibilities of Homewise Docs.

12. **Next Meeting** – The next meeting of the Board will be on **Thursday, May 29, 2014**, at 9:30 a.m. in the Montgomery Room. (The Chair also announced that the next meeting of the Executive Committee will take place on May 16, at 9:00 am, in the Montgomery Room, rather than the Sullivan Room.)

13. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:16 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting # 6  
Montgomery Room  

May 29, 2014

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgason (MM), Shannon Braddock (M5), Susan Eisenhour (M6B), Carole Kenyon (M6C), Arthur Rounds (M7), Anneliese Guerin (M8), Bob Bridgemun (M9), Paul Eisenhaur (M10), Yvette Rich (M11), Marian Altman (M12), Billie Saunders (M13), Linda O’Neil (M14), Richard Carlson (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Lawrence Darusky (M19B), Lawrence Trayhurn (M20A), Sara Kain (M20A), Phil Marks (M20B), Barbara Kazc, (M20B), Rosalind Kipping (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Judy Friedman (M26), David Frager (M27).

Members absent:
Elyane Klein (M19A), Jane Morgan (M22).

Management Present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson, Assistant General Manager; Jennifer Peacock, Comptroller; Nicolle Gerke, Project Manager; Berri Sommer, Executive Assistant; Brianna Aldridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

Advisory Committee Changes: Louise Langley, M17B, has joined the Restaurant Advisory Committee. Marvin Tabb, M23, has resigned from the Golf and Greens Advisory Committee; Bob Brown is his replacement. Shirley Henderson, M 24, has joined the E & R Advisory Committee.

Board Appointments: The Chair welcomed Ken McMahan from Mutual 11, Joan Allston of Mutual 16, and Carole Kenyon, Mutual 6C, as new directors. Kathleen Whitted, Mutual 7, also a new director, was absent.

Budget Preparation: The Chair expressed disappointment in the poor turnout of Board members for the work session on the 2015 budget assumptions. Approving the budget each year is a very important function of the Board, and the Board will need to make some hard decisions regarding how to allocate funds – where to make cuts, where to increase spending, etc. Ms. Cronin hopes that more Board members will join residents at the Budget Forum scheduled for June 12th, to ask questions and offer their thoughts about how best to spend the community’s money.
Appendix H

New Residents Orientation meeting: The next orientation meeting will be held on June 26th at 3:00 p.m. in the Crystal Ballroom. A slightly new format is being tried by inviting LWCC Advisory Committee Chairs and some department heads to attend, to allow for informal discussion and information sharing after the more formal presentation. Board members who would like to attend should notify the E&R Department.

Board Agenda Session - The agenda session for the June Board meeting will be held on Monday, June 2nd, at 9:30 a.m. in the Harbor Room.

3. Adoption of Agenda – The agenda was adopted by general consent, as amended by the addition of the following two items: (4) MedStar Report; and (5) Energy Advisory Committee Presentation on Electric Vehicles.

4. MedStar Report – Ms. Cronin stated that the first quarter report is postponed until June, but that Ana Alvarez, of MedStar Health, would give a brief report on the upcoming changes in Saturday hours at the Medical Center.

Ms. Alvarez stated that, during the past almost 1-1/2 years, MedStar has had an opportunity to learn about residents’ preferences and schedules and when the largest and smallest volumes are experienced. At the beginning of MedStar’s taking over the Medical Center, extending the pharmacy hours and adopting Saturday hours were piloted, with pharmacy hours extended to 6:00 p.m. and Saturday hours from 9:00 a.m. to 3:00 p.m. adopted. It was hoped that the increased hours would be more convenient and provide additional options for residents who work. After piloting those services, MedStar reviewed the data and determined that the large majority of residents continued to access services during the traditional hours of 8:00 a.m. to 6:00 p.m., Monday-Friday, and 8:00 a.m. to 5:00 p.m. for the pharmacy. Very little volume was seen during the extended hours for either medical appointments or pharmacy services.

Consequently, effective July 1st, MedStar will implement the following schedule:

- Medical Office Hours: Monday through Friday, 8:00 a.m.-6:00 p.m.
- Pharmacy Hours: Monday through Friday, 8:00 a.m.-5:00 p.m.

The updated hours will be disseminated widely throughout the community.

Ms. Alvarez also spoke about the availability of after-hours care at MedStar Promenade, MedStar’s urgent care center, located at 11915 Georgia Avenue, Wheaton, MD 20902. The center uses the same medical records system as MedStar Health and has access to the medical records of patients at the Medical Center. The facility is open during the following hours:

- Monday-Friday 8:00 a.m.-8:00 p.m.
- Weekends and holidays 8:00 a.m.-4:00 p.m.
They can be reached at 301-942-4505

Ms. Alvarez responded to a question from a Board member regarding Lab Corp services. She stated that, while Lab Corp determined that it is not feasible for them to continue to open at the Medical Center on Saturdays if MedStar’s services are being discontinued, they have a new center with Saturday hours located at MedStar Montgomery Medical Center that is available to Leisure World residents wishing to use lab services on a Saturday.

5. **Energy Advisory Committee Presentation** – Elsie Maxam, Chair of the Energy Advisory Committee, and Ed Nicosia, a member of the committee, presented a detailed PowerPoint presentation to the Board on electric vehicles. Ms. Maxam stated that the Board had requested several months ago that the committee research information on electric vehicles (e-cars). The committee did its research bearing in mind that each Mutual except the Regency needs to know how to bill or charge its residents who are using this electricity. The result is the current report, but Ms. Maxam noted that this is a work in progress that will probably need to be revised in the next year or two as the technology continues to develop.

Ms. Maxam pointed out that the material presented affects both Master Metered Mutuals and non-Master Metered Mutuals.

Following the presentation, Mr. Nicosia and Ms. Maxam responded to Board members’ questions:

6. **Approval of Minutes of Meeting 4/29/14** – Minutes of the meeting held April 29, 2014, were approved by general consent, with the following correction: In “Chair’s Remarks, Advisory Committee Changes,” Marilyn Jones should be listed as Marion Jones.

7. **General Manager’s Report** – The General Manager’s Report for May 2014 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following:

- **Finances** – There was an operating surplus in the month of April of approximately $10,000 and year to date of approximately $35,000.

- **Resignation** – Stacy Sigler, Director of Education & Recreation, has submitted her resignation effective May 30th.

- **Phone System** – A menu selection of options will be added to the 598-1000 phone system (administration), so that callers can press a button and go directly to one of the sub-areas that are frequently requested, such as security, property transfers, human resources, etc.

- **Training** – The General Manager’s Additional Notes included information on a pro bono leadership training program for upper level management. Internally, the leadership group will hold their second meeting on May 29th. This group is developing a program of
leadership training, focusing on relationships between divisions within the organization e.g., property management and PPD maintenance - strategizing on how to improve the relationship between the divisions.

**Leisure World of Virginia** – Representatives from Leisure World of Virginia’s Restaurant Advisory Committee visited the community recently and met with members of Leisure World’s Restaurant Advisory Committee, along with Leisure World’s contractor, to discuss challenges in food service operations. The General Manager reported that it was a beneficial meeting.

**Contracts** – The appropriate advisory committees will review timelines for contract discussions on agreements that will expire on 12/31/14.

**Leisure World News Printer** – Mr. Flannery was contacted by the vendor who prints the *Leisure World News*. They were bought out by the *Baltimore Sun* and are now advising that the *Baltimore Sun* will close the Carroll County printing location effective the end of June. Mr. Flannery has provided specifications to four vendors. After discussing the product with them, he will meet with members of the Leisure World News Advisory Committee to discuss the direction to be taken going forward.

8. **Action Items** –

   a. **Fitness Center - Site** – With no other motion on the table, the Fitness Center will continue to be in Clubhouse II.

   b. **Policy Change – Private Trainers in Fitness Center** –

      Upon motion by Ms. Kipping, the Board agreed by general consent.

      **Resolution # 34, 5/29/14**

      To postpone discussion of this item until the June meeting to give Mr. Flannery time to complete his research and gather information requested by the Board.

      Mr. Flannery provided Board members with a redlined copy of the revised Motivational Fitness contract for review.

      With regard to the contractor's standing relative to the State of Maryland, Mr. Flannery reported that he had contacted the vendor and ascertained that there is a personal property tax return going back to 2010 which the State of Maryland claims they do not have. The contractor promised to check with his accountant and provide us with confirmation of the return.
c. **Lease Renewal – Bank of America**

Upon motion by Mr. Marks, the Board agreed by general consent –

**Resolution #35, 5/29/14**
To extend the Bank of America lease for 2015 and 2016.

d. **Government Affairs Advisory Committee – Modification to Year of Appointment**

Upon motion by Ms. Wacha, the Board agreed by general consent –

**Resolution #36, 5/29/14**
To accept the recommendation of the Government Affairs Advisory Committee that the annual Operating Year of the Leisure World Government Affairs Advisory Committee is hereby established to begin on July 1 and end on June 30 of the following year. Accordingly, the members of said Committee will be appointed by July 1 and the Chair and Vice Chair by August 1.

The Chair stated that she would send out a memo to all Mutual Presidents, informing them that for this committee only we need to receive nominations, if they would like to add someone for the coming year, as soon as possible. Current members will continue to serve until June 30, 2015.

The committee’s charter will also need to be updated to include this resolution.

e. **Candidate Signage on Trust Property** – Currently, there is no rule prohibiting candidate signs on Trust property. The Maryland Homeowners Association Act states that, in the absence of such a rule, signs may be placed on Trust property.

Upon motion by Mr. Dickstein, the Board agreed by general consent –

**Resolution #37, 5/29/14**
To prohibit the placement of candidate signs on Trust property, except for the placing of signs at the polls on election days.

The Leisure World Community Corporation will adhere to state and local laws regarding candidate signs on election days.

Exceptions may be made at the discretion of the General Manager.

f. **Tennis Advisory Committee Recommendation** – The Board reviewed the following motion submitted by the Tennis Advisory Committee:
“To approve that permanent lines be provided on Court # 2 as soon as possible for pickleball, for experimental evaluation to determine whether or not to recommend marking any other courts.”

In addition, they reviewed an alternative motion submitted by the Executive Committee, as follows:

“That the pickleball lines be placed on court 3 or 4.”

The Board also received additional information regarding the tennis courts and pickleball lines in a memorandum from the General Manager.

Following discussion, and upon motion by Ms. Saunders, the Board agreed by general consent –

Resolution # 38, 5/29/14
That the pickleball lines be painted either on court 3 or 4.

g. Security & Transportation Advisory Committee Recommendations – The committee has requested changes in items C and D in its charter to make the language more generalized, as shown in Handout 4-14 6a (attachment to committee’s memorandum in the agenda packet; also attached to minutes as Attachment A).

Upon motion by Ms. Altman, the Board agreed by general consent –

Resolution # 39, 5/29/14
To approve the changes to items C and D in the Security Advisory Committee Charter, as outlined in Handout 4-14 6a.

9. Updates –

a. FEP Actions – A Facilities Enhancement Plan (FEP) Status Report dated May 16, 2014, included in the meeting packet, listed information about the following: site plan for Administration Building and north wing of Clubhouse E; golf course enhancements; golf course pond rehabilitation; ballroom enhancements; and PPD Customer Service enhancements.

A representative of StreetSense will attend the Community Planning Advisory Committee meeting on June 2nd to discuss the further development of the Administration Building. In addition, StreetSense has presented to the Restaurant Advisory Committee concepts for the renovation of the Cascade Bistro Room and the Terrace Room, which will go forward to the E & R Committee at their June meeting.

Ms. King reported that the boards of Mutuals 20A and 20B have agreed to grant access through their properties for the pond rehabilitation project. The Chair asked
the representatives from these Mutuuals to convey the thanks of the Board to their Mutual boards.

b. **Telecommunications Project** -- Mr. Flannery stated that the conduit from Connecticut Avenue to Pine Orchard (approximately 7,000 feet) has been tested and that the condition of the conduit is good. Other areas of the community have been explored. Additional conduit has been confirmed from Connecticut Avenue to Twin Branches (approximately 5,700 feet). Mr. Flannery reported that management will meet with the consultant this afternoon.

c. **IT Project** -- Mr. Flannery reported that a meeting was held with three property managers on May 9, 2014, to begin development of Remote Access Capabilities (RAC). Those being trained have been issued passwords and view-only access. Training of all property managers will be complete by June 30, 2014.

"Job streaming," the pushing of information from the accounting system to Mutual portal locations, is being tested with four Mutuals. It is anticipated that all Mutuals will go live in 60 days.

A security vendor who partners with Tenmark has been selected. Beginning in June, testing will begin for applications—e.g., incident report writing; gate entry; and remote access for resident-to-gate notification.

Electronic message boards, which were demonstrated to the Education & Recreation Advisory Committee on May 6, 2014, will be installed in the next 30 days in the Clubhouses.

Room reservation and event registration (point of sale) software is being tested and is targeted to go live the third quarter of 2014.

d. **2015 Budget Assumptions** -- A Board work session was held on May 21st, and a resident Open Forum will take place on June 12th, at 2:00 p.m., in the Ballroom. Residents will have an opportunity to ask questions about the assumptions.

The Budget & Finance Advisory Committee will make a recommendation to the JWCC Board of Directors in June. At the June meeting, the Board will address the Budget Assumptions, the Schedule of Fees, the 2015 Capital Purchases, and the Facilities Maintenance Plan.

Mr. Flannery noted that he had received that morning a renewal notification from the insurance broker, which indicates an approximate 6% increase in premiums. This increase is partially attributable to a 3.2% increase in the valuations of the buildings in the community.
In response to a Board member's question, the General Manager said that he would prepare a summary which separates out items of discretionary spending and fixed expenses.

e. Business Advisory Letter Response – Board members received in the meeting packet a copy of Management's memo to the Audit Advisory Committee responding to comments in Councilor, Buchanan & Mitchell's Business Advisory Letter.

10. New Business – There was no New Business for discussion by the Board.

11. Correspondence – The Board reviewed resolutions considered by advisory committees during April and correspondence sent by the Chair since the last meeting.

The Chair thanked Stacy Sigler for her hard work and efforts and wished her well in the future. She urged the General Manager to quickly come up with an interim plan for working with the Education & Recreation Department going forward.

12. Open Forum – The following residents spoke on the topics indicated:

- Martha Robinson, Chair, Leisure World News Advisory Committee – finding a new printer and possible interim time period without a printer. Committee is ready to assist.
- Marta Bascher (MM) – Who to contact regarding when the Ballroom will be closed next year.
- Barbara Braswell (MM) – Standing Rules to be posted on website.
- Jay Harding (M178) – Commended Mr. Heller for service as Chair of Government Affairs Advisory Committee (GAAC). Thanked Mr. Frager for his attendance at GAAC. Encouraged Executive Committee to look at Brand Audit Report as they work on marketing issues. Sidewalk safety problems.
- Sheryl Katzman (MM) – No response to email regarding rain tax – result of non-permeable surfacing.
- Jim Olsen, MM – Unable to read PowerPoint presentation.

13. Next Meeting – The next meeting of the Board will be on Tuesday, June 24, 2014, at 9:30 a.m. in the Montgomery Room.

14. Adjournment – There being no further business to come before the Board, the meeting was adjourned at 11:40 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting #7
Montgomery Room

June 24, 2014

LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), James Olsen (MM), Mary Louise Furgurson (MM),
Marion Herrington (M5), Susan Eisenhour (M6B), Carole Keracon (M6C), Kathleen Whitted
(M7), Nadine Roberts (M8), Bob Bridgeman (M9), Michael Showalter (M10), Ken McMahl
(M11), Marian Altman (M12), Billie Sanders (M13), Kathy Vincy (M14), Richard Carlson
(M15), Joan Allston (M16), Barbara Crowin (M17A), Allen Ferrer (M17B), Joel Swellow (M18),
Lawrence Dansky (M19B), Lawrence Trayham (M20A), Sara Kain (M20A), Phil Marks
(M20B), Jane Hughes, (M20B), Arthur Kaufman (M21), Neil Ross (M23), Henry Jordan (M24),
Roy Dickstein (M25), Barry Lubin (M26), Gene Byron (M27).

Members absent:
Margaret Bacon (M6A), Elayne Klein (M19A), Patricia Mitchell (M22).

Management Present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey,
Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager,
Berti Sommer, Executive Assistant; Donna Buckeridge (Assisting Administration).

1. **Call to Order** — The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** —

   **Attendees at Board Meetings:** The Chair reminded those present that the statement in
   Article VI, Section 4 of the LWCC Bylaws — that “any resident or unit owner or other
   person entitled by law to attend a meeting” — is referencing the Maryland Homeowners
   Association Act, 11B-11. (1), which reads in part, “all meetings shall be open to all
   members of the homeowners association or their agents.” She stated that visitors should
   sign in at the table in the hall, and that only residents, owners, LWMC staff and invited
   guests or speakers may attend our meetings.

   **Advisory Committee Changes:** Fred Olsen, M23, has resigned from the Energy Advisory
   Committee; he and his wife have moved out of the Community. David Kipping, M 21,
   has joined the Community Planning Advisory Committee. Carol Thomas, 19B, has
   resigned from the Landscape Advisory Committee. Ken McMahl, M 11, has joined the
   Budget and Finance Advisory Committee, and Joan Thomas, M 17A, will be approved as
   the representative to the E&R Advisory Committee this afternoon at the Mutual meeting.

   **Board Appointments:** The Chair welcomed Mr. Jane Hughes as a director representing
   Mutual 20B.
ICA buses. The buses for early voting for the primary were cancelled due to lack of response.

OCOC newsletter. The latest edition contains important information relating to decisions that have come down from the commission and more. The newsletter was sent electronically to all Board members and can also be found online at www.montgomerycountymd.gov/ococ.

Change in Board Meeting Schedule. The next two Board meetings (July 29 and August 26) will begin at 9:00 a.m., in the Montgomery Room and will go immediately into closed session to discuss personnel matters. The open general sessions will begin at 10:00 a.m.

Agenda Packets. The full agenda packet is posted on the Leisure World web site and is available for downloading and printing prior to a Leisure World Board meeting. Beginning with the July Executive Committee and Board meetings, the only documents that will be available for visitors to pick up at the meeting will be copies of the agenda page and any handouts which were not previously posted on the web site. A limited number of hard copies of the agenda packets will be available at the reception desk in the Administration building for visitors who do not have access to the web site. The cost of creating complete extra packets in terms of paper, toner and employee time is simply too high to continue the current practice of printing an excessive number of extra copies for those who simply wish to pick up a packet when they arrive at a meeting. These copies will be available first come first served, one per resident.

Closed Session. The Chair asked Mr. Jordan to report on the Executive Committee closed session held on Friday, June 13, 2014.

Mr. Jordan stated that there were three items on the agenda of the meeting — 1) Review procedure and scope of contracts for printing the Leisure World News; 2) acting as Public Relations Advisory Committee in negotiating a contract for public relations services; and 3) evaluation of the General Manager.

After reviewing the four RFPs, due to the critical time frame at the beginning of July for getting a new printer, the Executive Committee authorized the Leisure World Advisory Committee and management to finalize an agreement with a printer for 2014 and to follow through with services for 2015.

The LWCC Executive Committee, acting as the Advisory Committee for Public Relations, negotiated a contract for public relations services within the existing 2014 budget. Information is included in the agenda packet.

The Executive Committee, along with members of the General Manager Evaluation Committee, reviewed the General Manager’s evaluation based on the 360 evaluation tools. The results of that, and the General Manager’s comments on the report, will be addressed at the July and August Board meetings.
Appendix H

3. **Adoption of Agenda** - The Chair stated that the modifications to the Motivational Fitness Center contract would not be addressed by the Board at this meeting since the contract needs to be seen by the Advisory Committee prior to the Board taking action. The agenda was adopted by general consent, as amended.

4. **Approval of Minutes of Meeting 5/29/14** - Minutes of the meeting held May 29, 2014, were approved by general consent, as distributed.

5. **General Manager’s Report** - The General Manager’s Report for June 2014 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following.

- **Finances** - There was an operating deficit in the month of May of approximately $4,000 and, year to date, a surplus of approximately $31,000.

- **Leisure World News - Printing** - The Leisure World News Advisory Committee met on June 19th and made a recommendation to engage Comprint Printing in Laurel, MD. A meeting will be held with the layout designer on June 24th and with representatives of the printing company on June 26th.

- **Recruitment of Director of Education & Recreation** - Hiring for this position is delayed pending completion of a departmental review of the organizational structure. Management will provide an interim report to the Education & Recreation Advisory Committee in July.

- **Montgomery County Housing Inspection** - A complaint was filed by a resident concerning an unsafe sidewalk in disrepair on Trust property (the Administration Building/sidewalk leading to Clubhouse 1). A county inspector met on site with the complainant on June 16th. The inspection report indicated that no deficiencies existed and the case was closed.

6. **Action Items** -

a. **FEP Actions** - Ms. King and Herb Heiserman from StreetSense reviewed the materials and plans provided to the Board related to the four areas for Board consideration: site plan for Administration; Clubhouse I, North Wing; Pond Restoration Project; and Golf Course Rehabilitation. Extensive discussion took place, and Ms. King and Mr. Heiserman responded to Board member questions.

The Board took the following actions:

**Site Plan for Administration**

Upon motion by Mr. Marks, the Board **agreed** -
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Resolution # 40, 6/24/14
That the LWCC Board of Directors approves an access/drop off road to provide alternate access to the north wing of Clubhouse I.

Clubhouse I, North Wing

Ms. Altman proposed the following resolution:

“That the LWCC Board of Directors approves the proposed comprehensive plan for renovation of the North Wing of Clubhouse I for further development. Funds to come from the Resales Fund.”

Mr. Marks proposed the following amendment, which was approved by general consent:

To add the following language: “And will include four adjacent restrooms in the development plan.”

The Board approved the amended motion by general consent, as follows -

Resolution # 41, 6/24/14
“That the LWCC Board of Directors approves the proposed comprehensive plan for renovation of the North Wing of Clubhouse I for further development and will include four adjacent restrooms in the development plan.

Upon motion by Ms. Altman, the Board agreed by general consent -

Resolution # 42, 6/24/14
The Board of Directors approves $20,000 in design fees for the North Wing of Clubhouse 1 to be developed through schematic design documentation and integrated with the site plan. Funds to come from the Resales Fund.

Pond Restoration Project

Upon motion by Mr. Marks, the Board agreed by general consent –

Resolution # 43, 6/24/14
The LWCC Board of Directors approves $60,000 in funding for engineering design fees to prepare permit and construction documents for the dredging and restoration work at the Golf Course Irrigation Pond. Funds to come from the Resales Fund.
Golf Course Rehabilitation

Mr. Perretta proposed the resolution contained in the agenda packet, as follows:

That the LWCC Board of Directors approves the amended Golf Course Playable Area Enhancement Plan dated May 9, 2014 as presented by the Golf & Greens Advisory Committee.

Mr. Jordan proposed an amendment to add the words “at an estimated cost of $914,000.” The amendment was accepted by general consent.

Mr. Byroo introduced an amendment to remove forward tees from the plan, with the associated cost. The amendment failed.

The Board voted on the amended motion, which passed as follows:

Resolution # 44, 6/24/14
That the LWCC Board of Directors approves the amended Golf Course Playable Area Enhancement Plan dated May 9, 2014 as presented by the Golf & Greens Advisory Committee, at an estimated cost of $914,000.

b. 2015 Budget Actions –

a. Budget Assumptions – Board members received a listing of comments and questions received regarding the Budget Assumptions document.

Mr. Flannery discussed the purpose of a new department included in the Budget Assumptions. This department will provide services to all of the associations in Leisure World and also administer to the major projects in the Facilities Enhancement Plan. The department will consist of a Project Manager, a Special Projects Manager, and a part-time Administrative Assistant. The Project Manager and Special Projects Manager positions currently exist, but are in two separate departments.

Any department employee who spends time working with the major projects in the Facilities Enhancement Plan will document his or her hours. Their time will then be charged to that project and the cost capitalized to the entire project. In effect, that money comes from the Resale Fund.

Mr. Flannery also reviewed the Community Facilities Fee (CF) and the Combined Mutual Operations (CMO). Under the current assumptions, the CF will be approximately $.35 per unit per month over the allowable amount based on the Trust Agreement and the capitation under the Department of Labor Consumer Price Index for this region. He noted that, in extraordinary circumstances (e.g., for taxes, utility expenses, etc.), the Trustee can vote to exceed the capitated amount.
In response to a previous request from the Board, Mr. Flannery had prepared a list of fixed and discretionary expenses for the Board’s review in considering options to reduce expenses in the 2015 operating budget.

For purposes of discussion, Mr. Marks made the following motion, which was seconded:

That the LWCC Board of Directors accepts the 2015 Budget Assumptions, as submitted.

Mr. Marks proposed the following amendment, which was seconded:

To add the following: “with the reduction of the increase in the Facilities Maintenance Plan from $75,000 to $50,000.”

Mr. Flannery stated that he did not believe this reduction would have an adverse effect on the condition of the community.

The amendment to add the words “with the reduction of the increase in the Facilities Maintenance Plan from $75,000 to $50,000” was passed by general consent.

Upon motion by Mr. Marks, the Board agreed by general consent –

**Resolution # 45, 6/24/14**
That the LWCC Board of Directors accepts the 2015 Budget Assumptions, with the reduction of the increase in the Facilities Maintenance Plan from $75,000 to $50,000.

b. **Schedule of Fees**  
Mr. Flannery reviewed the Schedule of Fees.

Upon motion by Mr. Marks, the Board agreed by general consent –

**Resolution # 46, 6/24/14**
That the LWCC Board of Directors accepts the 2015 Schedule of Fees, as presented.

c. **Capital Purchases**  
Mr. Flannery explained that capital purchases are identified as purchases of assets with a value greater than $2,000, which are placed on the books as a depreciable asset. Anything less than $2,000 becomes an expense and is charged to the operational budget. Capital purchases are funded from a reserve that comes from the depreciation in the operational budget.

Mr. Marks proposed the following motion, for the purposes of discussion –

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6
That the LWCC Board of Directors accept the 2015 Capital Purchases, as presented.

Mr. Marks proposed the following amendments, which passed by general consent:

- Eliminate one aqua bike at $3,000.
- Reduce budget by $6,000 by eliminating all six traffic lights.

Upon motion by Mr. Marks, the Board agreed by general consent.

Resolution #47, 6/24/14
That the LWCC Board of Directors accepts the 2015 Capital Purchases, with the following changes: eliminate one aqua bike at cost of $3,000; and reduce budget by $6,000 by eliminating all six traffic lights.

d. Facilities Maintenance Plan – This is the primary maintenance plan for the community.

Upon motion by Mr. Dickstein, the Board agreed by general consent:

Resolution #48, 6/24/14
That the LWCC Board of Directors accepts the Facilities Maintenance Plan (FMP) as amended.

c. Insurance Renewal for 2014-15 – The Insurance Advisory Committee met yesterday and reviewed the insurance policy. The broker presented the renewal coverages, which reflected no significant changes. However, the building valuations were adjusted.

The committee recommends that the Board accept the policy.

Upon motion by Mr. Marks, the Board agreed by general consent.

Resolution #49, 6/24/14
That the LWCC Board of Directors accepts renewal of the insurance policy for the term August 1, 2014, to July 31, 2015, at a premium cost of $2,188,667. The premium increase is 6.6%, which includes a 3.2% increase in the building replacement cost valuation.

7. Updates –

a. Fiber Optics Project – Mr. Flannery stated that Management is working with counsel and a contact at Verizon to secure an agreement regarding Leisure World’s use of 5,700 linear feet of conduit originally installed by a public utility company. Verizon’s legal representative has confirmed that Leisure World is entitled to use the
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Management will send an agreement letter on June 24th. A question was raised as to the term "use of" instead of "conveying the conduit to Leisure World," which is the intent. Mr. Flannery agreed to determine this with counsel.

The next step will be to have the conduit tested. Assuming the testing comes back positive, we will have identified about 80% of the 3.2 mile loop that would then have usable conduit. This would dramatically reduce the cost of installing the fiber optic. Mr. Flannery expects to report to the Board on the results of the testing at the July meeting.

b. IT Projects

Remote Access Capabilities (RAC) – Training has now been completed for the property managers. Training for Mutual assistants will be scheduled for July.

Job Streaming – "Job streaming" – the pushing of information from the accounting system to Mutual portal locations – is being tested with four Mutuals. It is anticipated that all Mutuals will go live in 60 days.

Security Vendor – A security vendor has been selected. An initial on-site meeting was held June 10. Testing of applications will begin in June in the following areas: incident report writing system; gate entry (resident, guest, and vendors); and remote access for residents to gate notification.

Clubhouse Operations – Electronic message board equipment has been delivered and will be installed in both Clubhouses by the end of June. Room reservation software and event registration (point of sale) software is being tested. The target date for going live is the third quarter of 2014.

c. Facilities Enhancement Plan – A status report was provided in the meeting packet for the following: 1) Administration Building; 2) Fitness Center; 3) PPD Customer Service Enhancements; and 4) Clubhouse 1 Crystal Ballroom Enhancements.

Some questions were received on the site plan for the Administration Building from Board members and residents. These were provided to StreetSense, who will report back on these items to the Community Planning Advisory Committee.

At the July meeting of the Education & Recreation Advisory Committee, StreetSense will present a plan on the Fitness Center for discussion and comment from the committee.

Ms. King distributed a "Facilities Enhancement Plan Funding Report" to Board members, which provides a snapshot on where we are on the funding and what potential costs are identified that are contained in the Facilities Maintenance Plan and the Facilities Replacement Plan that have an effect on the proposed projects.
d. Going Green Pilot – Ms. Altman stated that she would like Board members to read and digest this report over the next month. At the July meeting, she will have a motion for the Board’s action.

e. Geese Management – Included in the meeting packet was a memorandum dated June 5, 2014, from Scott Wagner, Director of Golf, reporting on options for geese management on the golf course. Mr. Wagner reviewed the report and answered Board member questions.

Ms. Cronin asked that the Golf & Greens Advisory Committee have a recommendation for action by the Board at the August Board meeting.

f. Work Plan with Communi-k – The Board received in the meeting packet a Budget Outline Summary for 2014-15 for a Communications and Public Relations Program Agreement. In addition, a Rationale for the Budget Outline Summary was distributed at the meeting.

Mr. Swetlow, as the point person for the Executive Committee on this topic, reviewed the work of the Executive Committee and the information provided to the Board. As stated in the rationale, the Board is being asked to approve a contract “that initiates a program focused on building community awareness in the last 6 months of 2014 and goes on to support a vigorous program in 2015 that lays the groundwork for the buildup to our 50th anniversary celebration in 2016.”

The Chair stated that no action needs to be taken for 2014, since it is within the current budget line for public relations. In addition, the Executive Committee has recommended funding to be included in the 2015 operating budget to continue this engagement.

8. New Business

a. Recommendation for Landscape Advisory Committee – Ms. Altman proposed the following motion, which was approved by general consent:

**Resolution # 50, 6/24/14**

The Landscape Advisory Committee is requested to provide a report to the Board of Directors no later than the August Board meeting which addresses the following, including proposed schedules for implementation: Opportunities to conduct experiments in novel approaches to lawn planting and maintenance, with projected costs and benefits; Chemicals now used by McFall and Berry and equivalents with less perceived health impacts on residents and pets (with cost differentials); Other approaches to control of insects and undesirable plants with costs and benefits.

b. Status Report from General Manager on Leisure World News – Board members received a draft resolution relating to the printing of the Leisure World News. Mr.
Flannery stated that five printing companies were contacted and their proposals evaluated. The printer selected (Comprint Printing) met with a subgroup of the Leisure World News Advisory Committee.

Mr. Flannery noted that the appearance of the newspaper will change with the new printing company. He stated that the immediate goal is to ensure that a newspaper is produced without interruption, with fine tuning to take place over the summer for areas that may need to be changed.

Upon motion by Mr. Dickstein, the Board agreed by general consent –

**Resolution # 51, 6/24/14**

That the LWCC Board of Directors authorize the General Manager to negotiate and sign an agreement with Comprint Printing Co. to assure that the Leisure World News, the singular, regular means of community-wide communications, continues to publish without interruption. The contract with the new printer will include printing and delivery of the Leisure World News, on the basis of two issues a month, for a quantity in the range of 6,000-7,000 copies per issue, at a cost of approximately $2,500-$2,800 each. The contract with Comprint Printing Co. will run from July 2014 through December 2014 with an option to renew for one year effective January 2015.

9. **Correspondence** – The Board reviewed resolutions considered by advisory committees during May and correspondence sent by the Chair since the last meeting.

10. **Open Forum** - The following residents spoke on the topics indicated:

   - Jay Harding (M17B) – Commended Mr. Swetlow on his presentation. Sidewalk safety problems. Financial reports.

11. **Next Meeting** – The next meeting of the Board will be on Tuesday, July 29, 2014, at 10:00 a.m. in the Montgomery Room (following a 9:00 a.m. closed session).

12. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:35 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 11
Montgomery Room

October 28, 2014

The LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,629 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Ferguson (MM),
Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kennon
(M6C), Kathleen Whitted (M7), Nadine Roberts (M8), Paul Eisenhour (M10), Yvete Rich
(M11), Marian Altman (M12), Billie Saunders (M13), John Radcliffe (M14), Virginia Pace
(M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow
(M18), Elyne Klein (M19A), Lawrence Damsky (M19B), Lawrence Traynham (M20A), Sara
Kain (M20A), Phil Marks (M20B), Jane Hughes, (M20B), Rosalind Kipping (M21), Carol
Portis (M22), Neil Ross (M23), Henry Jordan (M24), Frank Connolly (M26), David Frager
(M27).

Members absent:
Bob Bridgeman (M9), Roy Dickstein (M25).

Management Present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey,
Assistant General Manager; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant;
Brianna Aldridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. StreetSense Presentation – Ms. King introduced Herb Heiserman of StreetSense, who
presented schematic designs depicting what the restaurants could look like. Following
his presentation, Mr. Heiserman responded to Board member and visitor questions.

3. Chair’s Remarks –

Appointments – Joe Halpin, M 16, has joined the Energy Advisory Committee for the
remainder of this year and 2015. Barbara Stolov, M 23, is joining the PPD Advisory
Committee for the remainder of 2014 and 2015.

Ms. Cronin welcomed Frank Connolly as a new member of the Board representing
Mutual 26.

Advisory Committee Nominations – The Chair reminded all mutuals to send in their
2015 Advisory Committee Nominations by October 31st.

Informational meeting – There will be an informational meeting on the FEP for residents
in the Crystal Ballroom on November 18th at 3:00 p.m., at which time information will be
shared on the progress of each of the projects and residents’ questions answered.
Executive Committee Closed Session – The Executive Committee met in closed session on September 16, 2014 under 11OA Act 11B-111(4)(i) and (iii). No votes were taken.

Response to Email – A response to an October 3, 2014 email from a resident was sent on October 10, 2014. While it is not confidential, out of respect to the individuals named in the letter, it is not part of the packet. Any director who would like to read the response may contact the Chair.

Revised Guidelines for the Leisure World News – The revised guidelines were voted on in September and adopted with an amendment. The revised and amended guidelines were distributed to each director. They will also be posted on the website and distributed to clubs and organizations.

Robert G. Zeigler Award – At the Chair’s request, Mr. Coulsen reported on the award presented to the Leisure World Community last weekend at the Maryland Senior Olympics 2014 Hall of Fame Induction and Awards Ceremony. The award recognized Leisure World of Maryland’s ongoing participation and sponsorship with the Senior Olympics in the area of Lawn Bowling and Shuffleboard. Mr. Coulsen presented the plaque received from the organization to the Chair.

4. Adoption of Agenda – Mr. Marks made a motion, which was seconded, that a closed session be held at the conclusion of the regular session, in accordance with the requirements of § 11B-111 (4)(1) of the Maryland Homeowners Association Act, to discuss matters pertaining to employees and personnel. The motion was approved unanimously by roll call vote.

The agenda was adopted as amended.

5. Minutes of Meeting 9/30/14 – The minutes of the meeting held September 30, 2014 were approved with the following correction (which had already been made): The last paragraph on page 4 should state that the motion on resolution # 64, 9/30/14, was made by Ms. Kempton, rather than Martha Robinson.

The minutes were approved as corrected.

6. General Manager’s Report – The General Manager’s Report for October 2014 (revised 10/23/14) was received, noted, and made a part of the record. Additional written updates were provided and highlighted by the General Manager. He reported on the following:

a. Finances – At the conclusion of the third quarter of the fiscal year, there was an operating surplus of approximately $156,000.

There were 34 property transfers in the month of August, which generated approximately $124,000. The total number of transfers for the year is estimated to be in the range of 400 (a 7%-8% turnover rate), which should generate approximately $1.3 million in contributions.
Appendix H

b. Geese Management Program – The program has proven to be very successful, reducing the geese population from 125-150 at the start of the program two months ago to approximately 10-15 migratory geese currently in the community.

c. Administration Building Phone System – In response to a Board member’s question, Mr. Flannery stated that the new system is now operational and has cut down significantly on the number of calls coming into the reception desk.

7. Action Items

a. Policy on Use of Closed Circuit TV Channels. This policy (contained in the Board packet) documents in writing the way in which the Leisure World informational channels are currently used.

Upon motion by Mr. Ross, the Board agreed.

Resolution # 69, 10/28/14
To approve the draft policy on use of closed circuit TV channels, dated October 28, 2014.

In response to a question, Mr. Flannery clarified that this policy refers to the rebroadcasting of events such as LWCC Board meetings, not to daily notices of upcoming events and activities.

b. Recommendation from Community Planning Advisory Committee – Reconsideration of Including Post Office in New Administration Building – The Chair stated that the Board had taken previous action on this question, voting at that time to maintain a post office in the new Administration Building. CPAC proposes, in this motion, reconsideration of that decision.

Ms. Kipping placed the proposed resolution on the table, which was seconded, as follows:

That the LWCC Board of Directors will reconsider the option of including a post office in the Administration Building.

Extensive discussion followed, after which a vote was taken. The motion FAILED.

The Chair stated that, as a result of the motion’s failure, the Board will go ahead with the concept of including a post office in the Administration Building.

c. Motion from Executive Committee – Benchmarks from General Manager’s Specific Development Plan – The following motion from the Executive Committee was included in the agenda packet and was voted on and adopted by the Board –
Resolution # 70, 10/28/14

The Board directs that the areas of focus, tasks, and benchmarks laid out in the General Manager’s Specific Development Plan, developed as part of the 2014 evaluation process, will be used to monitor the General Manager’s performance and be part of the 2015 evaluation process.

Ms. Wacha explained that the Specific Development Plan provides some very specific benchmarks which will serve as an objective way to monitor the General Manager’s performance. It can also be used as an objective basis for the 2015 evaluation process.

8. Updates

a. Fiber Optics Project – Mr. Flannery summarized the update contained in his Additional Notes. A meeting was held with the consultant on October 23rd. They delivered the draft RFP and the supporting documentation for the actual mapping of the installation of the project. Management hopes to release the RFP to 4-5 companies by November 3rd. A pre-bid meeting will be scheduled; the 4-5 companies will have an opportunity to submit their questions; and the consultant will respond to their questions in writing. Bids are currently targeted to be due by December 5th and evaluated by December 12th. At the present time, no meetings of the Board or Executive Committee are scheduled in December. One option would be for the Board, at its November meeting, to delegate authority to the Executive Committee. A second option would be to hold a special meeting of the Board of Directors in December. A third option might be to wait until January if the targeted dates are not met.

b. IT Projects –

Security and Transportation – Management met with the Security and Transportation subcommittee to discuss/review the incident report writing program. The group has requested one additional meeting to finalize. The subcommittee expects to report back to the S&T Committee in November.

Clubhouse Operations – This week will complete the fourth week of webinar training with the staff. Full implementation is targeted for the end of the year.

On Friday, there will be a training session with a representative of a high rise mutual and a representative from a non-high rise mutual.

c. Facilities Enhancement Plan – A comprehensive update was included in the agenda packet. Ms. Gerke provided each Board member with a binder containing reports on the first three topics: lawn activities; access road; and administration building. An executive summary was also distributed.
Ms. Elise Maxam, representing the lawn activities group, provided a copy of a petition that had been circulated to Leisure World residents regarding the plans for the circular drive. She reported that approximately 770 signatures had been obtained. She presented these to the Chair.

Ms. Gerke requested that Board members read the reports and submit any questions or concerns to her or Ms. King by November 15th, so that they can be addressed at the November Board meeting. Copies of the binder will be placed in the library and at Clubhouse II, to be available for residents’ review. Copies will also be provided to members of the Community Planning and Education & Recreation Advisory Committees prior to their meetings next week.

There was discussion about the accuracy of the original cost estimates for the Administration Building as reflected in the Executive Summary. Mr. Flannery stated that, in order to obtain a more up-to-date analysis of the costs, the Board would need to approve funding for professionals to look at the systems in the existing building and determine the requirements to bring them up to code.

There were no comments on the other FiP items included in agenda item 8-e. Ms. Gerke stated that comments and questions should be forwarded to her.

d. **Financial Report – 3rd Quarter Summary** – Board members had received electronically a copy of the 3rd Quarter Financial Summary Report. Mr. Flannery noted that the report is on the Leisure World web site and in the library.

e. **Report from Landscape Advisory Committee/McFall & Berry on Use of Chemicals (June resolution)** – Ms. Altman presented the report, which the Board had received previously in September. The report includes a chart of which products McFall & Berry currently uses, along with potential alternatives and the costs of the alternatives.

Mike Angles, President of McFall & Berry, described for the Board the differences between synthetic fertilizers, organic fertilizers, and organic based fertilizers, which are used by McFall & Berry. The essential variations are quick release versus slow release, as well as cost factors. Mr. Angles agreed to provide the Board with a summary of his descriptions and how McFall & Berry plans to proceed with the rest of the products they have selected.

9. **New Business** – There was no new business to come before the Board.

10. **Correspondence** – The Board reviewed resolutions considered by advisory committees during September and correspondence sent and received by the Chair since the last meeting.
Appendix H

11. **Open Forum** – The following residents spoke on the topics indicated:

   - Sheryl Katzman (MM) – FEP updates.

12. **Next Meeting** – The next meeting of the Board will be on Tuesday, November 25, 2014, at 9:30 a.m. in the Montgomery Room.

13. **Adjournment** – There being no further business to come before the Board, the regular meeting was adjourned at 11:30 a.m.

14. **Executive Session** – A closed session meeting of the Leisure World Community Corporation Board of Directors was held on October 28, 2014, in accordance with the requirements of § 11B-111 (4) of the Maryland Homeowners Association Act, to discuss contractual and personnel matters. The closed session was approved by roll call vote of the following individuals:

   Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgarson (MM), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kernon (M6C), Kathleen Whitted (M7), Nadine Roberts (M8), Paul Eisenhour (M10), Marian Allman (M12), Billie Saunders (M13), John Radcliffe (M14), Virginia Pace (M15), Jean Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Elayne Klein (M19A), Lawrence Dumsky (M19B), Lawrence Traysham (M20A), Sara Kain (M20A), Phil Marks (M20B), Jane Hughes, (M20B), Rosalind Kipping (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Frank Connolly (M26), David Frager (M27).

   The following members were absent: Bob Bridgeman (M9), Ken McMabill (M11), Roy Dickstein (M25).

   The Chair called the closed session to order at 11:35 a.m.

   Following discussion by members of the Board, the following motion was approved by general consent:

   **Resolution # 11, 10/28/14**
   The Leisure World Community Corporation Board accepts the negotiated employment agreement with the General Manager for the years January 1, 2015 through December 31, 2016.

   The closed session adjourned at 11:45 a.m.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting #12
Crystal Ballroom

November 25, 2014

The LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,659 units.

Members present:

Charles Smith (MM), Jim Petrela (MM), Linda Wacha (MM), Mary Louise Purgason (MM), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carol Kenyon (M6C), Carole Harris (M7), Nadine Roberts (M8), Paul Eisenhour (M10), Marian Altmann (M12), Billie Saunders (M13), John Radcliffe (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swellow (M18), Flayne Klein (M19A), Lawrence Damsky (M19B), Arnold Passman (M20A), Sara Kain (M20A), Phil Marks (M20B), Barbara Kaze (M20B), Arthur Kaufman (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), David Frager (M27).

Members absent:

Bob Bridgeman (M9), Ken McMahan (M11).

Management Present:

Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursen, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Bertl Sommer, Executive Assistant; Brian Aldridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.


Overall, there was a fairly constant volume in primary and specialty care, a slight decrease in rehabilitation, and an increase in pharmacy services. Ms. Alvarez reported that MedStar's efforts to get the pharmacy Medicare-accredited were successful. As of October, they had received all of the accreditations, including those for shots, and were able to provide flu shots for Medicare patients at the Center.

MedStar is actively recruiting for a dermatologist to provide services in this high demand specialty.

Ongoing customer service training is taking place based on patient feedback.

MedStar is partnering with the Mental Health Subcommittee for a Memory Loss event on Saturday, December 6th.

Ms. Alvarez responded to Board members' questions and stated that she would present the Annual Report at the February Board meeting.
3. **Chair’s Remarks**

**Executive Committee** – The Executive Committee will transition out of PR oversight activities as soon as it is feasible once a new Communications Director is in place. Until then, the Board will receive regular updates on the work done by Comunic-k.

**GM Employment Agreement** - The Board ratified the negotiated employment contract with the General Manager for calendar years 2015 and 2016.

**Metrobus Schedule** – Beginning in December 2015, the bus schedule going north to Olney from Leisure World is being restored until at least sometime in the spring. Several informational meetings will be held, beginning with a meeting on December 10th at 2:00 p.m. on transportation options for residents who can no longer drive. Input will be solicited from residents regarding the bus service desired going forward. Ms. Cronin thanked former delegate Hank Heller for his work in getting this service restored and also Cathy Galano, chair of the Health Advisory Committee, for coordinating the upcoming meetings.

**State Road Projects** – There was a hearing the evening of November 19th at the County Council Office Building on setting priorities for state road projects. Two Leisure World buses were made available to take residents to the hearing. The Chair made a brief presentation on the need for widening Norbeck Road.

**Meeting with County Council Member** The Executive Committee met informally with County Council member-elect Sidney Katz, now the District 3 representative. This was an introductory meeting to introduce Mr. Katz to Leisure World and its operations and discuss the community’s concerns and priorities. The informal discussion was valuable, and similar discussions are anticipated in the future. They will also be expanded on a regular basis to other County and State elected officials.

**Impact Fee** – Mr. Marks and Mr. Flannery met with County Council President Craig Rice on several occasions to present Leisure World’s case for exempting FEP projects from the impact tax fee. If successful, this would result in a savings of between $50K and $65K for the community. Legislation is currently being introduced to eliminate this fee on Leisure World’s projects.

Ms. Cronin stated her hope that Board officers and Executive Committee members who are elected in January will continue efforts to help state and local elected officials understand the needs of the community, including the high priority issues of Metrobus and Norbeck Road.

**Veterans Day Luncheon** – The Chair thanked Billie Saunders for her hard work in planning and coordinating the Veterans Day luncheon, which was a huge success. Ms. Saunders has announced that she is stepping down from this effort after five years, and Ms. Cronin stated that the new coordinators (one of whom will be Ms. Altman) will have big shoes to fill.
Mike Schwartz – Mr. Schwartz, of M 23, has had to resign from the Budget and Finance Advisory Committee due to ill health. The Board wishes him a speedy recovery.

Executive Committee Closed Session – The Executive Committee met in closed session on November 14th to review personnel topics. In addition, they discussed the updating of various legal documents required as a result of the completion of the last residential units in the community. No votes were taken.

Organizational Meeting – The Organizational Meeting for 2015 is scheduled for Friday, January 9th, at 9:30 a.m. in the Montgomery Room. Normally, the meeting is held on the first Friday of the year, but the later date will allow an extra day for Board members and staff who may be traveling during the week between Christmas and New Year’s.

McFall & Berry Update – Board members received a one-page update from McFall & Berry describing the three most common types of fertilizers and their use in Leisure World.

4. Adoption of Agenda – The agenda was adopted as presented.

5. Minutes of Meeting 10/28/14 – The minutes of the meeting held October 28, 2014, were approved as written.

6. General Manager’s Report – The General Manager’s Report for November (revised 11/20/14) was received, noted, and made a part of the record. Additional written updates were provided and highlighted by the General Manager. He reported on the following:

a. Property Transfers – Property transfers remain strong, with the total number for the year estimated at approximately 400 (a 7%-8% turnover rate), which should generate approximately $1.3 million in contributions.

b. Benchmarks Report – The General Manager will distribute the report on the General Manager benchmarks in connection with his performance evaluation the week of December 8th.

c. Management Objectives – At the Organizational Meeting on January 9th, a summary report will be provided on Management Objectives for 2014, as well as objectives for calendar year 2015.

d. Status of the Community – This report will be released the week of January 22, 2015.

e. Saturday Services – On Saturday, December 6th and December 13th, the Leisure World post office will be open from 10:00 a.m. to 2:00 p.m. The postal service has agreed to send a truck on each of those days so that mail goes out on a timely basis.
In addition, the reception desk in the Administration Building will be open on Saturday, December 6th, from 10:00 a.m. to 2:00 p.m., to provide services such as issuing guest passes and collection of monthly payments. December is a busy month for requests for guest pass renewals as well as for new guest passes, and Saturday hours will provide an added convenience for people who work during the week.

7. Action Items –

a. FEP Actions – Ms. Cronin stated that the initial resolutions included in the agenda packet were drafted by the Executive Committee as a starting point for discussion, but they do not necessarily reflect the personal views of Executive Committee members.

(i) Lawn Activities/Access Road/Site Plan – The Board discussed the proposed resolution, as follows:

The LWCC Board of Directors resolves that the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated.

Mr. Marks proposed the following amendment, to which the Board agreed –

To add the following at the end: “That management and StreetSense be tasked with developing alternative access opportunities for persons with disabilities.

The Board voted on the amended motion, which was approved as follows:

Resolution # 72, 11/25/14
The LWCC Board of Directors resolves that the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated, and that Management and StreetSense be tasked with developing alternative access opportunities for persons with disabilities.

A second proposed resolution from the Executive Committee was approved by the Board as follows:

Resolution # 73, 11/25/14
The LWCC Board of Directors resolves to amend Resolution # 79, dated 10/29/13, to increase the amount by $15,000 from $50,000, to a total sum of $65,000, to explore alternate options to improve accessibility of the North Wing of Clubhouse I. Funds to come from the Resales Fund.

(ii) Administration Building Design – Montgomery Mutual resident Sandy Hazel presented a petition, reportedly signed by over 500 residents, regarding how funds from the Resale Fund are spent. The petition states opposition to construction of
a new Administration Building at an estimated cost of $3.2 million. The signers also call for an engineering study of the existing structure, to be followed by a resident referendum before a final decision is made regarding construction of a new building.

The agenda packet contained two draft resolutions. The Chair clarified the first motion by stating that the motion does not approve or disapprove any alternative. It seeks to obtain information that would provide a baseline for selecting the best option and is needed no matter which direction the Board takes.

The Board agreed –

**Resolution # 74, 11/25/14**
That $35,000 be allocated from the Resales Fund to complete the programming phase to refine the actual square footage needs for the Administration Building.

The second draft resolution was placed on the floor for discussion, as follows:

The LWCC Board of Directors resolves that LWMC engage an independent engineering and architectural firm to complete an invasive facility conditions assessment of the existing Administration Building, cost not to exceed $150,000 funds to come from the Resales Fund.

Following extensive discussion and debate, the Board voted and the motion failed.

(iii) **North Wing of Clubhouse II** – Upon motion from the Executive Committee, the Board agreed –

**Resolution # 75, 11/25/14**
To amend Resolution # 90, dated 11/26/13, to increase the amount by $60,000 from $20,000, to a total sum of $80,000, for Design Development phase of the North Wing of Clubhouse I project.

(iv) **Crystal Ballroom** – Upon motion from the Executive Committee, the Board agreed, by general consent –

**Resolution # 76, 11/25/14**
That the crystal chandelier be retained as a focal point in the Crystal Ballroom.

Upon motion from the Executive Committee, the Board agreed –
Resolution # 77, 11/25/14
The LWCC Board of Directors resolves that Resolution # 93, dated 11/26/13, be amended to increase the amount by $20,000, for a total allocation of $50,000, for the Design Development phase for the Crystal Ballroom project.

b. Janitorial Contract - The following resolution from the PPD Advisory Committee was placed on the floor by Ms. Altman. The Board agreed –

Resolution # 78, 11/25/14
The LWCC Board of Directors resolves that Stansbury Building Services be awarded the contract for janitorial services for the Trust facilities for a 3-year term, beginning January 1, 2015, in the amounts of $359,283 in 2015, $384,433 in 2016, and $411,343 in 2017.

c. Pool Contract - The following resolution from the Education & Recreation Advisory Committee was placed on the floor by Mr. Frager. The Board agreed –

Resolution # 79 - 11/25/14
Resolved, that the LWCC Board of Directors accept the proposal for pool management services submitted by Community Pool Services, LLC, Rockville, MD.

d. Advisory Committee Appointments - Upon motion from the Executive Committee, the Board agreed, by general consent –

Resolution # 80, 11/25/14
Resolved, the Board of Directors accepts the list of the 2015 advisory committee membership, as presented.

The Chair expressed her appreciation for all those who have volunteered to serve on the 2015 advisory committees.

c. Fiber Optics Contract - In order to maintain a schedule which targets field work to begin shortly after the first of the year, and because the Board is not scheduled to meet in December, the following proposed resolution was presented to the Board.

Upon motion by Mr. Smith, the Board agreed, by general consent –

Resolution # 80, 11/25/14
That, in accordance with Article IV, Responsibilities of the Board, Section 2, Delegation of Authority in the Leisure World Community Corporation Bylaws, the Leisure World Community Corporation Board of Directors delegates authority to the Executive Committee to review and approve the proposal to install fiber optic cable for implementation at Trust facilities.
The Executive Committee was asked to hold open the date of December 19, 2014, for a tentative meeting to review and approve the proposal.

f. **Deer Report Recommendations** – Mr. Eisenhaur reviewed highlights of the Deer Report provided with the Agenda packet and answered Board members’ questions.

Upon motion by Mr. Eisenhaur, by general consent, the Board approved the following resolution, as amended [amendment shown underscored] –

**Resolution # 81, 11/25/14**
Resolved, the LWCC Board of Directors directs that Management continue to use and publicize the deer reports, specifically the Security & Transportation Department, and to log reported deer incidents by residents and security staff and provide these to the S&T Committee through October 2015.

Upon motion by Mr. Eisenhaur, the Board approved, by general consent.

**Resolution # 82, 11/25/14**
The LWCC Board of Directors will take no action, birth control programs, or culling herds, on deer management at this time. Monitoring of deer incident reports of deer activity and trends in the community will continue.

g. **Pedestrians on the Golf Course** – Included in the agenda packet was a memorandum from the Golf & Greens Advisory Committee regarding the policy of allowing walkers on the golf course. Board members received a copy of a letter from Leisure World’s insurance company, stating that, from a risk management standpoint, walkers should not be permitted on the golf course when it is open.

Ms. Deakins placed the Golf & Greens Advisory Committee’s motion on the table, and it was seconded. The proposed motion was as follows:

That the LWCC Board of Directors policy to allow walkers on the golf course up to 10 a.m. is stopped immediately and that any policy to allow walkers on the golf course is reviewed and approved by the Leisure World legal counsel and the Leisure World insurance carrier.

Upon motion by Mr. Jordan, the Board agreed to amend the proposed motion by removing the words “and approved.”

A second amendment was approved to add at the end “and approved by the Board.”

Ms. Altman proposed the following substitute motion, which was seconded:
That the back nine of the golf course be officially closed until 10:00 a.m. from November 1 to March 31 of any given year.

The motion failed.

Mr. Muir proposed the following motion:

That this matter be referred back to the Golf & Greens Committee, to reconsider the legal and insurance issues involved and come back with another resolution.

The motion failed.

The Board voted on the amended motion, which was approved, as follows:

**Resolution # 83, 11/25/14**
That the LWCC Board of Directors policy to allow walkers on the golf course up to 10 a.m. is stopped immediately and that any policy to allow walkers on the golf course is reviewed by the Leisure World legal counsel and the Leisure World insurance carrier and approved by the Board.

b. Leisure World News Display Ads Rate Revision – The Board reviewed a recommendation from the Leisure World News Advisory Committee to revise the rate schedule for display ads due to the resizing of the layout of the newspaper.

Upon motion by Ms. Altman, and by general consent, the Board agreed –

**Resolution # 84, 11/25/14**
That the LWCC Board of Directors accepts the 2015 Schedule of Advertising Fees, as presented.

8. **Updates**

a. Fiber Optics Project – A bidders' conference was held on November 12th, and updated information to the RFP (primarily clarification and party responsibilities) was sent out to bidders on November 21st. Bids are due on December 8th, and everything is on schedule to meet with the Executive Committee on December 19th.

b. IT Projects – All mail/merge functions for coupon renewal letters for 2015 are completed.

The new auditors are now linked into the Jenark Ledger, which will facilitate process and improve timing of completing audit field work.

The template for job streaming should be completed by mid-December.
A second meeting on data imaging will be held the week of December 3, and a second training meeting with Mutual representatives for use of remote access will be scheduled for mid-December.

c. **Facilities Enhancement Plan** – A comprehensive update was included in the agenda packet. Ms. Gerke responded to questions.

Ms. Gerke reported, relative to the salt storage shed, that Leisure World has come to a mutually agreeable resolution with the County on the permit process, which was started yesterday.

d. **HR Report on Training** – Board members received a written report prepared by Mr. Loew, who reviewed the highlights and the anticipated next steps.

9. **New Business** – There was no new business to come before the Board.

10. **Correspondence** – The Board reviewed resolutions considered by advisory committees during October and correspondence sent and received by the Chair since the last meeting.

11. **Open Forum** – The following residents spoke on the topics indicated:

   - **Paul Eisenhaur (M 10)** – Thanked the Chair for her “incredible efforts as Chair” during her three-year term. The Chair responded that it had been a pleasure to work with the Board, and she thanked all of the Board members for their hard work in taking on and recognizing the real responsibilities we have.

   - **Myra Baum (MM)** – Spoke about a decades-old sales brochure depicting Leisure World that she had obtained.

   - **David Kipping (M-21)** – Meeting in Ballroom worked well; encouraged Board to consider meeting there again.

   - **David Frager (M-27)** – Expressed disappointment in the vote on the $150,000 and stated that Board members, as the governance body of the community, have an obligation to get on board with the programs.

12. **Next Meeting** – The next meeting of the Board will be the Organizational Meeting on Friday, January 9, 2015, at 9:30 a.m. in the Montgomery Room. The next regular meeting will be on Tuesday, January 27, 2015, in the Montgomery Room.

13. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:18 a.m.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting #2
Montgomery Room
January 27, 2015

The LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,659 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Furgurson (MM), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kennon (M6C), Kathleen Whitted (M7), Paul Eisenhour (M10), Ken McMahill (M11), Marian Altman (M12), Billie Saunders (M13), Linda O'Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Elayne Klein (M19A), Lawrence Damsky (M19B), Lawrence Traynam (M20A), Sara Kain (M20A), Phil Marks (M20B), JaneHughes (M20B), Arthur Kaufman (M21), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), David Frager (M27).

Members absent:
Marion Harrington (M5), Nadine Roberts (M8), Bob Bridgeman (M9), Carole Portis (M22).

Management Present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursen, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; Brianna Aldridge (Assisting Administration).

1. Call to Order - The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks

Letter of Representation - The Chair noted the letter of representation sent to Board members and advisory committee chairs on January 21st. He stated that, as the Chair, he generally has the authority to represent the community. Other Board members (especially those who are committee chairs) may also represent the community from time to time as designated by the Board of Directors.

Advisory Committee Changes - The following changes were reported:

Budget & Finance
Add: M9 Robert Lagas; M11 Kenneth McMahill; M23 Mike Schwartz

Community Planning
Delete: M18 Joel Swetlow

E&R
Add: M13 Faye Freedman; M25 Ida Louise Polcari
Appendix H

Energy
Add: M27 Lee Jones

Health
Delete: M23 Vlady Rozenbaum

Landscape
Add: M9 Bette Aschaffenburg

Leisure World News
Add: M19A Don Watson

Security & Transportation
Delete: M17B Joyce Temple; M10 David Leroy Salazar
Add: M9 David Spivok

3. Adoption of Agenda – The agenda was adopted as presented.

4. Minutes of Meeting 11/25/14 – The minutes of the meeting held November 25, 2014, were approved with the following editorial change in items (b) and (c) on page 6: the term “placed on the table” was changed to “placed on the floor.”

It was noted that the cost of holding the November meeting in the Crystal Ballroom (for audio services) was $1,600.

5. Minutes of LWCC Organizational Meeting 1/9/15 – The minutes of the LWCC organizational meeting held January 9, 2015, were approved as written.

6. Minutes of LWMC Annual Meeting 1/9/15 – The minutes of the LWMC annual meeting held January 9, 2015, were approved as written.

7. General Manager’s Report – The General Manager’s Report for January 2015 was received, noted, and made a part of the record. Additional written updates were provided and highlighted by the General Manager. He reported on the following:

a. Finances – For 2014, there was an unaudited operating surplus of approximately $195,000. The auditors are continuing their work on site, and a draft audit report is expected to be presented to the Audit Advisory Committee for their meeting on March 5th. The Budget & Finance Advisory Committee will take a position on the disposition of the surplus at their meeting on March 11th. The Board will act on the committee’s recommendation at the Board meeting on March 31st.

b. Property Transfers – Board members received a spreadsheets showing a breakdown of property transfers each month by Mutual and charts showing the history of the number of property transfers and contributions from 2000 to 2014.
c. Recruitment for Director of Human Resources: Approximately 42 applications have been received, which have been narrowed down to 4 candidates. Interviews will take place on Wednesday and Thursday of this week. The General Manager will ask Adaptive Leadership Strategies (ALS) to provide Profile XI assessment. Funds for this are included in the 2015 budget.

d. Board of Director Binders – The Board binders were not brought to the meeting for distribution, due to the inclement weather. Board members may pick them up from the Administration Building at their convenience. The 2015 calendar will be provided for insertion in the binders once certain dates have been finalized.

e. Greater Olney Civic Association (GOCA) – Mr. Flannery was contacted by this group relative to the County Executive’s wish to establish a separate Montgomery County task force to examine transportation needs in the county, with an emphasis on ride-on bus service. Mr. Flannery will forward the communication to Mr. Eichhaur, chair of the Security & Transportation Advisory Committee.

f. Director of Communications – Mr. Flannery introduced Victoria Valentine, Leisure World’s new Director of Communications. Ms. Valentine described her past experience in press relations, communications, and magazine journalism.

8. Action Items –

a. Asphalt/Concrete Requirements Contract: The Board reviewed background information on this contract, as well as a spreadsheet showing unit costs for replacement of concrete and asphalt in 2015-2017.

Following discussion, the Board voted on the proposed resolution from the Executive Committee, which was approved as follows:

Resolution # 3, 1/27/15
The LWCC Board of Directors approves the PPD Committee’s recommendation to contract with H & H Concrete Construction for Trust concrete and asphalt work. (Specific pricing for varying services was attached to the January Board packet.)

b. Confirmation of 2015 Advisory Committee Chairs – The Board received a list of the designated advisory committee chairs for 2015. Mr. Frager reported that, unfortunately, Mr. Ray Lee has passed away and it will therefore be necessary to appoint a new Insurance Committee chair.

The Board voted and agreed on the following motion proposed by the Executive Committee –
Resolution # 4, 1/27/15
The LWCC Board of Directors confirms the 2015 Advisory Committee Chairs, as designated.

c. Extension of Weichert Lease – Mr. Flannery discussed the background of discussions with Weichert regarding extension of their lease. In October 2014, management reached an agreement with Weichert to extend their lease for a two-year period of time ending 12/31/16.

At the Executive Committee meeting, a question was raised relative to an escalator clause in the contract. Mr. Flannery explained that there are no annual adjustments in the lease as a result of Weichert’s flexibility in allowing the sharing of space at various times by both the Leisure World of Maryland Corporation and Mutuals. He confirmed, in answer to a question, that the contract contains a 180-day cancellation clause.

Following discussion, the Board approved the following proposed resolution from the Executive Committee –

Resolution # 5, 1/27/15
The LWCC Board of Directors approves the negotiated agreement between Leisure World of Maryland Corporation and Weichert Realtors to extend their lease for a two-year period, expiring 12/31/16, with an additional one-year option.

9. Updates

a. Fiber Optics Project – Ms. Gorka summarized developments since the last Board meeting. The bidding phase was completed in December 2014 with the selection of Leading Technology Solutions (LTS) to perform installation of the underground conduit and fiber optic cable to all Trust facilities. Columbia Telecommunications Corporation (CTC) will provide technical and quality control services during the construction phase. A “kick-off” meeting was held on January 8th with management and representatives of CTC and LTS. The total construction phase is expected to last 12 weeks, absent any delays due to inclement weather.

The next phase of the project involves detailing the requirements for the system such as telephone service, wireless service, data sharing among Trust Facilities, and service providers.

b. Technology Review – Mr. Flannery noted that, as plans go forward for the two clubhouses, some decisions will need to be made relative to audio improvements, such as advanced capabilities of providing information to the community. These decisions range from simple audio improvements in a room such as the ballroom (which the architect are incorporating into their design), to consulting with a
technical group to provide more advanced capabilities, such as live broadcasts of meetings. In order to do this effectively, they would need an understanding of the expectations of the community.

Mr. Frager placed a motion on the floor from the Community Planning Advisory Committee, which was seconded, as follows

Resolved, CPAC recommends to the Board of Directors that Streetsense be tasked to design the Crystal Ballroom with the capability of recording and televising Board meetings and other large meetings and events from that venue when necessary.

Extensive discussion followed, and a motion to amend by changing “design” to “assess” was defeated. The Board subsequently voted on the original motion, which was approved by show of hands as follows.

**Resolution # 6, 1/27/15**

The LWCC Board of Directors approves CPAC’s recommendation Streetsense be tasked to design the Crystal Ballroom with the capability of recording and televising Board meetings and other large meetings and events from that venue when necessary.

Mr. Marks introduced the following recommendation from CPAC, which was seconded and discussed.

The LWCC Board of Directors approves CPAC’s recommendation to develop a strategic technology plan for the acquisition and use of technology for communication, business purposes, etc., and that such a plan be part of the 2015 management work plan.

Following discussion, Ms. Cronin moved to postpone action on the resolution until the February meeting of the Board, in order to allow CPAC and others to come up with a better rationale and a tighter motion. The motion to postpone carried unanimously. The item will be placed on the February agenda under Action Items.

c. **Facilities Enhancement Plan** – A separate report was included with the agenda packet. Copies of the report will be available on the Leisure World website and in both clubhouses, as well as the Administration Building. Ms. Gerke responded to questions. Mr. Flannery noted that, if the Board wishes to have a special work session on the report, Tuesday, February 17\(^{th}\) (after the Executive Committee meeting and before the Board meeting) is available. The Montgomery Room has been tentatively reserved for 1:30 p.m. Questions should be sent in advance to Ms. Gerke. Interested residents would also be invited to the meeting.
Ms. Gerke reported, relative to the salt storage shed, that Leisure World has come to a mutually agreeable resolution with the County on the permit process, which began yesterday.

d. **Impact Tax** – The Chair congratulated Mr. Marks, the General Manager, and the attorney on the progress made in getting this issue before the County Council. Mr. Marks reviewed the highlights of his report and stated that the potential savings to the community if the bill passes successfully are $60-90,000.

Mr. Traynham made the following motion, which was seconded and approved –

**Resolution #7, 1/27/15**
The LWCC Board of Directors expresses appreciation for the work Mr. Marks and Mr. Flannery have done in bringing legislation on the Impact Tax close to reality.

e. **Communi-k, Inc. – Summary of Last Six Months of 2014** – Mr. Swetlow stated that he was tasked six months ago with monitoring and coordinating the activities of Leisure World’s hired consultant and PR representative, Communi-k. The summary included in the agenda packet highlights what has been accomplished during the last six months.

Mr. Swetlow asked Board members to read the report and contact him with any questions they might have.

10. **Periodic Financial Reports – 2014** – The Board received a comprehensive summary. There were no questions.

11. **New Business**

a. **Proposed Standing Rule – Maintenance of Paper Ballots after a Vote** – Mr. Frager suggested that this item be postponed until the February meeting since management is seeking an attorney opinion which has not been received yet.

Upon motion by Ms. Cronin, the Board agreed by general consent –

**Resolution #8, 1/27/15**
To postpone until the February meeting the vote on Proposed Standing Rule 2.8, Maintenance of Paper Ballots after a Vote.

12. **Correspondence** – The Board reviewed resolutions considered by advisory committees during November and December and correspondence sent and received by the Chair since the last meeting.

13. **Open Forum** – The following residents spoke on the topics indicated:
• Jay Harding (M 17B) – Congratulated the Chair on his election; resignations of E&R Director, HR Director, and others.

• Bob Namovich (M 10) – Change of CPAC meeting time to 9:30 a.m. on the second Monday in the Montgomery Room.

14. **Next Meeting** – The next meeting of the Board will be on February 24, 2015, at 9:30 a.m. in the Montgomery Room.

15. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 12:20 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting #3
Montgomery Room
February 24, 2015

The LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,659 units.

Members present:
Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), Mary Louise Ferguson (MM), Marion Herrington, (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kemmon (M6C), Kathleen Whited (M7), Nadine Roberts (M8), Paul Eisenhour (M10), Ken McMinnill (M11), Marian Allman (M12), Billie Saunders (M13), John Radcliffe (M14), Virginia Pace (M15), Fred Sooboda (M16), Barbara Cronin (M17A), Alan Pechner (M17B), Joel Switlow (M18), Al Weisfendel (M19A), Lawrence Damsky (M19B), Lawrence Trayham (M20A), Sara Rain (M20A), Al Lukas (M20B), Jane Hughes (M20B), Arthur Kaufman (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), and David Frager (M27).

Members absent:
Bob Bridgeman (M9).

Management present:
Jolene King, Assistant General Manager; Tim Coursen, Assistant General Manager; Nicole Gierke, Project Manager; Victoria Valentine, Director of Communications; Nancy Gordon, Trust Assistant; and Brianna Aldridge (Assisting Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Adoption of Agenda – The agenda was adopted as presented.

3. Minutes of Meeting - The minutes of the meeting held January 27, 2015, were approved as written. (9-d. The figure $60-90,000 will be changed to $50,000-$90,000 for clarification.)


Ms. Alvarez reported achievements in the areas of (1) primary and specialty services; (2) pharmacy; (3) rehabilitation; and (4) community outreach.

Ms. Alvarez stated that MedStar's focus in Year Three will include the following: (1) continued recruitment for dermatology support; (2) assessment of demand of services and focus of services on areas with high demand; (3) improved patient referral process; (4) improved patient experience scores; and (5) improved marketing efforts.
Appendix H

5. Presentation by Streetsense on Interior Concepts -

Herb Heiserman, Streetsense, presented a design development of the North Wing Clubhouse I, which included an overall floor plan for Clubhouse 1 as well as floor plans and finishes for the Cascade Bistro, Terrace Room, Maryland Room and Crystal Ballroom (attached to Board member's packets). In addition, images of the restaurants were displayed.

This presentation was made previously to the E&R and Restaurant Advisory Committees at their February meetings. Mr. Heiserman said that most feedback from the committees was enthusiastic and positive. However, in response to comments from the Restaurant Advisory Committee, Streetsense will make a second presentation on the Terrace Rooms.

6. Chair’s Remarks -

FEP Workshop - The facilities Enhancement Plan Workshop is rescheduled for Tuesday, March 10, 2015, at 2:00 p.m. in the Montgomery Room. Mr. Frager stated that it is important for Board members to attend.

Advisory Committee Membership - The following changes were reported:

- LW News - Barbara Hudson, M20A, and Earl Geldon, M26B, have resigned.
- E&R - Diane Ivan, M10, has joined the committee.

Transit Fair - A Leisure World Transit Fair will be held Friday, March 6th, from 2:00-4:00 p.m. in the Crystal Ballroom. A flyer was distributed.

7. General Manager’s Report - In Mr. Flannery's absence, the General Manager's Report for February 2015 (revised 2/19/15) was received, noted, and made a part of the record.

Additional written updates were distributed as follows:

a. Finances - For the month of January, there was a deficit of approximately $6,000. The audit for the Trust has been completed. There are no audit adjusting entries that will affect the surplus. The audit report will be released Friday, one week prior to the Audit Advisory Committee meeting.

b. Councilman Sidney Katz - Councilman Sidney Katz will be speaking at a meeting in Clubhouse I, in the Crystal Ballroom, on Wednesday, March 25th, at 2:00 p.m.

c. Maryland Bar Association - Seminar - Friday, April 24th. The seminar by the Maryland Bar Association on Friday, April 24th, will focus on how seniors can avoid scams. The time and location are to be determined.

d. Director of Human Resources - The Director of Human Resources will start on March 16th.
c. **Additional handouts distributed to the members of the Board include:**
   - Monthly calendar of Board meeting topics and Community events.
   - General Manager's "State of the Community Report," which will be presented by the General Manager at the March Board meeting.
   - January Financials.

8. **Action Items**

a. **Standing Rule on Retention of Ballots**

   Following discussion, the Board **approved** the following proposed resolution from the Executive Committee -

   **Resolution #9 - 2/24/15**

   Resolved, the Board of Directors Standing Rule 2:8 shall read:

   The ballots used and counted for any vote taken by the Board shall be maintained in a secure location for one year from the date of the vote or until any challenge to the vote has been settled, whichever is longer. At that time, said ballots shall be destroyed.

b. **GM Evaluation Committee - Appointment of Committee**

   Following discussion, the Board **approved** the following proposed resolution from the Executive Committee -

   **Resolution #10 - 2/24/15**

   Resolved, the General Manager’s 2015 Evaluation Committee will be chaired by Paul Eisenhaure with members Barbara Cronin, Linda Wacha, Phil Marks, Henry Jordan, Joel Swellow and David Frager. A report to the LWCC Board will be provided prior to the approval of the 2016 budget.

c. **2016 50th Anniversary Program - Appointment of Special Committee**

   Following discussion, the Board **approved** the following proposed resolution from the Executive Committee -

   **Resolution #11 - 2/24/15**

   Resolved, the Board of Directors approves the Chair's naming of a special committee (Sandy Marks, Chair, Yolanda Hunt, Vice Chair) for the planning and execution of the 50th Anniversary celebration of Leisure World of Maryland.

d. **Policy on Preparation and Transmittal of Documents to Governmental Bodies**
Following discussion, the Board approved the following proposed resolution from the Executive Committee -

**Resolution # 12 - 2/24/15**
Resolved, that Standing Rule 4.3 is replaced with the following:

The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of the Board of Leisure World on legislation being considered by the state legislature and county council and rules and regulations proposed by the state and county executive branch and administrative agencies when time is of the essence, provided that any positions are approved by the LWCC Chair and/or Vice Chair.

A revised "Standing Rules, LWCC, Board of Directors" document will be provided at the March Board meeting.

e. **Delegation of Authority by the LWCC Board to the Executive Committee - Engaging Legal Counsel** -

Following discussion, the Board approved the following proposed resolution from the Executive Committee -

**Resolution # 13 - 2/24/15**
Resolved, the LWCC Board of Directors delegates the authority to the Executive Committee to spend up to $10,000 of the legal funds budget line item for any legal matters where the Leisure World Community Corporation or its component bodies are the subject of a legal issue.

9. **Updates** -

a. **Fiber Objects Project** - Ms. Gerke reported that the project has been delayed because of weather. An updated schedule will be provided at the end of the week. Pathways into the Gatehouses have been completed.

b. **IT Projects** -

The following is excerpted from the "General Manager's Additional Notes."

- On March 16th, Clubhouse operations go live with event management software. Clubhouse II training starts on March 2nd.
- Portal sites have been designed and are being populated with information.
- Accounts payable process is now live with scanning feature.
- Beginning scanning feature into Mutual operations.
- Security software updates are targeted for completion on March 31st.

c. **Impact Tax** - The Chair expressed his appreciation to Phil Marks, Kevin Flannery,
and the Leisure World attorney for their efforts to obtain an exemption of the impact tax for Leisure World.

A letter will be sent to the Montgomery County Council to thank them for the exemption and to lay the groundwork for obtaining a refund for the impact tax paid by Leisure World in 2005.

d. **Facilities Enhancement Plan - Report from Management on Board Feedback**

This topic will be discussed at the March meeting.

10. **New Business**

   a. **Approval of Funds for Civil and Geotechnical Services for the Administration Building and North Wing Clubhouse I**

Ms. Kemnon placed a motion on the floor from the Community Planning Advisory Committee, which was seconded, and **approved** -

**Resolution #14 - 2/24/15**
Resolved, that the Board of Directors approves up to $155,000 to undertake the next phases of civil and geotechnical engineering services to continue the progress of the Administration Building and North Wing of Clubhouse I projects. Funds to come from the Resales Fund.

11. **Correspondence** – The Board reviewed resolutions considered by advisory committees during January and correspondence sent and received by the Chair since the last meeting.

12. **Open Forum** – The following resident spoke on the topics indicated:

   Bob Ardike, M5 - Signage regarding oxygen usage in Mutual units.

13. **Next Meeting** – The next meeting of the Board will be on March 31, 2015, at 9:30 a.m. in the Montgomery Room.

14. **Adjournment** – There being no further business to come before the Board, the meeting was adjourned at 11:00 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 4
Montgomery Room

March 31, 2015

The LWCC Board is composed of 34 Directors representing 29 Mutuals and 5,659 units.

Members present:
Charles Smith (MM), Linda Wacha (MM), James Olsen (MM), Mary Louise Furguson (MM), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carolc Kenen (M6C), Kathleen Whitted (M7), Nadine Roberts (M8), Robert Lagus (M9); Paul Eisenhour (M10), Ken McMahlil (M11), Marian Altman (M12), Billie Saunders (M13), John Rodcliffe (M14), Virginia Pace (M15), Joan Ailston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swelow (M18), Lawrence Damsky (M19H), Lawrence Traynham (M20A), Sara Kain (M20A), Phil Marks (M20B), Jane Hughes (M20B), Cathy Galano (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), and David Frager (M27).

Members absent: Bluyne Klein (M19A).

Management present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursen, Assistant General Manager, Nicole Gerke, Project Manager, Victoria Valentine, Director of Communications; Nancy Gordon, Trust Assistant; and Beverly Chacouras (Assisting Administration).

1. **Call to Order** - The Chair called the meeting to order at 9:30 a.m.

2. **Chair's Remarks** -

   a. **Changes in Advisory Committee Rosters**
      Community Planning - Add Barbara Cronin, M17A.
      Health - Add Glena Rahmoeller, M24.
      Insurance - Gerald Sommer, M27, has been appointed Chair; add Donald Newton, M10.
      Landscape - Delete Sid Gritz, M17A; Theodore Snyder, M24; and Arnold Litman, M27A.
      Restaurant - Delete Virginia Childress, M15. Add Diane Klein, M15.
      Physical Properties - Delete Clarise Pruitt, M12; Philip Samet, M13; and Dick Carlson, M15.

   b. **Conflict of Interest Statements**
      * All but two signed conflict of interest statements have been received.
The chair stated that unit owners may ask to see signed conflict of interest statements.

3. Adoption of Agenda - The agenda was adopted as amended:
   • Add to Action Items: Villa Cortese Voting Requirements.
   • The date, time and location of the next meeting will be corrected to: April 28, 2015, 9:30 a.m. in the Montgomery Room.

4. Approval of Minutes - The minutes of the meeting held February 24, 2015, were approved as presented.

5. General Manager's Report - The General Manager's Report for April 2015 was received, noted, and made a part of the record. Additional written updates were distributed as follows:
   a. Finances - The first quarter of 2015 is projected to be at budget. A summary of 2014 was provided as part of the year-end 2014 financial statement package. Copies are available in the Administration Office.
   b. 2015 Projections -
      • Revenue estimates - It is too early in the year to project revenue. The first quarter of 2015 was slow due to inclement weather.
      • Salaries/benefits/taxes will be at or below budget.
      • Overhead - It is too early to project, but significant variances are not expected.
   c. 2016 Budget - In April, advisory committees will be asked for their recommendations for the 2016 budget. Preliminary budget assumptions and the projected financial impact will be provided to the Board in April.
   d. Human Resources
      • Ron Pancotti, Human Resources Director, was introduced and welcomed. Mr. Flannery stated that Mr. Pancotti will meet with representatives of Caughran Associates to review the status of the Maintenance Division staff training. Mr. Pancotti will also meet with representatives of the Travelers Insurance Group to develop a 2015 safety training program.
      • Recruitment for an Executive Secretary Assistant will begin in April.

6. Action Items -
   a. Villa Cortese Voting
Mr. Flannery stated that management has received a communication from the Villa Cortese Mutual stating that it has met the required number of settled units for a full-weighted vote.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 15 - 3/31/15**
Resolved, Leisure World Community Corporation has confirmed that 50% of the units in 15000 Pennfield Circle are now sold. Mutual 6C now has 216 votes.

An acknowledgment letter will be sent on April 1 from the Executive Secretary of the LWCC Board of Directors.


The Executive Committee drafted and presented the following resolutions based on the Facilities Enhancement Plan Status Report:

**Resolution # 16 - 3/31/15**

Following discussion, the resolution was approved by the Board.

**Resolution # 17 - 3/31/15**
Resolved, that the interior construction of the North Wing of Clubhouse I shall be rescheduled so as to have the restaurants and Maryland Room available for the Leisure World 50th anniversary celebrations.

Following discussion, the resolution was approved by the Board.

**Resolution # 18 - 3/31/15**

The LWCC Board of Directors authorizes a comprehensive study of the use of the green space/Golf Course for the future use of the LW
community for the purpose of determining operational alternatives to reduce/eliminate the current annual financial subsidy. With the exception of the irrigation pond project, the FEP golf project is suspended until the LWCC Board evaluates and acts on the comprehensive study results.

Following discussion by the Board, a motion was made to postpone for three months any action on Resolution #18. The motion to postpone was approved by a roll call vote.

Resolution #19 - 3/31/15
Resolved, that the Irrigation Pond project/Golf Course project, as indicated in the schedule and Facilities Enhancement Plan cash flow, as presented in the Facilities Enhancement Plan Status Report dated January 27, 2015, be modified so that the funds allocated for the Golf Course only be used to repair the course that was damaged by construction requirements for the irrigation pond repair or are connected to the dredging and maintenance of the pond (Hole #4 - Green, Hole #6 - Green/Bunker, and Hole #7 - All).

Following discussion, the resolution was approved by the Board.

c. Committee for Study of Strategic Technology Plan

Included in the agenda packet was a memorandum from the Community Planning Advisory Committee dated March 9, 2015, regarding a proposed Strategic Technology Plan.

Following discussion, the Board approved the following proposed resolution -

Resolution #20 - 3/31/15
Resolved, CPAC recommends that the Board of Directors commits to the development of a LWCC Strategic Technology Plan for the acquisition and use of technology for business activities, communications, education, recreation, and security purposes, etc. as part of the 2015 management work plan. To facilitate this work, the CPAC recommends two phases:

1) The Board of Directors immediately establishes an Ad Hoc Technology Review Committee made up of 5 to 10 Leisure World
residents who have education and experience enabling them to identify and evaluate needs and opportunities to improve the operation and services of LWM through modern technologies and prepare a report by no later than September 30, 2015, consistent with the Facilities Enhancement Plan and Strategic Plan for LWM. This report should make recommendations on whether or not a more permanent advisory committee on technology should be established.

2) CPAC recommends that Management work with the Ad Hoc Technology Review Committee and representatives of other advisory committees, as appropriate, to develop an RFP for consultants to assist in evaluating the recommended technologies, providing cost estimates, and identifying the stages necessary to implement a LWCC Strategic Technology Plan for 2015-2020 if the ad hoc committee believes such a plan is needed.

d. **Security & Transportation - Revision of Metro Entry/Exit Times**

A memorandum dated February 24, 2015, from the Security & Transportation Advisory Committee regarding WMATA buses entry into Leisure World was included in the agenda packet.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 21 - 3/31/15**
Resolved, that the WMATA buses be allowed into Leisure World from 6:00 a.m. to 9:00 p.m.

c. **50th Anniversary Program - Appointment of Members**

A roster of the 50th Anniversary Committee was included in the agenda packet.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 22 - 3/31/15**
Resolved, that the following membership to the 50th Anniversary Committee be approved,
Members: Sandy Marks, Chair; Volanda Hunt, Vice Chair; Marian Altman; John Carr; Faye Freedman; Ruth Friedman; Shirley Henderson; Marti Jacobs; Henry Jordan; David Kipping; Sally MacDonald; Ida Lou Polcar; Billie Saunders; Bud Tardiff; and Leah Weisman.

Communi-K: Laura Nickle.

LWMC: Dee Martynuska, Victoria Valentine, and Gayle Shuckeloford.

Board Liaison - Joel Swetlow.

f. LW 50th Anniversary Documentation Group

Included in the agenda packet was a roster of the special committee nominated to document Leisure World's history.

Following discussion, the Board approved the following proposed resolution -

Resolution # 23 - 3/31/15
Resolved, that the Board of Directors approves the Chair's naming of a special committee to produce a document that describes the history and accomplishments of Leisure World of Maryland since its inception. This effort coincides with the 50th Anniversary Celebration of Leisure World. Members of this committee are comprised of: Bud Tardiff, Chair; Marian Altman; Faye Freedman; David Kipping; Tony Marotta; Bob Namowicz; Jackie Rabinow; and Billie Saunders.

g. Recommendation from Audit Committee

A memorandum dated March 6, 2015, from the Audit Advisory Committee regarding the 2014 financial audit was included in the agenda packet. Also included in the packet was correspondence from Malvin Riggins & Company regarding the audit.

Following discussion, the Board approved the following proposed resolution -

Resolution # 24 - 3/31/15
Resolved, that the Board of Directors accepts the Malvin Riggins & Company 2014 Financial Audit and Financial Statements as modified. The Audit committee chair or vice chair will approve the modifications.

h. Recommendation on 2014 Operating Surplus
Included in the agenda packet was correspondence dated March 12, 2015, to the Budget & Finance Advisory Committee from LWMC Management and to the Chair of the Board of Directors from the Budget & Finance Committee regarding the 2014 Operating Surplus.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 25 - 3/31/15**
Resolved, to approve the recommendation of the disposition of the 2014 Operating Surplus of approximately $195,000 as follows: $60,000 to the Snow Storm Fund, $35,000 restricted to the Contingency Fund for the funding of the celebration of the 50th Anniversary of the Community, and $100,000 to be refunded to the Mutuals based on their percentage of contribution.

i. Permit Funding for PPD Customer Service

A document prepared by Nicole Gerke dated March 20, 2015, regarding PPD Customer Service Enhancements - Permit Funding - was included in the agenda packet.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 26 - 3/31/15**
Resolved, that the LWCC Board of Directors approves $20,000 to fund the Building Permit Phase of the PPD Customer Service Enhancements project. Funds to come from the Resales Fund.

j. North Wing Clubhouse I Design Funding

A document dated March 20, 2015, regarding North Wing of Clubhouse I Renovation - Design Fees - was included in the agenda packet.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 27 - 3/31/15**
Resolved, that the LWCC Board of Directors approves $70,000 to fund the design documents for the North Wing of Clubhouse I renovation project. Funds to come from the Resales Fund.
k. **Energy Advisory Committee Recommendation - E-rating Change Process Guidelines for Master Metered Units**

A memo from the Energy Advisory Committee dated December 16, 2014, regarding the E-Rating Change Process Guidelines Distribution and Publication was included in the agenda packet.

Following discussion, the Board approved the following proposed resolution -

**Resolution # 28 - 3/31/15**
Resolved, that the LWCC Board of Directors:

1. Approves the attached document, "E-RATING CHANGE PROCESS GUIDELINES FOR MASTER METERED UNITS," as binding guidance for requesting E-Rating changes, applicable to unit owners in Mutuals obtaining electricity through the Master Meter.
2. Distribute these Guidelines, including attachments, to all Master Meter Mutual Boards, the Leisure World (LW) Physical Properties Department (PPD), and LW Accounting.
3. Makes these Guidelines, including attachments, available wherever an Application for Building Modifications Form is obtained, including from the LW website, from the Administration Office Receptionist, and from the PPD front desk.
4. Includes these Guidelines with attachments in the New Resident Orientation Package, for units on the Master Meter.
5. Grants approval to the FAC to make changes to the Guidelines, including attachments, which improve clarity, correct errors, or enhance accuracy. The FAC will seek approval from the LWCC for any future changes in policy or substantive changes in procedures.

I. **Budget Process - 2016**

Included in the agenda packet was: a recommendation from the Budget & Finance Committee for the adoption of an Annual LWMC Budget Development Process; a draft memo to advisory committee chairs; a 2016 calendar for the budget development; budget change request form; and cost center information.

Following discussion, the Board approved the following proposed resolution -
Resolution # 29 - 3/31/15
Resolved, the Budget & Finance Advisory Committee recommends that the LWCC Board of Directors adopts the Annual LWMC Budget Development Process and the process to be utilized by Leisure World Advisory Committees and Leisure World of Maryland Corporation Management in the 2016 Budget processes.

7. Updates

a. Fiber Optic Project and Fund Expenditures Balance
A March 31, 2015, update regarding Fiber Optic Communications Network was included in the agenda packet.

b. IT Projects - Mr. Flannery provided the following information:
   i. Clubhouse Operations
      The staff in Clubhouse I is running parallel on the new software. The Clubhouse II team is in training. A meeting with vendors is scheduled for next week to discuss the operation.
   ii. Association Voice Portal Development
      o Final review of proposed templates will be completed by March 31.
      o All Association sites will be developed by April 17.
      o Customization of all sites is targeted for completion by May 15.
      o Deployment of sites will be completed in June.
   iii. Security
      In the second quarter of 2015, Security and IT will be working toward implementing certain features/applications of the CapSure software. Complete implementation will be affected by the finalization of the fiber optic project.
   iv. Overall
      LWMC Management team has met with an IT advisory company and has requested a proposal to: conduct a comprehensive assessment of the LWMC IT departmental structure and alignment with organizational objectives; review and observe current processes to identify potential efficiencies; review strategic objectives; and assist in mapping action plans and recommendations.

c. Crystal Ballroom/Maryland Room Audiovisual Technology
A document dated February 27, 2015, regarding the Crystal Ballroom and Maryland Room A/V technology was included in the agenda packet.

d. State Highway Administration Route 198:28 Hearing
A forum on MD 28/MD 198 Corridor Improvement Study will be held April 14 in the Crystal Ballroom from 9:30 a.m. to 11:30 a.m.

e. **E&R Advisory Committee Review of Policies and Procedures** - Mr. Flannery stated that the E&R Advisory Committee is conducting a comprehensive review of E&R policies and procedures.

f. **Disposition of McFall & Berry $30,000**
   Included in the agenda packet was a memo dated March 10, 2015, from Jolene King to the LWCC Board of Directors regarding McFall & Berry $30,000 Special Allowance. Of that amount, $18,000 had been approved to be used for the "Going Green" Pilot Study. In June, the Landscape Committee expects to recommend to the Board that the remaining $12,000 be used for landscape improvements to the park area located to the right of the main entrance of Clubhouse 1.

g. **Impact Fee Reexamination**
   Mr. Marks stated that in order for the County to refund the impact fee paid by Leisure World during the construction of Clubhouse II, it would have to change laws retroactive to the time the tax was assessed. It was Mr. Marks’ suggestion that Leisure World not pursue the matter.

h. **Conflict of Interest Statement Vendor List revised 3/23/15**
   A copy of a revised vendor list was included in the agenda packet.

i. **LWCC Board Standing Rules revised 2/24/15**
   A copy of the revised LWCC Board Standing Rules was included in the agenda packet.

j. **Updates for LWCC Members 2015 Board Binders**
   Mr. Frager stated that the following updated documents for the Board Binders will be distributed at the end of the meeting: Conflict of Interest Statement Vendor List; LWCC Board Standing Rules; and Commercial Property Policy Coverage Comparison.

8. **New Business** - There was no New Business.

9. **Correspondence** The Board reviewed resolutions considered by advisory committees during February and correspondence sent and received by the Chair since the last meeting.

Regarding a letter from George Leventhal, President, Montgomery County Council,
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LWCC Board of Directors
Minutes of March 31, 2015
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thanking LWCC for its support of Bill 52-14 (Pesticides - Notice Requirements - Non Essential Pesticides - Prohibitions), Ms. Altman, Chair of the Landscape Advisory Committee, stated that the Landscape Committee had not been given the opportunity to comment on the bill.

10. **Open Forum** - The following residents spoke on the topics indicated:

- Bob Namovicz, M10 - Need for liaison to CCOC regarding training of LW advisory bodies - A/V needs in Montgomery Room.
- Sam Verma, M26B - Does the Board accept suggestions made by visitors at meetings?
- Jay Harding, M17B - Do officers of LWMC sign Conflict of Interest statements? - Do advisory committee chairs and vice chairs submit their qualifications and, if so, are they available for public inspection?
- Sally MacDonald, MM - Quality of Board meeting telecasts - Delay of Board telecasts - LW Clubs' participation in 50th Anniversary activities.
- Barbara Braswell, M13 and MM - Plans for the 50th Anniversary celebration - Consumer Price Index affects only the possible increase in the community facilities fee.

11. **Next Meeting** - The next meeting of the Board will be on April 28, 2015, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** - There being no further business to come before the Board, the meeting was adjourned at 11:34 a.m.

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Henry Jordan, LWCC Executive Secretary
Appendix H

Leisure World Community Corporation
Board of Directors Meeting #5
Montgomery Room

April 28, 2015

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members present:
Charles Smith (MM), Linda Wacha (MM), Jim Perretta (MM), Mary Louise Furgason (MM),
Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhaur (M6B), Carole Kemmon
(M6C), Kathleen Whitted (M7), Betty Dixon (M8), Robert Lagas (M9), Paul Eisenhaur (M10),
Ken McMullin (M11), Marian Altman (M12), Billie Saunders (M13), Linda O’Neill (M14),
Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Beverly Stevens (M17B),
Joel Sweflow (M18), Blayne Klein (M19A), Lawrence Damsky (M19B), Lawrence Trayham
(M20A), Susan Kain (M20A), Phil Marks (M20B), Jane Hughes (M20B), Arthur Kaufman (M21),
Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Frank
Connelly (M26), and David Frager (M27).

Management present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson,
Assistant General Manager; Nicole Gerke, Project Manager; Victoria Valentine, Director of
Communications; Berri Sommer, Executive Assistant; and Nancy Gordon (Assisting
Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

   a. General Manager Evaluation Committee: The Chair asked Mr. Eisenhaur to
      comment on the General Manager Evaluation Committee. Mr. Eisenhaur stated that,
      on May 15th, a survey will be sent to three groups: Board members, Advisory
      Committee chairs, and non-Board member Mutual Presidents. Results of the survey
      will be reported at the July Board meeting.

   b. Article in Gazette: The Chair stated that an article recently appeared in the Gazette
      concerning the Administration Building. Mr. Frager thanked two individuals who
      contributed to the article for their calm and rational comments.

   c. Technology Committee: Ms. Kemmon has received 18 responses to the request for
      candidates, which will be evaluated by a panel.

   d. Changes in Advisory Committee Rosters

      Government Affairs – Priscilla Schwab, MM, has resigned.
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Golf & Greens - Roman Wowk, M11, has resigned. Clifton West, M18, and Robert Warr, M19A, have been appointed.

50th Anniversary -- Billie Saunders, M13, and David Kipping, M21, have resigned.

3. **Adoption of Agenda** – The agenda was adopted as amended with the addition of New Business item 8-b – 50th Anniversary Celebration Policy and Procedures.

4. **Approval of Minutes** – The minutes of the meeting held March 31, 2015, were approved as presented.

5. **General Manager’s Report** – The General Manager’s Report for April 2015 was received, noted, and made a part of the record. Written updates were distributed and commented on by the General Manager, as follows:

   a. **Finances** – The first quarter ended with an approximate surplus of $12,000, primarily due to savings in benefits and wages and salaries. Revenue was down in the first quarter, due to inclement weather. Productivity in the Maintenance Division is expected to improve in the second quarter.

   b. **Human Resources**

      - Ron Pancotti, Director of Human Resources, is working with the Executive Secretary, Berri Sommer, to develop a recruitment strategy for the new position of Assistant Executive Secretary. A job description is being reviewed by Managers. The target date for posting the position is the week of May 4th.

      - With the announcement of the retirement of the Comptroller, different ways of restructuring the accounting operation are being examined. At the present time, management is focusing on a structure that would not include a comptroller position. It is anticipated that there would be a Director of Accounting, with two Assistant Directors – one focusing on Mutual operations and the other focusing on Trust operations.

   c. **Risk Management** – A meeting was held with USI and representatives of the Travelers Insurance Company on April 9 to begin renewal discussions. An estimated increase in premium renewals of approximately 3% is currently anticipated, but is still under negotiation. The anticipated increase is largely due to increased replacement values of the buildings.

Safety/risk management training will be scheduled during the second and third quarters.
d. Property Transfers – In April, there were 27 property transfers, with 112 year-to-date. Contributions totaled $92,000 in April and $416,000 year-to-date.

c. General Manager Benchmarks – A written update was provided to the Board. Mr. Frager stated that the benchmarks comprise an important part of the evaluation of the General Manager and urged Board members to read them.

f. Fiber Optic Project – Ms. Geake gave an oral report on the status of this project:

- Underground conduit is complete around Leisure World Boulevard.
- Underground conduit connecting the loop to the Trust facilities is in progress.
- Underground conduit work is expected to be completed within a week.
- Testing of all underground conduit will begin once installation is complete.
- Installation of fiber optic cable is expected to start within two weeks.

g. Drug Take-Back Program – Mr. Flannery stated that Montgomery County law enforcement agencies will be conducting a drug take-back day on Saturday, May 2nd, from 10:00 a.m. to 2:00 p.m. The closest drop-off point for Leisure World residents is the Montgomery County Police 4th District Station at 2300 Randolph Road in Wheaton.

6. Action Items

a. Recommendation from E&R Advisory Committee – Extension of Fitness Center Management Contract – Mr. Dickstein introduced the committee’s proposed resolution, which was amended for clarification and recommended to be approved by the Executive Committee. Following discussion, the motion was approved by the Board –

**Resolution #30 - 4/28/15**

The Leisure World Board of Directors approves the renewal of the Motivational Fitness contract for the operation of the Fitness Center for a period of three (3) years, starting June 1, 2015 through May 31, 2018.

Ms. Whitted noted that the rationale for the resolution states that “two free thirty minute sessions are to be provided for all new residents.” It was agreed that the word “new” should be deleted. It was noted that the sign in the Fitness Center also refers to “new residents” and should be corrected to include all residents.

b. Recommendation from E&R Advisory Committee – Change in Hours of Operation of Fitness Center – Mr. Marks introduced the E&R Committee’s proposed resolution. Mr. Frager stated that he had been monitoring the use of the Center between the hours of 4:00 and 5:00 a.m. and observed anywhere from 4 to 14 people signing in during that time period.
The chair of the Fitness Subcommittee reported that all members of that committee had voted in favor of the resolution. The committee has monitored the use of the Center during the 4 to 5 a.m. hour for a period of 14 days, and found that a total of 124 individuals signed in during that time.

Ms. Bacon suggested that, in addition to the 3-month trial on the 4 to 5 a.m. hour, the number of users also be tracked for the 5 to 6 a.m. hour.

The Board agreed –

Resolution #31 - 4/28/15
The Leisure World Board of Directors approves the earlier opening, 4:00 a.m., of the Leisure World Fitness Center, on a trial basis. The trial period will be for three (3) months, beginning 4/7/15 and ending 7/6/15, to be followed by a report from the Fitness Subcommittee to the F&R Advisory Committee detailing the degree of use of this earlier opening. The request for a later closing time will be made at a later date.

c. 50th Anniversary Funding

Mr. Marks introduced the following motion from the Executive Committee, which the Executive Committee recommended be approved. The Board agreed –

Resolution #32 - 4/28/15
The Leisure World Board of Directors will adopt a fund raising strategy, as developed by the 50th Anniversary Committee, which identifies organizations and individuals who may solicit funds for the 50th Anniversary Celebration on behalf the community. Only those organizations and individuals approved by the Board of Directors may identify themselves as officially representing the LWCC 50th Anniversary Celebration fund raising.

Mr. Jordan introduced the following motion from the Executive Committee. After discussion, the Board agreed –

Resolution #33 - 4/28/15
That the $35,000 transferred into the Contingency Fund from the 2014 operating surplus be transferred to a separate restricted fund for the 50th Anniversary. In addition, the 50th Anniversary Committee is authorized to spend up to $5,000 for the initial planning of the anniversary celebration. All expenditures must be approved by the Secretary-Treasurer of the LWCC Board of Directors.
7. Updates -

a. Technology Report - Mr. Flannery stated that management will be engaging the services of Hartman Advisors to conduct a comprehensive assessment of Leisure World’s IT operation, as well as integrated functions of other departments. The assessment is expected to take approximately six weeks to complete. The initial meeting is scheduled for May 4th. The assessment report will be shared with the Technology Committee.

b. Management Objectives – Mr. Flannery stated that updated Management Objectives will be posted to the Leisure World website by the end of the week. They will also be sent electronically to Board members.

c. Budget Assumptions 2016 – Mr. Marks reviewed the Budget Assumptions Impact Summary contained in the agenda packet.

d. Fitness Center Exterior Elevations and Site Plan – Ms. Gerke presented highlights of the report attached to the agenda packet and responded to questions from Board members and nonmembers.

e. Terrace Room Revised Finishes – Ms. Gerke reported that StreetSense presented the revised finishes for the Terrace Room to the Restaurant Advisory Committee at its meeting on April 20th. She reviewed the recommendations accepted by the committee and noted that furniture samples are being procured for both the Terrace Room and the Cascade Bistro for Restaurant Committee members and residents to view and provide comments on. In addition, the StreetSense presentation will be available on the Leisure World website and in the library.

There was discussion by Board members about the merits and problems of chairs with arms.

f. Administration Building Programming – Board members received in their agenda packets a copy of a memorandum from the Community Planning Advisory Committee. This memo to the Board contains the committee’s resolution that the Administration Building Programming Study dated April 9, 2015, should not go forward until CPAC holds a special meeting with management to discuss the report.

Ms. Kenna stated that the consensus of the committee was that they need more time to review the report and record their comments before anything comes before the Board for action.

g. Irrigation Pond Impact Areas – A separate attachment was included with the agenda packet, which was reviewed by Ms. Gerke. She stated that impact areas will be
reviewed on April 29 with Mutuals 20A and 20B to provide them with an update on the progress of the project.

8. New Business

a. Deer Report – Mr. Eisenhaur responded to questions about the report from the Security & Transportation Advisory Committee contained in the agenda packet.

b. Leisure World of Maryland 50th Anniversary Celebration – Policy and Procedures - Board members received a written report distributed by Mr. Jordan, who stated that the report is an initial working document/policy statement outlining who is doing what, who is in charge, and how the funds are controlled.

Discussion followed, and Ms. Altman indicated that all members of the Foundation were in agreement with the report.

Mr. Jordan made a motion that members of the Board endorse the report. His motion was seconded and further discussion followed.

Mr. Flannery discussed the role and relationship of the Leisure World Foundation. He pointed out that, as a 501(c)(3) organization, the Foundation is autonomous from the Board of Directors, and the Board has no authority to direct it. He noted that IRS rules regarding 501(c)(3) organizations have changed in the past few years and recommended that, if they have not done so recently, the Foundation should consider having legal counsel review their governing documents. He recommended that the policy document not make reference to the Foundation until they have had an opportunity to seek legal counsel regarding what they can and cannot do. Ms. Altman was in agreement with this suggestion.

Upon motion by Mr. Traynham, the Board agreed –

Resolution # 34 - 4/28/15
To postpone action on the Leisure World of Maryland 50th Anniversary Celebration Policy and Procedures until the May Board meeting.

9. Correspondence The Board reviewed resolutions considered by advisory committees during March and correspondence sent and received by the Chair since the last meeting.

10. Open Forum – The following residents spoke on the topics indicated:

• Ms. Altman, M12 Budget Assumptions/Comcast contract.
• Paul Eisenhaur, M10 – CPI Index.
11. **Next Meeting** -- The next meeting of the Board will be on Friday, May 29, 2015, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** -- There being no further business to come before the Board, the meeting was adjourned at 10:55 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 7
Montgomery Room

June 30, 2015

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members present:
James Olsen (M5), Linda Wacha (MM), Jim Peretta (MM), Mary Louise Furgusson (MM),
Marion Harrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kennon
(M6C), Kathleen Whitted (M7), Betty Dixon (M8), Robert Lagas (M9), Paul Eisenhour (M10),
Ken McMahl (M11), Marion Altman (M12), Billie Saunders (M13), Linda O’Neill (M14),
Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B),
Lawrence Damsky (M19B), Ken Zajic (M20A), Sara Kain (M20A), Philip Marks (M20B), Jane
Hughes (M20B), Arthur Kaufman (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan
(M24), Roy Dickstein (M25), Frank Connolly (M26), and David Frager (M27).

Members absent:
Joel Swetlow (M18), Elyane Klein (M19A)

Management present:
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson,
Assistant General Manager; Nicole Gerke, Project Manager; Victoria Valentine, Director of
Communications; Richard Jones, Grounds Director; Berri Sommer, Executive Assistant; and
Nancy Gordon (Assistant Administration).

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks –

a. Changes in Advisory Committee Membership

   Anniversary
   Add: Marcia Itzahn, M26, and Noreen Potter, M6C.
   Remove: Ida Mac Polcati, M25.

   History and Accomplishments
   Add: Fred Shapiro, M24.

   Budget & Finance
   Add: Arlene Brooke, M17A.

   Energy
   Remove: Arthur Hooker, MM.

   Restaurant
   Remove: Arthur Hooker, MM.
Health

Remove Cathy Galano as Chair (will continue as committee member)

Leisure World News

Remove Martha Robinson as Chair and also as a committee member
Remove Joan Okin as Vice-Chair (will continue as committee member)

b. Leisure World News Advisory Committee -- The Chair stated that there is
disagreement in terms of the relative roles and responsibilities between the committee
and the Leisure World of Maryland Corporation staff. In addition, as a result of the
resignations of the chair and vice-chair, he hopes that at their next meeting, the
committee will recommend to him a new chair and vice-chair. He would expect
those individuals to meet with the General Manager and the Director of
Communications to discuss roles and responsibilities and try to reach agreement.

c. 50th Anniversary Committee -- The committee has asked the Chair to sign letters
addressed to the Clubs and to the Mutuals, requesting financial support for the 50th
Anniversary Celebration. Support levels range from $100 up to $25,000. Mr. Frager
courage Board members to communicate with their Mutuals' Budget & Finance
committees as they begin to develop their budgets for next year so that they can
consider whether their Mutual might want to financially support the Anniversary
Celebration.

d. Executive Session -- The Chair asked Ms. Cronin to introduce her motion for the
Board to hold a closed executive session at the conclusion of the general session. Ms.
Cronin made the following motion upon the suggestion of the General Manager:

That the Board of Directors hold a closed session in accordance with the
Maryland Homeowners Association Act, 11B-111(4)(i), to discuss matters
pertaining to employees and personnel.

The motion was seconded, and a roll call vote was held. All Board members present
(see list above) voted in favor of the motion.

3. Adoption of Agenda -- The agenda was adopted as presented by general consent.

4. Approval of Minutes -- The minutes of the meeting held May 29, 2015, were approved as
presented by general consent.

5. Approval of Minutes -- The minutes of the Special Board Meeting held June 17, 2015,
were approved as presented by general consent.

6. General Manager's Report -- The General Manager's Report for June 2015 was received,
noted, and made a part of the record. A mid-year summary was provided at the meeting
after being sent out electronically.
7. **Action Items**

a. **2016 Budget** – Mr. Marks presented the motions from the Budget & Finance Committee, which were seconded and discussed. Mr. Marks noted highlights of the committee’s proposed resolutions and responded to questions.

The Board approved the following resolutions –

**Resolution # 42 – 6/30/15**
The LWCC Board of Directors adopts the 2016 Schedule of Fees as presented by the LWMC Management.

**Resolution # 43 – 6/30/15**
The LWCC Board of Directors adopts the Facilities Maintenance Plan for Trust Properties-2016 as presented by the LWMC Management.

**Resolution # 44 – 6/30/15**
The LWCC Board of Directors adopts the 2016 Capital Purchases Proposal as presented by the LWMC Management.

**Resolution # 45 – 6/30/15**
The LWCC Board of Directors adopts the 2016 Facilities Reserve Plan as presented by the LWMC Management.

b. **Golf & Greens Report** – The committee’s report was provided for Board members to review and discuss and act on at the July meeting. At the request of the Executive Committee, Mr. Flannery provided some additional information about golf courses in Montgomery County and the city of Rockville in a cover memo dated June 24, 2015 (distributed at the Board meeting). He explained that management selected the mid-morning rates in the sample fees used in the cost comparisons. Golf courses throughout the county use a sliding scale, and rates tend to decrease as the day progresses. The peak time during a weekday is mid-morning, which is the fee used in the cost comparisons.

Mr. Flannery also noted that golf courses in Montgomery County are not subsidized by taxpayers.

In summary, he stated, the Leisure World golf course is very competitive, particularly on weekend rates.

c. **Recommendations from Landscape Committee** – Ms. Altman introduced the committee’s motion, which was seconded, as follows:
Resolved, to accept clover to be excluded from all chemical applications in Leisure World of Maryland Trust properties.

The Executive Committee did not support this recommendation. In addition, Ms. Altman stated that the Landscape Committee was divided on the issue.

Extensive discussion and questions from Board members and residents followed. Ms. King reviewed the highlights of her report included in the agenda packet and responded to questions.

The Board voted on the Landscape Committee’s motion, which failed.

Ms. Altman moved the Landscape Committee’s second motion, which was seconded, as follows:

Resolved, to accept the Leisure World of Maryland Corporation/McFall & Berry Landscape Company contract requiring contractor responsibility to care for, inspect and remove all Trust property trees identified as "dead or diseased beyond recovery" at contractor expense. McFall & Berry shall issue a $12,825 refund to LWMC.

This motion also was not supported by the Executive Committee.

Ms. King reviewed the highlights of her report included in the agenda packet and responded to questions. Discussion followed.

Following further discussion, Mr. Olson made a motion to close debate, which was seconded. The Board approved the motion to close debate, with in excess of the two-thirds approval required.

The Landscape Committee’s motion was voted on as follows:

Resolved, to accept the Leisure World of Maryland Corporation/McFall & Berry Landscape Company contract requiring contractor responsibility to care for, inspect and remove all Trust property trees identified as "dead or diseased beyond recovery" at contractor expense. McFall & Berry shall issue a $12,825 refund to LWMC.

The motion failed.

Ms. Altman introduced the Landscape Committee’s motion contained in the agenda packet relative to approving funding for conservation gardens. The motion was seconded. Following discussion, the Board agreed—
Resolution # 46 – 6/30/15
The Board of Directors authorizes an amount not to exceed $12,300 for the installation of conservation gardens: two at Cascade Park and one at the Four Acre Site. Funds shall come from the McFall & Berry Allowance provided for in the Landscape and Snow Removal contract dated August 22, 2012.

Ms. Ardyke noted that Montgomery County supports the implementation of conservation gardens and rebates are available from the county that management will be able to pursue.

d. Fitness Center Permit Funding – Mr. Frazier stated that Mr. Marks has agreed to serve as a liaison to the Planning Board with Ms. King and Ms. Gerke.

Mr. Marks introduced the Community Planning Advisory Committee’s motion, which was seconded and discussed.

The Board agreed –

Resolution # 47 – 6/30/15
The LWCC Board of Directors approves $50,000 to fund the Building Permit Phase of the Fitness Center Expansion project. Funds shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund).

e. Government Affairs Advisory Committee Membership for July 2015-June 2016 – The Board agreed by general consent as follows –

Resolution # 48 – 6/30/15
The Government Affairs Advisory Committee membership for the period of July 1, 2015, through June 30, 2016 is as follows:

M20B    Hank Holler, Chair
MV      Sally MacDonald
M17B    Jay Harding
M21     David Kipping
M23     Leo Ann Kaye
M23     Steve Kline
M24     Glenn Rahnmoeller
M26     Kenneth Muir
M27     Richard Riseberg

f. CPAC Resolution on Administration Building – Ms. Koonan introduced the four motions from the Community Planning Advisory Committee (CPAC), which were
forwarded by the Executive Committee with a recommendation that they be approved.

Ms. Kennon described the process and background of how CPAC developed its recommendations.

Upon motion by Ms. Kennon, the Board agreed by general consent –

**Resolution # 49 - 6/30/15**
Resolved, that the new Administration Building includes a dedicated 1,680 square foot room (which can be divided), as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

Upon motion by Ms. Kennon, the Board agreed by general consent –

**Resolution # 50 - 6/30/15**
Resolved, that two shared meeting rooms, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015, be reduced to one, thereby cutting square footage by approximately 400 square feet.

Upon motion by Ms. Kennon, the Board agreed by general consent –

**Resolution # 51 - 6/30/15**
Resolved, CPAC accepted the shared/collaboration small conference rooms as a total of three, a total of 360 square feet, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

Upon motion by Ms. Kennon, the Board agreed by general consent –

**Resolution # 52 - 6/30/15**
Resolved, that the Communication/Leisure World News Department be included in the new Administration Building, occupying approximately 410 square feet.

*(A correction was made to change 400 square feet to 410 square feet.)*

g. **Insurance Renewal.** The agenda packet included a summary of coverages comparing the periods 2013-2014, 2014-2015, and 2015-2016. Mr. Flannery met with the Insurance Advisory Committee last week, along with a representative of the broker, USI, to review coverages. He described the renewal process that takes place each year. The coverages recommended by the committee represent an increase of approximately 1.8 percent compared to the expiring coverages. Mr. Marks placed the committee's motion on the floor. It was seconded, and discussion followed. Mr. Flannery responded to questions.
Upon motion by Mr. Marks, the Board agreed –

Resolution # 53 - 6/30/15
Resolved, that the insurance coverages, outlined in Attachment A, are placed at a premium of $2,233,510, which represents an increase over the expiring coverages of approximately 1.8 percent.

8. Updates –

a. Report on Clubhouse Operations – Organizational Structure – A written report was sent out electronically in advance and distributed at the meeting as part of the Additional General Manager's Notes. Mr. Flannery commented on highlights of agenda items 8.a and 8.b contained in his Additional Notes. He stated that the two reports are interrelated.

The focus in the report on clubhouse operations is (a) to examine the operation now that responsibilities are no longer shared with publication of the newspaper; (b) to determine which areas of responsibilities do not align with clubhouse staff and would be more effective if assigned to another individual – for example, contract administration.

b. Report on Leisure World News – Organizational Structure – A written report was sent out electronically in advance and distributed at the meeting as part of the Additional General Manager's Notes.

The Director of Communications was hired 1/15/15. She is beginning to become familiar with additional aspects of her job description, such as public relations.

A Senior Editor position is open and expected to be filled in the third quarter.

c. FEP Status Update – Ms. King noted that there is a written report in the agenda packet. At the July meeting, the Board will receive an update that will include the financial positions of the projects.

d. Additional Projects Status Report – The Board received a written report in the agenda packet.

9. New Business – There was no new business to come before the Board.

10. Correspondence – The Chair stated that he receives lots of emails. He reminded Board members that he is unable to help unit owners with Mutual-related matters.

The Board reviewed resolutions considered by advisory committees during May and correspondence sent and received by the Chair since the last meeting.
At the Chair’s request, the General Manager reviewed plans for the Independence Day celebrations in case of inclement weather.

11. **Open Forum** – The following residents spoke on the topics indicated:

- Jim Olsen, MM – Landscape Committee proposals voted down by Board.

12. **Next Meeting** – The next meeting of the Board will be on Tuesday, July 28, 2015, at 9:30 a.m. in the Montgomery Room.

13. **Adjournment of Regular Meeting** – There being no further business to come before the Board, the meeting was adjourned at 11:30 a.m.

14. **Closed Executive Session** – The meeting resumed at 11:40 a.m. with the following Board members present:

   James Olsen (MM), Linda Wacha (MM), Jim Petretta (MM), Mary Louise Furgason (MM), Marion Harrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kinnon (M6C), Kathleen Whitted (M7), Betty Dixon (M8), Robert Lages (M9), Paul Eisenhour (M10), Ken McMahan (M11), Marian Altman (M12), Billie Saunders (M13), Linda O’Neill (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Lawrence Damsky (M19B), Ken Zajic (M20A), Sara Kain (M20A), Philip Marks (M20B), Jane Hughes (M20B), Arthur Kaufman (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Ray Dielke (M25), Frank Connolly (M26), and David Frager (M27).

   Members absent: Joel Swedlow (M18), Elayne Klein (M19A)

   Management present: Kevin Flannery, General Manager;

   The Board went into a closed executive session, in accordance with the Maryland Homeowners Association Act, 11B-111(4)(i) to discuss matters pertaining to employees and personnel.

15. **Adjournment of Closed Session** – The closed session adjourned at 12:30 p.m.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting # 11  
Montgomery Room  

September 29, 2015  

The LWCC Board is composed of 34 Directors representing 29 Mutuals.  

Members present:  
Charles Smith (MM), Linda Wacha (MM), Jim Perretta (MM), James Olsca (MM), Marion Herrington (M5), Margaret Bacon (M6A), Susan Eisenhour (M6B), Carole Kennon (M6C), Elaine Hurley (M7), Betty Dixon (M8), Bryan West (M9), Paul Eisenhour (M10), Marian Altman (M12), Billie Saunders (M13), Linda O’Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Doskins (M17B), Joel Swetlow (M18) Judy Rosenthal (M19A), Lawrence Darnsky (M19B), Lawrence Traynham (M20A), Sara Kain (M20A), Philip Marks (M20B), Paul Spiegel (M20B), Arthur Kaufman (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Eileen Book (M25), and David Frager (M27).  

Members absent:  
Ken McMahan (M11)  

Management present:  
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey, Assistant General Manager; Nicole Gerke, Project Manager; Victoria Valentine, Director of Communications; Berri Sommer, Executive Assistant; Marlene Smith, Executive Assistant; and Nancy Gordon, Trust Assistant.  

1. Call to Order - The Chair called the meeting to order at 9:30 a.m.  

2. Chair’s Remarks  

Advisory Committee Membership -  

- Resignations  
  Education & Recreation - Ida Lou Polcari, M25  
  Insurance - Sandy Rubin, M23  
  Leisure World News - Grace Cooper, M19A  
  Leisure World News - Dena Leep, M17A  

- Appointed to Vice Chair  
  Insurance - Trudy Goudriaan, M20A  

The Chair reminded Board members that October is the month when nominations for the next year’s advisory committees are due. Everyone who wishes to serve must apply. It is important for Mutual Presidents to nominate the best candidates possible.
Montgomery County Senior Summit and Focus Groups — The Chair asked Mr. Marks to comment on an opportunity for residents to participate in a Senior Summit sponsored by the County Executive of Montgomery County Council. County Executive Ike Leggett is hosting a Senior Summit in December 2015 to assess the needs and concerns of seniors and give them a voice in the community’s priorities. Prior to the summit, focus groups are being held all around the county to engage seniors and get feedback on whether Montgomery County is an age-friendly community. In addition to the focus groups, seniors may also give input through an online “Age Friendly Community Survey.” The survey can be accessed at https://www.surveymonkey.com/r/agefriendlywnc.

In anticipation of this year’s summit in December, Leisure World residents of all ages are encouraged to complete the electronic county survey. For those who prefer, paper copies of the survey are available at the E&R offices in both clubhouses. Residents should return the completed surveys to the E&R Office by Friday, Oct. 9th.

There are two opportunities to participate in county-led focus groups at Leisure World: (1) on Oct. 8th, at Clubhouse I in the Baltimore Room, from 1:30 to 3:30 p.m., or (2) on Oct. 9th, at Clubhouse I in the Chesapeake Room, from 1:30 to 3:30 p.m. Residents who wish to attend should sign up at the E&R Office. Space is limited.

3. Adoption of Agenda - Update Item 7-e (Montgomery County Bill 52-14) was amended to become Action Item 6-e. The Agenda was approved by general consent as amended.

4. Approval of Minutes of August 25, 2015 - The Minutes of 8/25/15 were approved by general consent as written.

5. General Manager’s Report - The General Manager’s Report for September 2015 was received, noted, and made a part of the record. Mr. Flannery made additional comments as follows:

Finances — As the community enters the final quarter of the year, the year-to-date operating surplus is approximately $122,000.

Property Transfers — In September, there were 27 property transfers, which generated approximately $90,000 in contributions, placing total year-to-date contributions at just over $1 million.

Status of Fire — Mr. Flannery stated that all displaced residents have now obtained temporary housing. He met with the Insurance Advisory Committee yesterday, and a reserve for damages has been established at $720,000.

Management is working with the insurance broker to develop an educational forum to remind residents about the importance of obtaining homeowners insurance. Six of the 12 units affected did not have this insurance. The forum will address what is covered by the Leisure World umbrella policy and what residents need to purchase on their own.
Appendix H

Asphalt Repair Program — Management will meet with the PPD Advisory Committee in the
month of October to discuss the asphalt repair and replacement program. Management plans on
making a recommendation to move up into the final quarter of this year on the areas of
Trust properties scheduled for replacement in the first quarter of next year. The location and
particular project will be discussed with the PPD Committee. In addition, the cash flow
impact will be discussed with the Budget & Finance Committee.

Fraud Alerts — Telephone Scams — Mr. Plummer stated that he has been alerted by the
Montgomery County State’s Attorney’s Office about some scams occurring at the present
time. Two in particular are taking place — one where a caller states that a person’s internet
service has been locked up and a credit card number is needed to repair it, and a second from
a caller claiming to represent PEPCO stating that a person is delinquent on their bill and that
a credit card number is required to avoid having their power cut off.

6. Action Items

a. 50th Anniversary Committee — Policy Guidance — Mr. Jordan introduced the following
motion from the committee, which was forwarded by the Executive Committee with a
recommendation for approval.

The LWCC Board of Directors authorizes the 50th Anniversary Committee, as
part of its fund raising activities, to offer a sponsor the opportunity to place a
banner on the globe announcing its support for our community celebration. The
banner would have the following information: Forward@50! logo and the top
sponsor’s name. The banner will comply with all state and county sign
regulations and would be in place from April 1, 2016 through October 1, 2016.

Mr. Jordan stated that this motion was presented at the last Board meeting and a
Board member had requested additional information regarding sponsorships. That
information (a listing of available sponsorship opportunities) is included on page 20
of the agenda packet.

Discussion took place, during which Ms. Cronin moved the following amendment,
which was seconded:

The committee is seeking approval to be able to offer to our top sponsor, based
on monetary contributions, the ability to place a banner on the globe which
would include the name of the company.

Following further discussion, the Board voted on the amendment. The amendment
failed.

The Board then voted on the committee’s original motion (above). The original
motion failed.
b. Recommendation from Community Planning Advisory Committee. The Board received a memo from the committee with its recommendation regarding the Administration Building/Clubhouse 1 Site Plan.

Ms. Kennon, chair of the committee, stated that the committee began working on this item in January 2014 and has discussed the Administration Building floor plan and site plan at 12 meetings. Their comments and ideas were shared with the architects and all other relevant advisory committees. The result of that collaborative process is before the Board.

Ms. Kennon stated the committee’s motion, contained in the handout dated 9/28/15, which was adopted by the committee at their meeting on 9/24/15. The motion, as follows, was seconded:

Resolved, LWCC Board of Directors approves all the CPAC recommendations adopted at its September 24, 2015 meeting. The resolution “Administration Building Option B (Bi-Level) and Site Plan B Location” is attached. The Board further authorizes Management to proceed with the development of a site plan reflecting a Parking Lot and Traffic Plan consistent with the attached CPAC recommended plan. (See attached.)

Ms. Kennon stated that the committee’s memorandum dated September 24th should be attached to the minutes with the motion, with the removal of the site plan diagram dated August 10, 2015, for clarity.

Following discussion, the Board voted on the committee’s motion and agreed —

Resolution # 70, 9/29/15
The LWCC Board of Directors approves all the CPAC recommendations adopted at its September 24, 2015 meeting. The resolution “Administration Building Option B (Bi-Level) and Site Plan B Location” is attached. The Board further authorizes Management to proceed with the development of a site plan reflecting a Parking Lot and Traffic Plan consistent with the attached CPAC recommended plan. (See attached.)

Two Board members opposed the motion.

c. Montgomery County Bill 52-14 – The Chair stated that the Board had three options: not to approve either the original Leventhal bill or the Berliner amendment; to support the Berliner amendment; or to support the original bill introduced by Council Chair Leventhal.

Mr. Eisenhaur introduced the following motion, which was seconded. The Board agreed —
Appendix H

Resolution # 71, 9/29/15
To receive the correspondence dated February 13, 2015, sent to the entire Montgomery County Council giving support to bill 52-14 by the LWCC Board of Directors. This correspondence resulting the endorsement needs to be presented to the Montgomery County Council as soon as possible.

Ms. Altman provided a report from the Landscape Advisory Committee outlining the primary features of both bills. She placed the following motion on the floor, which was seconded:

Resolved, the LWCC Board of Directors agrees that they will not indicate support of either version of the Montgomery County Pesticide Bill 52-14.

Discussion followed, and the following words were added by general consent: “based on significant shortcomings in both bills.”

After further discussion, the Board voted and agreed –

Resolution # 72, 9/29/15
The LWCC Board of Directors agrees that they will not indicate support of either version of the Montgomery County Pesticide Bill 52-14, based on significant shortcomings in both bills.

Five Board members opposed the motion.

7. Updates –

a. Report from Strategic Technology Committee – Tim Carrico, a member of the committee, presented a Power Point presentation of the committee’s report and initial evaluation. He stated that the committee is not duplicating the work being done by Hartman Advisors, but is rather taking a longer term approach that is much more focused on the residents. He requested feedback from Board members on what the committee is doing.

Mr. Marks introduced the following resolution, which was seconded and approved as follows –

Resolution # 73, 9/29/15
The LWCC Board of Directors approves the request of the Strategic Technology Committee to present a 2016-2020 LWCC Strategic Technology Plan, including alternative analysis for solutions, cost estimates and implementation stages, by March 31, 2016.

Further, the LWCC Board of Directors approves the recommendation of the committee to maintain its ad hoc status.
b. Update on Hartman Engagement – IT – Mr. Flannery updated the Board on what is being addressed at the present time: moving forward on a new platform for email service; and, longer term, beginning to develop requirements for the RFP for the fiber implementation. More information is contained in the General Manager’s Additional Notes.

c. Update on FHP and Other Projects – An update was contained in the agenda packet. Ms. King noted the final two items – the opening of the Crystal Ballroom on September 19th and the completion of the Salt Shed at $5,200 under budget.

d. LWNAC/Management/Board Representatives’ Progress on Roles and Responsibilities – Mr. Frager read the report of the most recent meeting of the LWNAC, which was observed by three Board members (Mr. Tropp, Mr. Jordan, and Mr. Frager).

8. New Business – There was no new business to come before the Board.

9. Correspondence -- The Board reviewed resolutions considered by advisory committees during August and correspondence sent and received since the last meeting.

10. Open Forum – Mr. Frager expressed appreciation for all of the efforts of management and staff during the recent fire, as well as for the many offers of help from public officials and others.

The following individuals spoke on the topics indicated:

- Arthur Kaufman, M21 – No identification of contractors entering the community unless they are wearing a uniform.

11. Next Meeting – The next meeting of the Board will be on Tuesday, October 27, 2015, at 9:30 a.m. in the Montgomery Room.

12. Adjournment – There being no further business to come before the Board, the meeting was adjourned at 11:30 a.m.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Board of Directors Meeting #13  
Montgomery Room  

November 24, 2015  

The LWCC Board is composed of 34 Directors representing 29 Mutuals.  

Members present:  
Charles Smith (MM), Linda Wacha (MM), Jim Ferricita (MM), James Olsen (MM),  
Marion Herrington (M5), Morton Solar (M6A), Susan Eisenhour (M6B), Carole Kennon  
(M6C), Kathleen Whitted (M7), Betty Dixon (M8), Robert Tropp (M9), Paul Eisenhaur (M10),  
Ken McMahl (M11), Marian Altman (M12), Billie Saunders (M13), Linda O’Neil (M14),  
Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B),  
Joel Swetlow (M18), Richard Dunn (M19A), Lawrence Dansky (M19B), Sara Kain (M20A),  
Ken Zajic (M20A), Phil Marks (M20B), Phil Klubes (M20B), David Polinsky (M21), Carole Portis  
(M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26) and  
David Frager (M27).  

Management present:  
Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey,  
Assistant General Manager; Nicole Gerke, Project Manager; Victoria Valentine, Director of  
Communications; Marlene Smith, Executive Assistant; and Nancy Gordon, Trust Assistant.  

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.  

2. Chair’s Remarks  
   - There will be a full discussion on the MedStar proposal.  
   - The Chair directed Board members to read the additional documentation handed out.  

3. Adoption of the Agenda – The Agenda was approved as amended. Add 7 h, Certificate  
of Appreciation for Captain Rutten under Action Items.  

Upon motion by Mr. Swetlow, the Board agreed -  

Resolution # 81, 11/24/15  
RESOLVED, the LWCC Board of Directors agreed, by roll call vote of Board members  
present, that a closed session be held following the regular meeting to discuss personnel  
and contract matters, in accordance with the requirements of § 11B-111(4) (i) (iv) of the  
Maryland Homeowners Association Act.
4. **Approval of Minutes**  The Minutes of the October 27, 2015 meeting were approved as amended.

5. **General Manager’s Report** – The General Manager’s Report for November 2015 (revised 11/09/15) was received, noted and made part of the record. Mr. Flannery made additional comments as follows:

**Finances** – Year-to-date operating surplus is approximately $131,000.

**Insurance Forum** – Approximately 175 residents attended this event.

**Senior Editor** – Interviews are in process for this position.

**Pepco Infrastructure** – Pepco has asked to collaborate with Leisure World to come up with an approximate circuit load in terms of residential connections.

Pepco will hold an internal meeting during the week of December 8th to discuss infrastructure improvement plans for Leisure World.

They will schedule a meeting with management afterwards to discuss Pepco’s plans for equipment replacement and cable work in the community.

**Fire report update** – Ms. King reported on two fires.
- M19A – affected one unit – nothing structurally related. There was smoke and water damage.
- M27 – affected 7 units – nothing structurally related. There was smoke and water damage.

**Technology updates** – Mr. Flannery provided overviews of the following:
- Office 365 software training
- Association Voice (AV) (Mutuals/Community-wide) web portals.
- Capsure – cloud based integrating solution for Security operations.
- Capital Purchases – recommendation to the LWCC Board.

6. **MedStar 3rd Quarter Report** – Ana Alvarez

Ms. Alvarez reported on the following items:
- Primary and Specialty Care updates.
- Rehabilitation (physical and occupational).
- Dental services (provided separately).
• Volume data.
• Management Agreement, which displays goals met (currently recruiting for Dermatologists and Neurologist).
• Open house held the end of September 2015 was very successful.

Ms. Alvarez responded to questions from Board members.

7. **Action Items**

a. **Confirmation of 2016 Advisory Committees**

**Resolution # 82, 11/24/15**

Resolved, the LWCC Board of Directors agreed, by general consent, to confirm the nominations to the 2016 LWCC Advisory Committees as presented.

b. **MedStar Pilot Program**

At the Chair’s request, Mr. Marks read the following proposed resolution:

Resolved, the LWCC Board of Directors approves the proposed MedStar Pilot Program dated 11/11/15 to permit non-resident use of the Medical Center as outlined in its proposal, and MedStar will comply with all its commitments in the proposal and the commitments listed in the Responses to Expanded Access Questions 11/20/15.

The pilot will begin on or about January 1, 2016, and terminate on June 30, 2016. During this period, MedStar will limit non-resident participation to existing MedStar patients over 55 and not exceed 25% of the total patient visits to the Medical Center. MedStar will report to the Health Advisory Committee, on a monthly basis, the number of non-resident visits to the Medical Center by month and specialty as well as all other activities undertaken as part of the pilot project.

The Board will review reports from the S&T Advisory Committee and Health Advisory Committee in conjunction with MedStar’s evaluation of the impact of the pilot project at its June 2016 meeting. The Board will determine whether to continue, modify, or end the program. The Board reserves the right to modify or terminate the pilot on two weeks’ notice if the Board deems continuing the program is not in the best interest of the community.
Ana Alvarez of MedStar provided an overview of the following components of the MedStar Pilot Proposal:

- Background information.
- Proposal content and projected marketing efforts.
- Criteria for providing access.
- Targets and Measures of Success.
- Final conclusion and targeted goal.

Extensive discussion followed and Ms. Alvarez responded to questions from Board members and residents.

Upon motion by Mr. Marks, the Board agreed:

**Resolution #83, 11/24/15**

Resolved, the LWCC Board of Directors approved the proposed MedStar Pilot Program dated 11/11/15 to permit non-resident use of the Medical Center as outlined in its proposal, and MedStar will comply with all its commitments in the proposal and the commitments listed in the Responses to Expanded Access Questions 11/20/15.

The pilot will begin on or about January 1, 2016, and terminate on June 30, 2016. During this period, MedStar will limit non-resident participation to existing MedStar patients over 55 and not exceed 25% of the total patient visits to the Medical Center. MedStar will report to the Health Advisory Committee, on a monthly basis, the number of non-resident visits to the Medical Center by month and specialty as well as all other activities undertaken as part of the pilot project.

The Board will review reports from the S&T Advisory Committee and Health Advisory Committee in conjunction with MedStar’s evaluation of the impact of the pilot project at its June 2016 meeting. The Board will determine whether to continue, modify, or end the program. The Board reserves the right to modify or terminate the pilot on two weeks’ notice if the Board deems continuing the program is not in the best interest of the community.

The motion passed 32 for and two opposed.

c. Administration Building Site Plan, eliminating 3 shuffleboards courts for parking access to Admin and CH1 North Wing

Jolene King provided background information on the elimination of the shuffleboards to eliminate three of the four shuffleboard courts to provide additional
handicapped parking accessible to the new Administration Building and North Wing of Clubhouse 1. Yolanda Hunt spoke on behalf of the E&R Committee to support the elimination of the 3 shuffleboard courts.

**Resolution # 84, 11/24/15**

Resolved, the LWCC Board of Directors approves the recommendations of the Community Planning and Education and Recreation Advisory Committees to eliminate three of the four shuffleboard courts to provide parking accessible to the Administration Building and North Wing of Clubhouse 1 as shown on the “Administration Building Site Plan – Preliminary Layout – CPAC – November 9, 2015”.

d. **CHI North Wing Terrace Room Construction Funding and Contract with Morgan Keller** –

Ms. King provided information on the CHI North Wing Terrace Room and introduced Michael Maher, Senior Project Manager from Morgan Keller Inc. Mr. Maher presented a history on Morgan Keller Inc detailing company structure. Upon motion by Ms. Cronin, the Board unanimously agreed –

**Resolution # 85, 11/24/15**

Resolved, the LWCC Board of Directors approves a construction contract with Morgan Keller for the Terrace Room Enhancements project and the renovation of the North Wing Restrooms, in an amount not to exceed $424,000 and funding for construction management support in the amount of $30,000.

| Construction Contract with Morgan Keller | $424,000 |
| Construction Management Support | $30,000 |
| **Total** | **$454,000** |

Funding shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund) in the amount of $430,000 and $24,000 shall come from the 2014 and 2015 Facilities Maintenance Plan for renovation of the restrooms in the North Wing of Clubhouse 1.

e. **Books/Records Policy and Associated Forms (updated)** –

Mr. Flannery reported on the updates that comply with the changes in law at the Maryland Courts. Mr. Flannery pointed out the additional two bullets added on page 59.
Upon motion made, the Board unanimously agreed –

**Resolution # 86, 11/24/15**

Resolved, the LWCC Board of Directors approves the updated "Requests for Information - Policy and Procedures" dated November 24, 2015.

f. **Recommendations from Budget & Finance** –

Upon motion by Mr. Marks, the Board agreed –

**Resolution # 87, 11/24/15**

Resolved, the LWCC Board of Directors approves the recommendation of the Budget & Finance Advisory Committee to approve the capital expenditure of $265,000 for information technology equipment replacement and network enhancements. Funding to come from the Capital Equipment Fund.

Upon motion by Mr. Marks, the Board agreed –

**Resolution # 88, 11/24/15**

Resolved, the LWCC Board of Directors approves the recommendation of the Budget & Finance Advisory Committee to adopt the Annual LWMC Budget Development Process as the process to be utilized by Leisure World Advisory Committees and Leisure World of Maryland Corporation in the 2017 Budget process.

g. **MC 14-16 – Early Voting Centers** – Mr. Frager made reference to the letter included in the meeting package. The Government Affairs Committee felt that the MC 14-16 bill would impact Leisure World and decided to prepare a letter for Delegate Shane Robinson of the Montgomery County House Delegation. Mr. Muir provided a full description of the MC 14-16 Bill to the Board.

Upon motion by Mr. Muir, the Board agreed –

**Resolution # 89, 11/24/15**

Resolved, the LWCC Board of Directors approves sending a letter regarding MC 14-16 Early Voting Centers, dated November 20, 2015, with several wording revisions, to the Montgomery County House Delegation.
8. **Updates**

a. **Update on Hartman Engagement -- RFP status** - Mr. Flannery communicated the update on the Hartman Engagement. He cited that the update was covered in his additional notes. An expanded report will be sent electronically to all Board members in December. The RFP was released on November 10th. One vendor was interviewed and the second vendor will be interviewed tomorrow morning.

b. **Update on FEP and Other Projects -- Ms. King referenced the FEP updates on page 74. There are no additional FEP updates at this time.**

c. **Benchmarks (GM) -- Clubhouse Operation and Administrative support services**

   **Clubhouse Operations** - Mr. Flannery provided a summary report based on the information shared on pages 76-78.

   **Administrative Support Services** - Mr. Flannery provided a summary report based on the information shared on pages 79-80.

9. **New Business** - None.

10. **Correspondence** - The Board reviewed resolutions considered by the advisory committees during the month of October. Letter from the Chair, Energy Advisory Committee (EAC) regarding the E-rating System. The EAC is recommending to the Board of Directors changes in the E-rating system. The EAC charter does not require the Committee to process E-rating changes. The process for calculating the E-rating system is time consuming and the committee may not have the staffing to handle the demands of calculating an e-rating system.

11. **Open Forum** - The following individuals spoke on the topics indicated:

   - David Kipping, M21 - Encouraged everyone to read the letter on the Fiteside Forum.
• Carol Cohen, M20B – Addressed the Lions Club meeting this past Saturday evening. The Lions Club would like to have boxes placed at resident buildings for the collection of pill bottles and eyeglasses.

12. Next Meeting –
Organizational Meeting – Friday, January 8, 2016, at 9:30 a.m. in the Montgomery Room

Next Regular Meeting – Tuesday, January 26, 2016, at 9:30 a.m. in the Montgomery Room

13. Adjournment - There being no further business to come before the Board, the Regular meeting was adjourned at 12:08 p.m.

14. Closed Session
A closed session meeting of the Leisure World Community Corporation Board of Directors was called to order at 12:30 p.m. on November 26, 2015 to discuss a report by Hartman Executive Advisors.

A roll call vote was previously taken at the open Leisure World Community Corporation board meeting on November 26, 2015 to go into a closed session in accordance with the requirements of § 11B-111(4) (i) (iv) of the Maryland Homeowners Association Act, to discuss contractual and personnel matters. The motion was approved by voice vote of the Board members present at that meeting.

Members present at the closed session:

Linda Waecht (MM), Jim Perretta (MM), James Olsen (MM), Marion Herrington (M5), Carole Kenyon (M6C), Kathleen Whitted (M7), Betty Dixon (M8), Robert Tropp (M9), Paul Eisenhaur (M10), Ken McMahill (M11), Marian Altman (M12), Billie Saunders (M13), Linda O'Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Frances Deakins (M17B), Joel Swetlow (M18), Lawrence Damsky (M19B), Sara Kain (M20A), Ken Zajic (20A), Phil Marks (M20B), Phil Klubis (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26) and David Frager (M27).

Members absent: Charles Smith (MM), Morton Solar (M6A), Susan Eisenhaur (M6B), Richard Dunn (M19A),

Guests: Kevin Flannery, General Manager, and Greg Soliskis from Hartman Executive Advisors.
A report was presented by Hartman Executive Advisors which detailed Leisure World of Maryland Corporation IT operations, staffing responsibilities/qualifications and long-term options. Board members addressed questions relative where we want to be strategically in the future and the current and future staffing required.

The closed session adjourned at 1:00 PM.

Henry Jordan
LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 7
Montgomery Room

June 28, 2016

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members present:
Jim Perretta (MM), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Shannon Braddock (M5), Morton Solar (M6A), Vernon Skinner (M6B), Carole Kennon (M6C), Elaine Durley (M7), Connie Burke (M8), Robert Tropp (M9), Paul Eisenhaur (M10), Ken McMullin (M11), Marian Allman (M12), Barbara Bruswell (M13), Linda O'Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Pechner (M17B), Lawrence Damsky (M19B), Ken Zajic (M20A), Saul Peru (20A), Phil Marks (M20B), Paul Spiegel (M20B), David Poliansky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muit (M26), and David Frager (M27).

Members absent:
Joel Swetlow (M18)
No representative at this time (M19A)

Management present:
Kevin Flamery, General Manager; Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Maureen Freeman, Senior Editor; Berri Sommer, Executive Assistant; Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. **Call to Order** - The Chair called the meeting to order at 9:30 a.m.

2. **Chair's Remarks**

   a. **Events at Orlando Night Club** - The Chair expressed the sympathy and solidarity of the Board and the community as a whole with Leisure World's LBGT community over the hate crime that took place two weeks ago in an Orlando night club, which resulted in approximately 100 casualties.

   b. **Advisory Committees** -

      **Appointments**
      - PPD – Patricia Hemstead, M26
      - Tennis – Seymour Harnik, M20B

      **Resignation**
      - Landscape – Shirley Von Reichenbach, MM
New Vice Chair
- Energy – Lee Jones, M27, is new vice chair of the Energy Committee.

Government Affairs Advisory Committee (GAAC) Appointments
(July 1, 2016 – June 30, 2017)
Sally MacDonald, MM
Richard Amato*, GC
Jordan Harding, 178
Hank Heller, 20B
LeeAnn Kaye, 23
Steve Kline, 23
Glenn Rahmoeller, 24
Ken Muir, 26 (Chair)
Richard Riseberg, 27

*new to committee

The Chair asked for the concurrence of the Board in the GAAC appointments. There were no objections.

3. **Adoption of the Agenda** – The Chair added the following item:
   New Business item 9-d, Site Plan Authorization for the General Manager.

The agenda was accepted as amended by general consent.

4. **MedStar First Quarter Report** – MedStar representative Ana Alvarez reviewed the written report contained in the agenda packet and answered questions from Board members. She indicated that MedStar continues to be interested in a long-term partnership with Leisure World and is examining almost four years of data to see what, if any, changes, may need to be made to their services.

5. **Approval of the Minutes of May 24, 2016** – The Minutes were approved by general consent, as presented.

   Ms. Hurley requested that, when writing about the Environmental Festival held on May 1st, recognition be given to Leisure World Greens, which had a significant role in arranging the program.

6. **General Manager's Report** – The General Manager’s Report for June 2016 was noted and made part of the record. Mr. Flannery distributed “Additional Notes” and made the following additional comments: 
a. Development of Operational Budgets — July is the month when management presents the operational budgets to the various operating committees. Draft budgets are distributed to the appropriate committees one week in advance of their scheduled meetings.

7. Action Items

a. 2017 Budget

• Schedule of Fees

Upon motion by Mr. Marks, duly seconded, the Board agreed —

Resolution # 24, 6/28/16
The LWCC Board of Directors accepts the recommendation of Management and the Budget & Finance Advisory Committee to approve the 2017 Schedule of Fees as presented.

• Capital Equipment

Discussion took place, and an amendment was defeated to eliminate speed boards.

Upon motion by Mr. Marks, duly seconded, the Board agreed —

Resolution # 25, 6/28/16
The LWCC Board of Directors accepts the recommendation of Management and the Budget & Finance Advisory Committee to approve the 2017 Capital Equipment Proposal as presented. Total Cost: $228,950.

• Accelerate purchase of items related to the 50th Anniversary

Following discussion, and upon motion by Mr. Marks, duly seconded, the Board agreed —

Resolution # 26, 6/28/16
The LWCC Board of Directors accepts the recommendation of Management and the Budget & Finance Advisory Committee to accelerate the purchase of Audio Visual Equipment at $24,000 and Outdoor Furniture at $6,000 in 2015.
Note: Above recommendation is part of the 2017 Capital Equipment Proposal.

• Facility Maintenance Plan

Upon motion by Mr. Marks, duly seconded, the Board agreed —
Appendix H

Resolution # 27, 6/28/16
The LWCC Board of Directors accepts the recommendation of Management and the Budget & Finance Advisory Committee to approve the 2017 Facility Maintenance Plan as presented. Total Cost: $1,514,595.

b. Letter to State Highway Administration – Sidewalk Installation – Following discussion, and upon motion by Mr. Muir, duly seconded, the Board agreed –

Resolution # 28, 6/28/16
The LWCC Board of Directors accepts the recommendation of the Government Affairs Advisory Committee to send the letter addressed to Mr. Gregory Johnson dated June 28, 2016.

c. Banner on Globe for 50th Anniversary – The following motion was moved by Mr. Jordan and seconded:

The LWCC Board of Directors approves the recommendation from the Forward/50! Committee to hang a Forward/50! banner on the Leisure World globe.

Mr. Jordan moved the following substitute motion, which was seconded. Following discussion, the Board agreed –

Resolution # 29, 6/28/16
The LWCC Board of Directors approves the recommendation from the Forward/50! Committee to hang a Forward/50! banner on the Leisure World globe and place signs, banners, and flags on Trust property.

d. Extension of Pilot Program – MedStar – Ms. Ahman placed the following motion, which was duly seconded, on the floor:

The LWCC Board of Directors approves the recommendation of the Health Advisory Committee to make permanent the MedStar program that expires on June 30, 2016.

Ms. Cronin introduced an amendment to add after “MedStar program” the words “to allow qualified nonresidents to use the Leisure World medical facility.” The amendment was accepted by general consent.

The Board voted on the amended motion and agreed –

Resolution # 30, 6/28/16
The LWCC Board of Directors approves the recommendation of the Health Advisory Committee to make permanent the MedStar program that expires on June 30, 2016, to allow qualified non-residents to use the Leisure World medical facility.
c. Public Relations Program — Mr. Marks introduced Draft Resolution A, which was duly seconded, as follows:

The LWCC Board of Directors authorizes the General Manager to include $51,900 for public relations services in the 2017 Budget.

Mr. Marks reviewed information contained in a written report in the agenda packet relative to the background of the motion and the proposed scope of work. Following extensive discussion, the Board agreed —

Resolution # 31, 6/28/16
The LWCC Board of Directors authorizes the General Manager to include $51,900 for public relations services in the 2017 Budget.

Draft Resolution B, relating to the renewal of the contract with Communi-k, was determined to not be necessary or relevant at this time and was not discussed.

8. Updates

a. Reorganization Plan — LWMC — Mr. Flannery reviewed the organization chart and information contained in the agenda packet. He explained that this was only a part of the information to be provided to the Board, and an additional report would be distributed at the end of the meeting containing narrative about the LWMC organization, relevant job descriptions, and the financial impact of the proposed reorganization. This information will be discussed at the special Board meeting on July 12th. Mr. Flannery noted that some of the information to be provided is confidential and should not be shared or duplicated.

The proposed reorganization plan was developed with input from senior managers, department heads, site property managers, and mutual assistants. The plan envisions three Assistant General Managers: (1) an Assistant General Manager for Property Management Services who would oversee site management and the mutual assistants. This position would encompass all of the services provided to the individual Mutuals and the residents who are members of those associations but would no longer have any responsibility to oversee various operating departments within the Leisure World of Maryland Corporation. (2) an Assistant General Manager for Support Services who would have responsibility for six operating departments, with major focus on Information Technology. (3) an Assistant General Manager for Facilities and Services position which is essentially unchanged from current responsibilities for that position, other than shifting golf operations to the Assistant General Manager for Support Services.

The plan will also introduce a recommendation for an Assistant Project Manager position, which is needed to assist Jolene King and Nicole Gerke as current active projects proceed forward and others begin shortly. This position will not affect the budget for that cost center.
Board members should send their questions about the reorganization plan to
the General Manager prior to the meeting on July 12th.

b. Report on Landscape Proposals — Ms. King stated that the RFP went out to 12
contractors. Three contractors indicated they would not be submitting a proposal. At
the bid due date on June 17, six contractors responded. Four of them are within 2
percent of one another. Evaluation of the proposals is underway, and the committee
expects to present a recommendation to the Board in July.

c. Insurance Renewal — The General Manager reviewed the insurance coverages
renewal package, details of which were included in the General Manager’s Additional
Notes. The corporation’s loss ratio for the past year was above 100%, largely due to
driving fires in the community. However, the insurance company tends to look at trends,
and the cumulative loss ratio for the past six years was only 60%. Leisure World’s
broker, USI, has recommended that Leisure World renew at Traveler’s proposed
increase of approximately 6.3%.

The General Manager has to sign off on the declaration pages for the renewals and
statements of values within the next 2-3 weeks, which does not allow much time for
the Board’s review. The Board’s options are to place this item on the agenda for the
July 12th meeting or to delegate authority to the Executive Committee or the General
Manager to address the renewal; however, it cannot wait until the July 26th Board
meeting.

Upon motion by Mr. Tropp, duly seconded, the Board agreed —

Resolution # 32, 6/28/16
The Leisure World Community Corporation Board of Directors authorizes
the General Manager to bind insurance coverages as recommended by the
Insurance Advisory Committee. Premiums for the period 8/1/16 through
7/31/17 will renew at $2,370,127.00. This represents an increase of
approximately 6.3% as compared to the current premiums.

d. FEP Update — Ms. Gerke reviewed the written report contained in the agenda packet.
She reported that the Park and Planning division has finally signed all of their
documents. She will be working with other agencies to get their documents signed
also.

Completion of the PPD project will be delayed until around the middle of July.

e. IT Update — A written report was contained in the agenda packet.

9. New Business

a. Updating the Community Rules — This agenda item was postponed until the meeting
on July 12th.
b. 50th Anniversary Planning Committee Financial Plan -- Mr. Jordan placed the following motion on the floor, which was duly seconded and discussed. Ms. Sandy Marks responded to Board members' questions. The Board agreed –

Resolution #33, 6/28/16
The LWCC Board of Directors approves the following financial plan as recommended by the Forward@50! Committee:

After the committee pays all bills for the Forward@50! Celebration and repays (if possible) LWCC the $35,000 advance to the committee, any remaining funds would be donated to the Foundation of Leisure World to be used for the benefit of Leisure World residents. The committee will submit a full financial report to the LWCC Board of Directors at the Board's November 2016 meeting.

c. Trust Replacement Reserve Study Proposal – This agenda item was postponed until the meeting on July 12th.

d. Authorization to Sign and Record Plan – The following motion was moved by Ms. Altman and duly seconded. Ms. King stated that, as part of the planning for the new Administration Building, this authorization is required by the Department of Permitting Services. The Board agreed –

Resolution #34, 6/28/16
The Leisure World Community Corporation Board of Directors authorizes the General Manager, Kevin B. Flannery, to sign the site line plat for the new Administration Building.

10. Correspondence – The Board reviewed resolutions considered by the advisory committees during the month of May and correspondence received since the last Board meeting.

11. Open Forum – The following individuals spoke on the topics indicated:

   • Barbara Braswell, M 13 – Suggestion to avoid substitute motions in favor of amendments.

   • Betty Goodman, M14 – Security; outdoor pool; terrace room; indoor patio; and air conditioning.

12. Next Meeting –

   • Special meeting, Tuesday, July 12, 2016, at 9:30 a.m. in the Montgomery Room.
   • Regular meeting, Tuesday, July 26, 2016, at 9:30 a.m. in the Montgomery Room.
13. Adjournment – There being no further business to come before the Board, the meeting was adjourned at 12:35 a.m.

Henry Jordan
LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 9
Montgomery Room

July 26, 2016

The LWCC Board is composed of 34 Directors representing 29 Mutualls.

Members present:
Jim Perretta (MM), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Marion Harrington (M5), Margaret Bacon (M6A), Vernon Skinner (M6B), Carole Kenyon (M6C), Elaine Hurley (M7), Nadine Roberts (M8), Robert Topp (M9), Paul Eisenhaur (M10), Ken McMabill (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Pace (M15), Joa Allston (M16), Barbara Cronin (M17A), Alan Pechner (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Ken Zajic (M20A), Larry Traynham (20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Nell Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), and David Frager (M27).

Members absent:
Joel Swetlow (M18)

Management present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gedke, Project Manager; Maureen Freeman, Senior Editor; Berri Sommer, Executive Assistant; Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. **Call to Order** - The Chair called the meeting to order at 9:00 a.m.

2. **Chair's Remarks** –

   a. **Special Board Meeting** – A special Board meeting will be held on Thursday, August 18, at 1:30 p.m. in the Montgomery Room. However, if the Board completes business today on the Landscape Contract and the GM Evaluation, the special meeting in August will canceled.

   b. Today’s meeting will start with a closed session to discuss the Landscape Contract, followed by a regular session at 9:30 a.m. The regular session will be followed by another closed session to discuss the GM Evaluation.

3. **Closed Session** – A closed session meeting of the Leisure World Community Corporation Board of Directors was called at 9:05 AM on July 26, 2015 to discuss a business transaction in the negotiation relative to a Landscape and Snow Removal Contract.
A roll call vote was taken to go into a closed session in accordance with the requirements of § 11B-1111 (4) (vi) of the Maryland Homeowners Association Act, to discuss contractual matters. The motion was approved by roll call vote of the Board members present at that meeting.

Members present at the closed session:

Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), James Olsen (MM), Marion Harrington (M5), Vernon Skinner (M6B), Carole Kerman (M6C), Elaine Hurley (M7), Nadine Roberts (M8), Robert Tropp (M9), Paul Eisenhaur (M10), Ken McMahan (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O'Neil (M14), Virginia Pacc (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Pechnet (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Lawrence Trayham (20A), Ken Zajic (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Ken Muir (M26), and David Frager (M27).

Members absent:

Joel Swetlow (M18)

Guests: Kevin Flannery General Manager; Tim Coursen, Asst. General Manager; Jolene King, Asst. General Manager; and members of the Landscape and Snow Removal Evaluation Panel: Steve Wischmann Property Manager - Montgomery Mutual; Brenda Curtis-Heiken - M27; Richard Jones - LWMC Grounds Department; and Dora Pugliese - Chair, Landscape Advisory Committee.

Ms. King reviewed the Landscape and Snow Removal Evaluation Panel Report provided to the LWCC Board. The methodology used for selection of a supplier for Landscape and Snow Removal was described and the rationale for selection of the recommended contractor. Board members commented and asked questions relative to the results and the selection criteria.

A proposed board resolution was presented by Mr. Frager.

**REDACTED** - minutes to be provided at a later time.

After discussion by Board members, amendments were offered to add the specific contract award amounts, language to not exceed these amounts, and to approve an explicit contract expenditure for 2017.

The resolution was revised with the amendments.

**REDACTED** - minutes to be provided at a later time.

The resolution passed.
The first closed session of the LWCC Board adjourned at 9:35 a.m. and the Board went into open session.

4. Chair’s Remarks, continued

a. Advisory Committees –

Appointments
- Health – Mary Ann Johnson, MM
- LW News – Deb Hodges Hull, M19B
- Emergency Preparedness – Josephine Moser, M7

5. Adoption of Agenda – The Chair stated that a request to add New Business item 10a (Recommendation from Mutual 15 Board of Directors) did not have the President’s signature when submitted. She confirmed with the Mutual that they wished to add it to the agenda.

Ms. Braswell was asked whether she wished to add a motion to the agenda (which was submitted late) dealing with the guidelines for the Leisure World News Residents’ Column. Ms. Braswell stated that it was not the committee’s intention to add the item to today’s agenda.

The agenda was accepted as presented by general consent.

6. Approval of the Minutes of June 28, 2016 – The Minutes were approved by general consent, as presented.

7. Approval of Minutes of Special Board Meeting on July 12, 2016 – Mr. Frager noted a typographical error in the last line of item 4-b, Budget Impact. “They should be it now” should be changed to “They should do it now.”

In item 4-d, Key Personnel Career Development Report, the last sentence of the second paragraph should state that the motion “was approved by roll call vote,” (not “voice vote”).

The minutes were approved by general consent as corrected.

8. General Manager’s Report – The General Manager’s Report for June 2016 was noted and made part of the record. Mr. Flannery made the following additional comments:

a. Property Transfers – July was another very strong month, with 56 property transfers generating approximately $215,000 in contributions.

b. Budget Process – All of the advisory committees finished their reviews last week. The draft budget was posted to the Leisure World website. A hard copy of the Introduction summary is available in the Administration Building.
Appendix H

e. **Phone Books** — Delivery is targeted for Monday, August 1st.

d. **Wi-Fi** — Will be available in Clubhouse I, including the pool area and the Lanai, by Thursday or Friday of this week.

9. **Action Items** — there were no action items.

10. **Updates**

   a. **Landscape Contract** — The Chair announced that, at the closed session prior to this meeting, the Board approved a contract with McFall & Berry. The details of the contract will be presented to the residents. Information should be kept confidential, however, until other bidders have been contacted.

   b. **Budget Presentation** — This item was discussed under the General Manager’s Report.

   c. **Financial Performance Report — First Half 2016** — Copies were previously sent out electronically. Hard copies are available for anyone who wants one. Mr. Flannery reviewed the highlights of the report.

   d. **FEIP Update** — A self-explanatory written report was included in the agenda packet.

      In response to a Board member question, Ms. Kennon stated that differentiation should be made between a ring road (the original suggestion) and an approved lesser access road that does not touch the lawn bowl area. She stated that there will be a special session before this site plan comes to the Board for a final vote. The relevant committees have approved the plan. Ms. Kennon confirmed that the target for presentation to the Board is the September Board meeting.

   e. **IT Update** — A self-explanatory written report was contained in the agenda packet.

      Ms. Altman asked when the $30 per Mutual per month relative to Association Voice portals goes into effect. Mr. Flannery responded that it has only started for the sample mutuals.

      With regard to the configuration of portals, the non-high rise mutuals will study the template that will be provided and will give feedback to management on any features they wish to have deactivated.

11. **New Business**

   a. **Recommendation from Mutual 15 Board of Directors** — Ms. Pace introduced the following motion, which was seconded:
The LWCC Board of Directors approves the recommendation of the Mutual 15 board of directors to form a special committee to investigate and identify potential professional consultants to perform a comprehensive and objective analysis of Leisure World Community Corporation.

As the Board discussed this agenda item, it became unclear whether the proposed resolution referred to a comprehensive analysis of Leisure World of Maryland Corporation, Leisure World Community Corporation, or both. Mr. Flannery pointed out that the organizational plan for LWMC has already been approved by the Board, and that the resolution as written refers to LWCC (the governing body of Leisure World).

Mr. Jordan made a motion to postpone the agenda item until the August meeting to allow Mutual 15 to clarify its intent. The motion to postpone was seconded and approved by general consent. Mutual 15 will provide a new written motion and rationale for the August meeting.

12. Correspondence – The Board reviewed resolutions considered by the advisory committees during the month of June and correspondence received since the last Board meeting.

A memo from Fairways North regarding signage and entrance/exit safety was added to correspondence. The memo requests that the Board review this issue again since Fairways North disagrees with the denial of the original request submitted by the Mutual's Building and Grounds Committee.

13. Open Forum – The following individuals spoke on the topics indicated:

- Colette Collier Trohan, M15 – Change is coming to Leisure World. Is there a long range plan for the operation?

- Robert Tropp, M9 – He needs a lot more clarification as to intent before he votes.

- Betsy Goodman, M14 – Did not receive a requested personal copy of a report which is in the library and cannot be removed.

- Marian Altman – Emergency Preparedness resolution re notifying property managers of new Maryland requirements for providing residents annually with written emergency instructions. (Management responded that this is in progress – documents are being put together for distribution.)

- Judy Rosenthal, M19A – Mutual doesn’t have a property manager. How do they receive information that’s supposed to go to property managers? (Management responded that the Mutual can set up a meeting with management by contacting Marlene or Berri.)
14. **Adjournment of Regular Meeting** – 10:25 a.m.

15. **Closed Session** - A second closed session meeting of the LWCC Board of Directors was called to order at 10:35 a.m. by the chair on July 26, 2016, to discuss a report distributed by the GM Evaluation Committee.

A second roll call vote was taken to go into a closed session in accordance with the requirements of § 11B-111(4)(i) of the Maryland Homeowners Association Act, to discuss personnel matters. The motion was approved by roll call vote of the Board members present at that meeting.

**Members present** at the closed session:

Charles Smith (MM), Jim Perretta (MM), Linda Wacha (MM), James Olson (MM), Marion Herrington (M5), Vernon Skinner (M6B), Carol Koenen (M6C), Elaine Hurley (M7), Nadine Roberts (M8), Robert Tropp (M9), Paul Eisenhaut (M10), Ken McMahan (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Pechnik (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Lawrence Traynham (M20A), Ken Zajic (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Ken Muir (M26), and David Frager (M27).

**Members absent:** Joel Swetlow (M18)

**Guests:** Kevin Flannery, General Manager

The report, which detailed an analysis of the Board members’ response to survey questions relative the General Managers performance, was outlined, and questions were answered by members of the GM Evaluation Committee.

Mr. Flannery took part in the survey and answered questions from Board members relative to his observations and other related issues that addressed his performance as a General Manager. (After completion of the discussion, Mr. Flannery was excused.)

A proposed board motion was presented by Mr. Frager:

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The LWCC Board of Directors receives the report of the 2016 GM Evaluation Committee. The Board authorizes the Executive Committee to negotiate the terms of a contract with the General Manager, including Benchmarks for 2016-2017 and report to a special Board meeting to be held on August 18.
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A discussion ensued by the Board members relating to whether we are offering the GM a new contract. If we are offering a new contract— for how many years, and at what compensation? It was recommended to separate the motion presented by Mr.
Prager into two parts:

Motion 1

*REDACTED* – minutes to be provided at a later time.

Motion passed

Motion 2

*REDACTED* – minutes to be provided at a later time.

After lengthy discussion on the second motion, a number of amendments were offered by Board members and discussed in the order presented.

*REDACTED* – minutes to be provided at a later time.

Amendment Passed

An amendment was proposed to add the following:

*REDACTED* – minutes to be provided at a later time.

A second amendment was made to add the following:

*REDACTED* – minutes to be provided at a later time.

Amendment Passed

In combination, the amendments to Motion 2 were voted upon.

Amendment Passed

Revised full Motion was stated as:

*REDACTED* – minutes to be provided at a later time

The chair thanked the Board for their efforts relative to the General Manager evaluation and proceeding with the contract efforts.

16. Next Meeting –

- Special meeting, Thursday, August 18, 2016, at 9:30 a.m. in the Montgomery Room (if needed).
- Regular meeting, Tuesday, August 30, 2016, at 9:30 a.m. in the Montgomery Room.
Adjournment – There being no further business to come before the Board, the meeting was adjourned at 11:50 a.m.

Henry Jordan
LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 10
Montgomery Room
August 30, 2016

The LWCC Board is composed of 34 Directors representing 29 Mutualls.

Members present:
Jim Perretta (MM), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Marion Harrington (M5), Margaret Bacon (M6A), Vernon Skinner (M6B), Carole Kennon (M6C), Elaine Hurley (M7), Connie Burke (M8), Bryan West (M9), Paul Eisenhaur (M10), Ken McMullin (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronia (M17A), Alan Pechner (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Ken Zajie (M20A), Larry Traynham (20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Fortis (M22), Neil Ross (M23), Henry Jordon (M24), Ken Muir (M26), and Sid Gritt (M27).

Members absent:
Joel Swetlow (M18), Roy Dickstein (M25)

Management present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gerka, Project Manager; Maureen Freeman, Senior Editor; Berri Sommer, Executive Assistant; Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. Call to Order - In Mr. Frager’s absence, Ms. Cronin, Vice-Chair, called the meeting to order at 9:30 a.m.

2. Vice-Chair’s Remarks – The Vice-Chair briefly reviewed significant issues dealt with by the Board recently or anticipated to be dealt with in the near future:
   - Public Relations contract for 2017
   - Landscape and Snow Removal Contract
   - General Manager’s Retention
   - 2017 Budget

Administration Building – With the noted issues concluded, much of the September Board meeting can be spent considering amendments to the Site Plan for the Administration Building. Management is expected to release an FEP package for review the week of the September Executive Committee meeting.
Financial Institutions – The Board is awaiting information from management about discussions with a number of financial institutions who want to support Leisure World residents now and in the future.

50th Anniversary – Board members are encouraged to participate as much as possible in the anniversary activities. The anniversary will be recognized by the County Council during its meeting on September 13th.

MedStar – In the fall, meetings will be held with MedStar representatives to determine whether the relationship between MedStar and Leisure World should be continued during the 5-year option period, 2018-2022.

New Organizational Structure – The new organizational structure approved by the Board will be implemented in the fourth quarter of 2016.

3. Adoption of Agenda – The agenda calls for a closed session, in accordance with the requirements of § 11B-1111(4) (i) of the Maryland Homeowners Association Act, to discuss matters pertaining to the negotiation of a contract and personnel matters. The motion to go into closed session at the end of the meeting was approved by roll call vote of the Board members present at the meeting, as listed above.

Agenda changes:

- # 2 was not listed on the agenda, so the numbering was revised accordingly.
- “Mutual 14 Request to drop Facilities Maintenance Fees” should be item “b” under New Business rather than item 10.
- Addition of item “c” under New Business: “Authorization for LWMC Signature on Regulatory Documents.”
- Item “d” under Updates, “2nd Quarter MedStar Report,” will be moved to immediately follow Adoption of Agenda.

The agenda was approved as amended by general consent.

4. 2nd Quarter MedStar Report – Ms. Cronin thanked Ana Alvarez of MedStar for her service to Leisure World. She has received a new assignment, and this will be her last time meeting with and reporting to the Leisure World Board of Directors.

Ms. Alvarez introduced her replacement, Mieko Dunn, who will be the new MedStar Liaison with Leisure World, transitioning into the role in August and September.

Ms. Alvarez reviewed the highlights of the written report included in the Agenda packet and responded to Board members’ questions.

5. Approval of Minutes of July 26, 2016 – The minutes were approved as presented.
6. **General Manager's Report** – The General Manager's Report for August 2016 (updated 8/16/16) was noted and made part of the record. Mr. Flannery made the following additional comments:
   
   a. **Property Transfers** – As of 8/26/16, there were 37 property transfers that generated approximately $135,000 in contributions.
   
   b. **Clubhouse Technology Enhancements** – Comcast will be doing the final installation this week of necessary equipment to facilitate the viewing of a broadcast in the Ballroom.
      
      Wi-Fi is now available in the Ballroom, lobby, meeting rooms on the south side, and out to the pool/lanai area. Wi-Fi access to the north side of Clubhouse 1 will be implemented after the completion of renovation projects.
   
   c. **IT Projects** – Projects in planning will require a request of funds, to be submitted to the Budget & Finance Advisory Committee in September.
   
   d. **Recruitment Timelines for New Positions** – These were distributed to the Board for the two Assistant General Manager positions.
   
   e. **Landscape and Snow Removal Contract** – Ms. King reported that she had met with McFall & Berry to finalize the contract for 2017-2021. The contract should be completed this week or next.

7. **Action Items**

   a. **2017 Budget Approval** – Mr. Marks placed the following resolution on the floor, which was seconded. He noted that a 2/3 approval vote of the Board was required for adoption since the amount exceeds the annual May-to-May change in the CPI.

   **Resolution # 35, 8/30/16**
   The LWCC Board of Directors adopts the 2017 Community Facilities Budget as follows:

   Operating expenses of $9,228,729, to include the funding of the salary adjustment of $176,250.

   Reserves:
   Snow & Chemical Storm Damage $80,000
   Contingency $30,000
   Replacement Facility Funding $415,000

   Total (operations and reserves) community facilities budget for 2017 – $11,308,474* – an increase of $339,765 over the 2016 Budget.
The 2017 monthly unit fee is $166.50.

Funding for all reserves for 2017 is $2,076,745.

*It is noted that the Board had previously approved $1,551,745 in reserve funding at the June meeting.

Following discussion, the motion was approved, with one member opposed.

Mr. Marks placed the following resolution on the floor, which was seconded. Following discussion, the motion was approved.

**Resolution #36, 8/30/16**
The LWCC Board of Directors adopts the 2017 Mutual Operating Budget amount of $2,753,354, which includes salary adjustment funding of $64,000.

b. **Approval of Name Change – Clubhouse Grille** – The resolution in the package was put forward by the Restaurant Committee, who made the recommendation in an action without a meeting.

Following discussion, the Board agreed by general consent —

**Resolution #37, 8/30/16**
The LWCC Board of Directors approves renaming the Cascade Bistro “The Clubhouse Grille.”

8. Updates

a. **Report from 50th Anniversary Committee** – Sandy Marks, chair of the committee, reported that the response from the community has been great and all tickets to all events have been sold. She thanked the committee and the B & R and Leisure World News departments, whose help has been invaluable.

Ms. Marks made particular mention of the Wider Circle effort. Originally, the committee hoped to donate kitchen supplies to 50 needy families, but ended up collecting enough items to donate to 500 families. A presentation to Wider Circle will take place at 1:00 p.m. on September 13th at Clubhouse II. All Board members are urged to attend.

Also on September 13th, at 11:15 a.m. at their Council Meeting, the Montgomery County Council will issue a proclamation celebrating the 50th Anniversary. Again, Board members are encouraged to attend.

Ms. Marks thanked the Board for their support and commented that it has been an amazing 18-month experience.
b. Report from 50th Anniversary Committee History Project—Mr. Tardiff distributed excerpts from the book prepared by the committee and noted some of the highlights. Anyone who would like to have a book may still order one from Ms. Altman.

c. PPD Six-Month Report—Ms. King reviewed the highlights of the report included in the agenda packet and responded to Board member questions. She noted that the Customer Service satisfaction survey is missing from the report. It has been presented to the PPD Committee and the Executive Committee and will be sent electronically to Board members. On a scale of 1 to 5, the department’s overall rating was 4.8, or a 97% approval rating.

Ms. Altman commended Ms. King on achieving a surplus.

d. PEP Update—Ms. Gerke reviewed the update contained in the agenda packet. An issue regarding who has the authority to sign documents should be resolved shortly.

e. IT Update—A written report was contained in the agenda packet. Mr. Flannery reviewed the highlights. He stated that some of the smaller projects are ready to be implemented.

f. Report from Parquhar Change Associates, L.L.C—Their report is included in the package. The main thrust of this engagement is to develop best practices and to look at how we interact with one another. The focus going forward will relate primarily to customer service and how management responds to the needs of all Mutuals.

g. Benchmarks Update Distribution—These are the benchmarks identified for the upcoming year, by which the General Manager’s performance is measured. Mr. Flannery suggested that Board members review them prior to the September meeting.

9. New Business

a. Leisure World News Advisory Committee Recommendation for Resident Column Guidelines—Ms. Braswell introduced the following motion, which was seconded:

   The LW Board of Directors recommends adding the underlined language to Page 3 of the LW News Guidelines (9/30/14 version), third sentence under Residents’ Forum, to read as follows: “Issues that relate only to a specific resident or a specific Mutual, or a specific group, club, or organization, are not appropriate for the RF.” Also, that sentence, as augmented, will be included under the Residents’ Forum Guidelines section in each edition of LW News.

Following extensive discussion, the Board voted and the motion failed.
b. Mutual 14 Request to Drop Facilities Maintenance Fees for Displaced Residents — Ms. O’Neil introduced the following motion, which was seconded.

**Resolution # 38, 8/30/16**
The LWCC Board of Directors approves the request from the President of Mutual 14 to waive the Community Facilities Fee for the three units that were made uninhabitable due to the fire in April 2016, from the date of the fire until such time as the residents are able to return to their units (up until 12/31/16).

After discussion, the motion was approved by the Board.

c. Authorization for LWMC Signature on Regulatory Documents — The following proposed resolution was distributed to the Board by Ms. King. It is intended to remove delays in complying with requirements for applications and permits relating to entitlements, land and site developments, and building construction.

**Resolution # 39, 8/30/16**
The Leisure World Community Corporation (LWCC) authorizes the President and Vice President of the Leisure World of Maryland Corporation, as agent for LWCC, to execute on its behalf all applications and permits required by any regulatory agencies and jurisdictions related to the entitlement process, land and site development and building construction for all properties owned by LWCC

The motion was approved by the Board.

10. **Correspondence** — The Board reviewed resolutions considered by the advisory committees during the month of July and correspondence received since the last Board meeting.

11. **Open Forum** — The following individuals spoke on the topics indicated:

- James Olsen (MM) — JustUs correspondence — asked that names and addresses of JustUs members be included.

- Marian Altman, M12 — Maryland requirement to provide residents with written emergency instructions annually. (Mr. Coursey indicated he is working with the County in order to get an exact form.)

- Marybeth Ardike, M5/LW Green: A letter sent to the Board regarding the Administration Building and trees was not included in the Correspondence section of the agenda. (Mr. Flannery confirmed that the letter was in the Executive Committee package and will be included in the September Board package.)

- Sheryl Katzman, M5 — (1) A letter she sent recently regarding the Sexual Offenders Registry list was not included in Correspondence, as requested. (2
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Request to rescind the resolution passed by the Board eliminating access of residents to post their letters concerning the Mutuals as well as the Trust properties - instead, to make a policy that allows complete involvement of the community in their ability to be able to write, subject to review before publication in the newspaper.

- Betty Goodman, M14: (1) Board accountability for making renovation projects the very best – mentioned various remaining problems. (2) Phone books – errors and omissions.

- Bryan West, M9: Suggested secretary send email confirmation of items received by email for inclusion in Correspondence.

- Debbie Shankman, MM: Sex Offender Registry list.

- Carole Carter, M17A: Lawn care in community not as nice as it used to be.

- Jay Harding, M17B: Recommends Board start carefully reviewing all contracts, including those under $50,000.

12. Adjournment of Regular Meeting – 11:30 a.m.

13. Closed Session –

A closed session meeting of the Leisure World Community Corporation Board of Directors was called at 11:25 a.m. on August 30, 2016, to discuss issues related to the bank not renewing their lease in the administration building.

A roll call vote was previously taken at the open Leisure World Community Corporation board meeting on August 30, 2016 to go into a closed session in accordance with the requirements of §11B-111(4) (vi) of the Maryland Homeowners Association Act, to discuss contractual matters. The motion was approved by roll call vote of the Board members present at that meeting.

Members present at the closed session:
Jim Perretta (MM), James Olsen (MM), Linda Wacha (MM), Marion Herrington (M5), Margaret Bacon (M6A), Vernon Skinner (M6B), Carole Kannon (M6C), Elaine Hurley (M7), Connie Burke (M8), Bryan West (M9), Paul Eisenhauer (M10), Ken McMullin (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O'Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Pechner (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Lawrence Trayhnam (20A), Ken Zajic (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Fortis (M22), Neil Ross (M23), Henry Jordan (M24), Ken Muir (M26), and Sid Gritz (M27).
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Members absent:
Joel Swetlow (M18), Roy Dickstein (M25), Charles Smith (MM)

Guest: Kevin Flannery, General Manager

a. Mr. Kevin Flannery (LWMC General Manager) detailed the timeline and notifications he received from Bank of America relative to them not renewing the space in the Administration Building for the Bank. He reported on the search efforts in progress to get another financial institution to take over the space and provide financial services to the community.

b. Mr. Marks proposed the following resolution:

Resolution Authorizing LWMC General Manager to Negotiate and Sign a Lease Agreement with Sandy Spring Bank.

Resolved, the LWCC Board of Directors authorizes the General Manager to negotiate and sign a Lease Agreement with Sandy Spring Bank for an onsite branch in the Administration Building consistent with terms and conditions referenced in the letter dated August 29th 2016 addressed to Kevin Flannery, General Manager, from Janie Bjork, Senior Vice President, Director of Corporate Real Estate and Facilities.

The LWCC Board of Directors waives the requirement to approve all contracts in excess of $50,000 except if there are any material changes from the terms and conditions in the above referenced letter from Sandy Spring Bank. Material changes require approval of the LWCC Board of Directors.

c. After discussion and a modification recommended by Mr. Jordan to add the following language “for this particular contract”, the following resolution was voted.

Resolved, the LWCC Board of Directors authorizes the General Manager to negotiate and sign a Lease Agreement with Sandy Spring Bank for an onsite branch in the Administration Building consistent with terms and conditions referenced in the letter dated August 29th 2016 addressed to Kevin Flannery, General Manager, from Janie Bjork, Senior Vice President, Director of Corporate Real Estate and Facilities.

The LWCC Board of Directors waives the requirement to approve all contracts in excess of $50,000 for this particular contract except if there are any material changes from the terms and conditions in the above referenced letter from Sandy Spring Bank. Material changes require approval of the LWCC Board of Directors.

The Resolution passed by general consent.

d. Mr. Eisenhauer stated that the Board of Directors authorized the Executive Committee to negotiate a contract for two years and an option year with the General
Manager. In addition, the Executive Committee considered compensation issues and proposed a one-time bonus of $4,000 in recognition of the General Manager's continuing commitment to our community.

Mr. Eisenhaure proposed the following Resolution:

Resolved that the Leisure World Community Corporation Board of Directors provides a $4,000 bonus to the General Manager in recognition of his continuing commitment to the Leisure World Community.

The Resolution passed by general consent


15. Next Meeting – Tuesday, September 27, 2016, at 9:30 a.m. in the Montgomery Room.

Henry Jordan
WCC Executive Secretary
Leisure World Community Corporation
Board of Directors Meeting # 11
Montgomery Room
September 27, 2016

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members present:
Jim Perretta (M5), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Marion Herrington (M5), Margaret Bacon (M6A), Vernon Skinner (M6B), Carole Keenan (M6C), Elaine Hurley (M7), Nadine Roberts (M8), Robert Tropp (M9), Paul Eisenhauer (M10), Ken McMahlill (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Allen Fazzar (M17B), Judy Rosenthal (M19A), Lawrence Damsky (M19B), Ken Zakic (M20A), Larry Traynham (20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Mwic (M26), and Dave Irager (M27).

Members absent:
Joel Swetlow (M18).

Management present:
Kevin Flannery, General Manager; Tim Course, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Maureen Freeman, Senior Editor; Berri Sommer, Executive Assistant; Martene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. **Call to Order** – The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** –

   a. **Certificate of Appreciation to Larry Traynham** – The Chair began the meeting with the presentation of a Certificate of Appreciation to Larry Traynham, who is resigning from the Board after 15 years of exemplary service. Mr. Traynham responded that it has been an honor to serve on the Board. He asked Board members to keep in mind that their service is not about them, their Mutual, or the Board, but about the betterment of Leisure World.

   b. **Advisory Committee Changes**

      - Adele Schwartz, M17B, resigned from the Leisure World News Advisory Committee.
- Elsie Maxam will no longer serve as chair of the Energy Advisory Committee. The Vice-Chair, Lee Jones, will fill that role until the end of the year.

c. **50th Anniversary** - The Chair expressed thanks to Sandy Marks and Yolanda Hunt for one of the most remarkable weeks in the history of Leisure World. At Ms. Marks’ request, she presented her interim report (recorded in the minutes as agenda item 7-c) at this point in the meeting.

d. **Leisure World News Advisory Committee (LWNAC) Opinion Survey** - The LWNAC is putting together an opinion survey that will be available online, in the newspaper, and hopefully in Mutual newsletters. The survey will ask questions about what residents do and do not like to see in the newspaper.

3. **Adoption of Agenda** - The agenda was adopted as presented by general consent.

4. **Approval of Minutes of August 30, 2016** - The minutes were approved as presented by general consent.

5. **General Manager’s Report** - The General Manager’s Report for September 2016 (updated 9/20/16) was noted and made part of the record. Mr. Flannery made the following additional comments:

   a. **Property Transfers** - For the month of September, there were 37 property transfers that generated approximately $148,000 in contributions. Year to date, there were 316 transfers, with a total contribution of $1,221,000.

6. **Action Items**

   a. **Contract Approval for Pond Project** - Mr. Marks placed the following resolution on the floor, which was seconded.

      **Resolution # 42, 9/27/16**
      The LWCC Board of Directors approves a contract for construction with Environmental Quality Resources, L.L.C., for the Golf Course Irrigation Pond Rehabilitation Project, in an amount not to exceed $389,560; a site restoration allowance of $200,000; and a project contingency allowance of $88,000. Project schedule is November 2016 through March 2017. Funding shall come from the Facilities Enhancement Plan Reserve Fund.

      Mr. Tropp questioned the need to guarantee the continuation of the Project Manager and the Site Manager for a one-year period (as required in # 10 of the contract on page 18) for a job that will take less than a year. Ms. Gerke responded that the reason for this is to assure that we have the same project manager and site manager for any required warranty work.
Following further discussion, the motion was approved.

b. IT Projects Funding – Mr. Marks placed the following resolution on the floor, which was seconded.

Resolution # 43, 9/27/16
The LWCC Board of Directors approves funding for the following IT projects:

- Website development, not to exceed $32,000 – Capital Equipment Fund
- Payroll and Human Resource Information System, not to exceed $16,000 – Contingency Fund
- Telephony System, not to exceed $24,000 – Telecommunications Fund
- Clubhouse Event Management software, not to exceed $8,000 – Contingency Fund

Mr. Frager questioned why a different contractor is necessary for website development when Communi K has already done a significant amount of work. Mr. Flannery responded that Communi K’s work will be incorporated into the website, but is only one small piece of the website, about life styles in Leisure World.

Following further discussion, the Board voted, and the motion carried.

c. Administration Building and Clubhouse 1 Site Plan Approval – Ms. Kennon introduced the following motion, which was seconded:

The LWCC Board of Directors approves the Administration Building and Clubhouse 1 Site Plan Version H package (site plan, floor plans and elevations) dated 9/27/16, as recommended by the Community Planning Advisory Committee and endorsed by the Education & Recreation, Restaurant, Security & Transportation Advisory Committees and Management; and authorizes submission to Maryland National Capital Park and Planning Commission for approval.

Further, the LWCC Board of Directors authorizes an amount not to exceed $258,000 for consultants to complete the regulatory submissions process, including architecture and engineering (mechanical, electrical, plumbing, fire protection), civil engineering and landscape (including storm water management fees); geotechnical engineer; audio visual engineer; utility expeditor; legal and related filing fees, etc. Funds to come from the Facilities Enhancement Fund (Resales Fund).

Ms. Kennon thanked everyone who has been part of this process since its inception in 2013 – all who served on the Community Planning Advisory Committee (CPAC), and those who served on the reviewing advisory committees (Golf & Greens, Budget & Finance, Education & Recreation, Restaurant, Security & Transportation) and
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supported the dimensions of Site Plan H. She also thanked Jolene King and Nicole Gerke, without whose professional expertise and support Site Plan H would never have come into being.

Ms. Wacha made a motion to divide the motion, but the Chair stated that the first half of the motion could not be done without the second part (i.e., the funding for consultants to complete the regulatory submissions process).

The Chair turned over the time to Ms. Gerke, who introduced the following representatives of Street Sense and Stantec (the two primary members of the design team involved to this point): Herb Heiserman, Vanessa Ral, and Alexis Telster from Streetsense and John Sekerak from Stantec.

Ms. Gerke reviewed Site Plan H page by page, going over Plan features in detail and responding to Board members’ questions.

Mr. Heiserman reviewed the floor plans for the Administration Building page by page, describing what the building will look like, including the materials that will be used. He answered questions from Board members.

Ms. Gerke stated that there was an original estimate of approximately $5.2 million for what was considered to be the Administration building and some minor site options. After discussing the project with the various advisory committees and the residents, they considered the comprehensive site and recommended improvements to Clubhouse 1 and the proposed Administration Building. The recommended “Clubhouse 1 site improvements” include the parking lot, the drop-off areas that lead to the Clubhouse Grille and the Terrace Room and the north wing, and covered walkways. The approximate cost for the additional Clubhouse 1 site improvements is $1 million ($1,054,629).

Following the presentation, Board members asked questions.

In response to a question from Mr. Polinsky about timing, Ms. Gerke stated that it is usually an 18-month process to obtain Maryland National Capital Park and Planning approval. Other departmental approval processes overlap to an extent with Park and Planning.

Janice McLean (M17A) expressed concern about the destruction of trees and the amount of asphalt involved with the new parking lot. She asked if there were any plans for tree replacement.

Ms. King responded that, after conducting their review, the County will look at the total environmental impact and benefit the project can bring. She noted that the new storm water management system will improve the water quality and the impact on the original water shed. In addition, a landscape plan mandated by the County that requires us to replace the trees will be put in place. A plan will be developed for review and approval by the County once the current plan is approved by the Board.
Ms. Altman called the question. The Board voted on calling the question and the 
motion passed, achieving the required 2/3 approval.

The original motion was reintroduced, and the Board agreed –

Resolution # 44, 9/27/16
The LWCC Board of Directors approves the Administration Building and 
Clubhouse Site Plan Version II package (site plan, floor plans and 
elevations) dated 9/27/16, as recommended by the Community Planning 
Advisory Committee and endorsed by the Recreation & Recreation, 
Restaurant, Security & Transportation Advisory Committees and 
Management; and authorizes submission to Maryland National Capital 
Park and Planning Commission for approval.

Further, the LWCC Board of Directors authorizes an amount not to exceed 
$258,000 for consultants to complete the regulatory submissions process, 
including architecture and engineering (mechanical, electrical, plumbing, 
fir protection), civil engineering and landscape (including storm water 
management fees); geotechnical engineer; audio visual engineer; utility 
expeditor; legal and related filing fees, etc. Funds to come from the 
Facilities Enhancement Fund (Resales Fund).

d. Letter from Government Affairs Advisory Committee re H.R. 4696 – Mr. Muir, chair 
of the Government Affairs Advisory Committee (GAAC), placed the following 
motion on the floor, which was seconded:

Resolution # 45, 9/27/16
The LWCC Board of Directors approves the letter to Senators Barbara 
Mikulski and Benjamin Cardin, and to Eighth District Congressman Chris 
Van Hollen, in support of a concept embodied in H.R 4696 that would 
permit some deduction on individual income tax returns for part of 
assessments paid to a qualified homeowners’ association.

Mr. Muir stated that GAAC does not believe the current bill H.R. 4696 will be 
enacted because it calls for making an individual’s total condominium fee deductible 
on their income tax if they itemize. He estimated that Leisure World provides about 
$5 million a year of municipal services, such as street repairs and lighting. To people 
who don’t live in Leisure World, that would be a deductible expense as part of their 
income and property taxes. He would like to use the current bill as a vehicle to state 
this principle to our federal legislators. In the spring, with a new Congress, we would 
ask that introduce a new bill.

After discussion, the Board voted and the motion carried.
7. **Updated**

   a. **FEP Update** — A written update was contained in the agenda packet. There was no discussion.

   b. **IT Update** — A written report was contained in the agenda packet. Mr. Polinsky asked for an explanation of what a portal is. Mr. Flannery explained that it is somewhat synonymous to a website but is available only to individuals who are entitled to registered access. For example, each Mutual would have access to its own portal containing such items as financial statements, Bylaws, rules and regulations.

   There was no further discussion.

   c. **Interim Report from 50th Anniversary Committee** — Sandy Marks, chair of the committee, reported that it had been an amazing week, with something for everyone and something to do every day. She commented on the beautiful Proclamation and hoped that it would be prominently displayed. She suggested that the Board consider celebrating Leisure World once a year.

   She thanked the Board for the privilege of fulfilling the role of chair of this committee and stated that it had been a joy.

   There will be a full financial report from the committee at the end of November.

   d. **MedStar Letter of Intent** — Included in the packet is a letter from one of the executives of MedStar. Mr. Flannery and a representative of the Health Advisory Committee (HAC) met with MedStar and had some preliminary discussions relative to the lease agreement for providing services, which terms at the end of next year. The existing agreement requires that, on or before December 31, 2016, MedStar must notify Leisure World whether it intends to renew both the Management Agreement and the Lease Agreement for an additional five years.

   The letter included in the packet essentially expresses a desire to extend the agreement, but states that there are some adjustments that MedStar would like to discuss before doing so.

   The HAC has appointed Cathy Galano as their representative. She and the General Manager will meet next week and will then meet with the HAC to update them. Following that meeting, they will meet again with representatives of MedStar. There will be a monthly update to the Board of Directors.

   e. **Sandy Spring Bank** — Mr. Flannery provided an update on negotiations with the Bank.

8. **New Business** — There was no New Business.
9. **Correspondence** – The Board reviewed resolutions considered by the advisory committees during the month of August and correspondence received since the last Board meeting.

Mr. Frager noted that the Security & Transportation Advisory Committee resolution relative to the approval of the bid to provide for four passenger non-kneeling ramp buses for a lease term of 36 months will be included in the October Board package.

10. **Open Forum** – The following individuals spoke on the topics indicated:

   - Barbara Braswell (M13) – Requested that the 50th Anniversary banner be taken down as soon as possible.

      The General Manager asked for direction since previous discussion indicated the banner was to be left up.

      The Board voted and agreed by general consent to remove the banner.

   - Donna Zoldi, M20A – Broadcast of Board meeting not available according to schedule.

      Jamie McDonald, IT Director, responded that there was a technical problem, and the broadcast had to be rescheduled. Rescheduled times were announced on the website and on the LW TV channel.

11. **Adjournment** – There being no further business to come before the Board, the meeting adjourned at 11:37 a.m.

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Henry Jordan
LWCC Executive Secretary
Leisure World Community Corporation
Board of Directors # 2
January 31, 2017

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members present:

Jim Peretta (MM), Charles Smith (MM), James Olsen (MM), George Stephens, (MM), Marion Harrington (M3), Margaret Bacon (6A), Venen Skinner (M6B), Carole Kenon (M6C), Plaine Hurley (M7), Connie Burke (M8), Robert Tropp (M9), Paul Eisenhaur (M10), Marian Alman (M12), Barbara Braswell (M13), Linda O’Neil, (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (17A), Alan Pechnor (M17B), Jim Grimes (M18), Judy Rosenthal (M19A), Ken Zajic John Gervaia (19B), (M20A), Maggi: Cowlan (M20A), Phil Marks (20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickstein (M25), Ken Muir (M26), and David Fraser (M27).

Members absent: Ken McMahill, (M11)

Management present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Dawn Gaynor, Director of Finance and Accounting; Maureen Freeman, Senior Editor; Berri Sommer, Executive Assistant; Crystal Castillo, Executive Coordinator for Support Services; Melissa Pelaez, Director of Mutual Services; Marlene Smith, Executive Secretary; Monica Tejada, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks – Mr. Fraser commented on submitting materials in a timely manner for the meeting packages. Late submissions cause the meeting packages to be late.

Ms. Sommer was presented a retirement gift from the LWCC Board.

- Adds/Drops from Advisory Committees

Adds:
  - Lester Lichter, M6C (Technology)
  - Jeanne Sinkford, M18 (Emergency Preparedness)
  - Leo Jonas, M20B (Energy)
  - Lyle Wolinsky, M23 (Insurance)
  - Suzette Levine, M27 (Security and Transportation)

Drops:
  - Dave Merritt, MM (Technology)
  - Marcia Hahn, M26 (Restaurant)

3. Adoption of Agenda – The agenda was approved as presented.
4. Approval of Minutes:
   a. Minutes from November 29, 2016 – The minutes were approved as presented.
   b. Minutes from the LWCC Organizational Meeting (January 6, 2017) – The minutes were approved as presented.
   c. Minutes from the LWMC Annual Meeting (January 6, 2017) – The minutes were approved as presented.

5. General Manager’s Report –

   Closed session - Mr. Flannery requested a closed session at the end of the LWCC meeting in accordance with § 11B-111(4) (vi) of the Maryland Homeowners Association Act, consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowner’s association. There was a roll call and the Board decided to add a closed session at the conclusion of the regular meeting.

   The General Manager’s Report for January 2017 was noted and made part of the record. Mr. Flannery reviewed the additional notes distributed to the LWCC Board. He made the following comments:

   • **Finances** –
     
     Surplus in 2016 (unaudited) was approximately $112,000.
     Audit work is on schedule for late January.
     Budget discussions with Advisory Committees will begin in February.

   • **LW Communications Department** –
     
     An attachment showing roles and responsibilities is included in the additional notes.
     In-house layout and graphics were launched with the first publication in January 2017.
     The department will assume responsibility for social media 2/1/17 – estimated savings from PR budget is approximately $24,000.
     New website launch is targeted for the first half of March 2017.

   • **Personnel** –
     
     Susan Montgomery will assume the position of Director of Social Services.
     Alex Lively, Golf Professional resigned effective 1/24/17.

   • **Commercial Space in the Administration Building** –
     
     Two potential tenants have expressed interest in the space available.
6. **Action Items**

   a. **Confirmation of 2017 Advisory Committee Chairs and Vice Chairs** — Mr. Frager prepared a list of the new Advisory Chairs and Vice Chairs for 2017. The list was distributed to all Board members for review and approval.

      **Resolution #01, 01/31/17**
      The LWCC Board of Directors approves the confirmation of the 2017 Advisory Chairs and Vice Chairs.

   b. **Code of Ethics and Conflict of Interest forms** — Mr. Frager reported that the Code of Ethics and Conflict of Interest forms have been modified for 2017 and are included on pages 19-24 of the meeting packet. Board members were requested to read and sign the forms and give them to Henry Jordan at the end of the meeting.

7. **Updates**

   a. **Restaurant Operations**
      Management reported that the restaurant failed an inspection held on Monday, December 19th. All corrections requested by the inspector were made, and the facility was found in compliance at a follow-up inspection and re-opened the next day. No citations were issued.

      Management met with a County Representative to discuss the development of programs that would allow management and the restaurant vendor to provide more consistent inspection reports and inspection results.

      Management has developed an action plan with PPD to conduct a walk-through with the operator every Monday morning with a check list that will be monitored for accountability and response.

      Management will meet this week with the Restaurant and Health Advisory Committees to review the details of the plan.

      The main kitchen will be closed on February 15th for a period of three weeks. During this time period, the dishwashing equipment will be replaced and a leak in the wall will be repaired. Service will be available in the Stein Room and Terrace room during that time.

      The General Manager reported that the surplus in 2016 was approximately $112,500.

      The majority of the surplus was generated in the first half of the year due to revenue generation.

      There were 413 property transfers in 2016. Contributions to the reserve in the year totaled $1,578,000.

      The Maintenance division had a $70,000 surplus.
We fell short in our Golf Revenue by $40,000 but we saved $26,000 in operating expenses.

c. **FEP Status report** - Ms. Gerke reviewed the highlights of a written update contained in the meeting packet.

d. **IT Project Update** - A written IT Summary was distributed to Board members. Mr. Flannery reviewed highlights of the Summary and addressed questions from LWCC Board members.

e. **Management Objectives 2017** - A written Management Objectives Overview was distributed to Board members. Mr. Flannery reviewed highlights of the Overview. A full report will be provided at the February 2017 BOD meeting.

8. **New Business**

a. **Creating a Strategic Plan Steering Committee**

Mr. Jordan made the following motion, which was seconded:

**Resolution #2, 01/31/17**

RESOLVED, that the LWCC Board of Directors commits to the development of an updated comprehensive community Strategic Plan which shall include upgrading of the trust facilities, infrastructure, organizational support, and financial requirements to implement the plan. The plan may include short and longer term implementation steps and a review of the adequacy of the current mission statement. The motion carried.

b. **Reviewing and Updating Rules and Guidelines**

Mr. Jordan made the following motion, which was seconded:

**Resolution #3, 01/31/17**

RESOLVED, the LWCC Board will appoint a Special Committee to review and rationalize the Community Rules, Board Rules and Guidelines, and Advisory Committee Rules and Guidelines during 2017. Members of the Board are asked to indicate their interest in serving to the Chair at davidfrager@aol.com.

c. **Proposed change to Standing Rules of the LWCC Board of Directors – Correspondence**

Mr. Jordan recommended that no action be taken at the meeting today. He prefers that Board members review the Standing rules and email him any comments. This item can be addressed at the February Board meeting.

Currently Rule 1/A of the Standing Rules of the LWCC Board of Directors states that "all correspondence received ........ shall be in the meeting packet".

The current Rule mandates reproduction of all correspondence received regardless of content, size, applicability, and purview of the LWCC Board. There is no qualifier for the correspondence relative to the subject matter, differentiation as to a Mutual, trust or personal issue, limitation as to the size of the correspondence with enclosures, and that
the material may have been already sent to the Board electronically. The intent of the proposed rule change is to establish reasonable criteria for publication of correspondence in the meeting packets for the Executive Committee and LWCC Board.

Rule #1.4 (Correspondence)

All correspondence received from a lot, condominium, cooperative, homeowners' association, or unit owner/resident received by noon three business days (see comment below) prior to the date of the executive committee meeting or board meeting, shall be included in the meeting packet of the next regular meeting of the executive committee or board of directors subject to the following. **No action taken**

Resolution #4, 01/31/17

RESOLVED, the LWCC Board of Directors approves adding:
3.5 Within 90 days of being appointed to the LWCC Board of Directors, the county mandated training for Directors/Alternates members shall be accomplished and a copy of the Certificate of Completion of the training shall be submitted to the LWCC Board Secretary. **The motion carried.**

d. Inspection Resolution

Mr. Jordan made the following motion, which was seconded:

Resolution #5, 01/31/17

RESOLVED, effective February 1, 2017 LWMC management shall provide copies of all state and county agency health & safety inspection/notice of violation reports to the Executive Committee and relevant Leisure World Advisory Committees for LWCC facilities and onsite vendors within 5 business days of receipt of the inspection report. LWMC management shall provide a corrective action plan for correcting any identified violations within seven days of receipt of the inspection report.

In the event an inspection causes the closure of facility, the LWCC Chair and the appropriate advisory committee chair(s) shall be notified immediately.

Health and safety inspections include:

MC Health Department – LWCC Committees Restaurant, E&R, Health
MC DFRS – LWCC Committee PPD
Elevator – LWCC Committee PPD
MC Department Permitting Services – LWCC Committees CPAC, PPD

Any other governmental inspections having a health & safety component. **The motion carried.**
e. Investigate Bulk purchase of Internet Service for Leisure World

Mr. Marks made the following motion which was seconded:

Resolution #6, 01/31/17

RESOLVED, the LWCC Board of Directors authorizes the General Manager to investigate the possibility of bulk purchase of internet service for the residents of Leisure World. The motion carried.

f. Clubhouse I (Kitchen)

Mr. Marks made the following motion, which was seconded:

Resolution #7, 01/31/17

RESOLVED, the LWCC Board of Directors approves the Clubhouse I Main Kitchen Dishwasher Area and accelerated Maintenance Project as detailed in the January 18, 2017 Main Kitchen Dishwasher and Accelerated Maintenance Project description in the amount not-to-exceed $54,750. Funds to come from the Contingency Fund. The motion carried.

Management provided a full project description. A project description and budget is included in the Executive Committee meeting package. Only one kitchen will be impacted during this project.

g. MLK Day

Ms. Portis made the following motion, which was seconded:

RESOLVED, the LWCC Board of Directors approves that no LWCC nor LWMC governance meetings will be scheduled for the MLK holiday. This will allow committee members to engage in activities to honor the day without a committee meeting conflict. No governance meeting will be scheduled.

Mr. Spiegel made the following substitute motion:

MLK day shall be a listed holiday for the Leisure World of Maryland Corporation. Columbus Day shall not be a listed holiday for Leisure World of Maryland. This resolution is effective as of 2018.

LWMC Management will look into this matter in depth and will report on this at the February 2017 BOD meeting.

The Board agreed to postpone this item, until the February 2017 Board meeting.
h. **Board positions on Legislation**

Approval of Testimony for Bills in the Maryland General Assembly

At its meeting on January 23, the Legislative Work Group of the Government Affairs Advisory Committee unanimously approved the attached statements regarding three bills introduced in the Maryland General Assembly, and is forwarding for your approval the following resolutions.

Mr. Muir made the following motions, which were seconded:

**Resolution #8, 01/31/17**

The LWCC Board of Directors approves the attached statement in support of HB 26 (Notices of Foreclosure, etc.) and authorizes the Board chair to send the statement to the House of Delegates Environment and Transportation Committee. The motion carried.

**Resolution #9, 01/31/17**

The LWCC Board of Directors approves the attached statement recommending an amendment to HB 41 (Common Ownership Communities – Statewide Registration). The motion carried.

**Resolution #10, 01/31/17**

The LWCC Board of Directors approves the attached statement recommending support of SB 173 (Use of Medical Oxygen, etc.) and authorizes the Board chair or his representative to deliver this statement at a February 2 hearing before the Senate Finance Committee.

i. **Motion calling for suspension of the new Administration building plan**

Elaine Hurley made the following motion:

The LWCC Board of Directors approves the following proposed motion calling for the suspension of the new Administration building plan.

1. Suspend all work on new Administration Building, until completion of an engineering study
2. Suspend any expenditure of funds to make more effective use of LW funds
3. Conduct an invasive engineering study to determine feasibility and cost to renovate and bring up to current code a viable, properly functioning administration building including improved parking to facilities, easy entrance to Administration Building, & CFI 1 for handicapped individuals, to include a weather resistant walkway entry covering.
4. Expense not to exceed $150,000.00 and said funds to be taken from the resale fund.
Postponed until the February 2017 Board of Directors meeting based on the motion made by Barbara Cronin.

Barbara Cronin made the following motion, which was seconded:

Prior to the actual consideration of the motion, the board will have the following information determined and presented:

a. What is the total amount of money that has been spent to date on the development of plans (building and site plans) and the preparation and filing of the current site plan?

b. What will be the resources cost (money and staff time) needed to select a qualified firm to do the proposed study?

c. What would be included in the Request for Proposal to firms for consideration of doing an invasive study?

d. Is the proposed cost of the invasive engineering study realistic in terms of finding a firm to do such a study and then the actual cost of performing the study and delivering the report?

e. What would be the timeframe the Board could expect to have a final report of such a study?

f. How will the results of such a study resolve the question of “new vs. renovate” or will it simply still leave the board with options that need to be weighed and decided?

g. What are the possible unintended consequences of doing the study rather than moving forward on the currently approved plan?

Management will provide answers at the February 2017 BOD meeting.

9. Correspondence – The Board reviewed resolutions considered by the advisory committees during the months of November/December 2016 and correspondence received since the last meeting.

10. Open Forum –


No members will have an opportunity to comment on agenda items on which no action was taken, community policies, or the operation of the LWCC facilities.

The following individuals spoke on the topics indicated:

Ms. Katzman, (MM) - Questioned why a survey was not conducted a survey for the Administration Building.

Ms. Katzman, (MM) – Expressed comments on the governance of the Board of Directors.

11. Next Meeting – Tuesday, February 28, 2017, at 9:30 a.m. in the Montgomery Room.

12. Adjournment – There being no further business to come before the regular meeting of the Board, the meeting adjourned at 12:37 p.m.
13. **Closed Meeting**

A closed session meeting of the Leisure World Community Corporation Board of Directors was called at 12:35 PM on January 31, 2017 to discuss a business transaction in the negotiation.

A roll call vote was previously taken at the open Leisure World Community Corporation board meeting on January 31, 2017 to go into a closed session in accordance with the requirements of § 11B-111(4) (vi) of the Maryland Homeowners Association Act, to discuss contractual matters. The motion was approved by roll call vote of the Board members present at that meeting.

Members present at the closed session:

Charles Smith (MM), Linda Wachta (MM), James Olsen (MM), Marion Herrington (M5), Margaret Bacon (M6A), Vernei Skinner (M6B), Carole Kennon (M6C), Elaine Hurley (M7), Connie Burke (M8), Robert Tropp (M9), Paul Eisenbaur (M10), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Peco (M15), Joan Allston (M16), Barbara Cronin (M17A), Jim Grimes (M18), John Gervais (M19B), Maggi Cowlan (20A), Ken Zajic (M20A), Phil Marks (M20B), Paul Spiegol (M20B), David Polinsky (M21), Carole Portia (M22), Neil Rums (M23), Henry Jordan (M24), Ken Muir (M26), and David Fraser (M27).

Members absent at the closed session:

Jim Perretto (MM), Ken McMahah (M11), Alan Peckner (M17B) Judy Rosenthal (M19A).

Guests: Kevin Flannery General Manager

1. Mr. Kevin Flannery General Manager reviewed the status of a negotiation with a financial institution and discussed the options and financial implications with the LWCC Board.

2. After extended discussion, and a motion to end debate, a proposed Board resolution was presented by Mr. Fraser

**Resolution #11_01/31/17**

The LWCC Board of Directors authorizes the General Manager to continue the negotiations with the financial institution for space in the current and future administration buildings.

The resolution passed.

3. **Adjournment** – There being no further business to come before the Board, the meeting adjourned at 1:10 p.m.

[Signature]

Henry Jordan, President, LWCC Board of Directors
The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members Present:

Jim Percella (MM), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Marion Herrington (M5), Margaret Bacon (M6A), Vernon Skinner (M6B), Carole Kenna (M6C), Elaine Hurley (M7), Connie Burko (M8), Robert Trop (M9), Paul Eisenhaure (M10), Frank Morone (M11), Marian Allman (M12), Barbara Branswell (M13), Linda O'Neil (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Peckner (M17B), Jim Grimes (M18), Pamela Bureick (M19A), John Gervais (19B). Ken Zajac (M20A), Magi Cowan (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Pivinsky (M21), Carole Portis (M22), Henry Jordan (M24), Ken Muir (M25), and David Frager (M27).

Members Absent: Nell Ross (M23), Roy Dickstein, (M25).

Management Present:

Kevin Flannery, General Manager; Tim Courses, Assistant General Manager; Jolene King, Assistant General Manager; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Crystal Castillo, Executive Coordinator Support Services; Melissa Pelaez, Director of Support Services; Monica Tijada, Trust Assistant, and Marlene Smith, Executive Assistant.

1. **Call to Order** – Mr. Frager, Chair, called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** – Mr. Frager commented on the following:

   a. **Add/Drops from Advisory Committees** –

      Add:

      • Cliffon West, M18 (Golf and Greens)

      Drop:

      • Marcia Glezer, M26 (CPAC)
h. **Nominations for Strategic Planning and Document Review Special Committees** -

Mr. Frager reported that Ms. Kennon and Marlene Smith have been collecting resumes for the Strategic Planning Committee. Ms. Kennon will provide an update at the March Board of Directors meeting.

3. **Adoption of Agenda** - The agenda was approved as amended. Move 7. **Updates**

   (g) Holiday/Leave policy development to 6. **Action Items** (d).

4. **Approval of Minutes** - The Minutes of the meeting of January 31, 2017 were approved as amended. Remove Ken Muir from Closed Meeting, replace Judy Rosenthal with Pamela Hardick for (M19A), Resolution #10; add: the words: "motion carried" to the end of the resolution.

5. **General Manager’s Report** - Mr. Flannery reported on the following:

   1. **Finances** -
      - Surplus in 2016 was approximately $112,500.
      - Community Facilities surplus was $17,000.
      - Combined Mutual operations surplus was $95,500.
      - Audit report will be reviewed by Audit Committee on 3/10/17.
      - Property transfers in February was approximately $105,000 in contributions.
      - Balance as of 1/31/17 in funds: approximately $4,682,000.

   2. **Bank Space**
      - Prospective tenant is reviewing Leisure World Counsel comments to proposed lease.
      - Management confirmed acceptance of lease terms on Monday 2/27/17.
      - Prospective tenant has agreed to place an ATM machine in lobby prior to occupying space.

   3. **MEDSTAR Lease and Operating Agreement**
      - Both contracts will be presented to the Health Advisory Committee on 3/15/17.
      - Action by the LWCC Board is targeted for the March meeting.

   4. **Weichert Lease**
      - Current lease expires effective 12/31/17.
      - There is a recommendation to extend, with language to terminate based on status of new building.

   5. **Comcast Billing**
      - Comcast will provide a report to Management the week of 2/27/17 summarizing billing error impact.
      - We are requiring a review of the language in the existing bulk agreement. We will do this review with legal counsel.

6. **Action Items** -

   a. **Review of Administration Building Project** - Mr. Frager called for each Board members to provide comments or questions on the Invasive Study information on pages 17-26 of the meeting packet, provided by Ms. King.

      Board members asked numerous questions on the Invasive Study report for clarification purposes. Ms. Gerke and/or Ms. King responded to all questions.
Mr. Jordan made the following motion **on behalf of the motion sponsor**, which was seconded:

The LWCC Boards of Directors approves the following recommendation submitted by Elaine Hurley (M7):

*I propose the following motion calling for suspension of the new Administration building plan:*

1. Suspend all work on new Administration Building until completion of an engineering study.
2. Suspend any expenditures of funds to make more effective use of Leisure World funds.
3. Conduct an invasive study to determine feasibility and cost to renovate and bring up to current code a viable, properly functioning administration building including improved parking to facilitate easy entrance to Administration Building and Club I for handicapped individuals; to include a weather resistant walkway entry covering.
4. Expense not to exceed $150,000.00, and said funds to be taken from the Resale Fund.

A roll call was conducted for the suspension motion.

**Motion failed.** Three Board members were absent and three Board members abstained. Results were as follows: (2 votes in favor and 21 opposed).

The results of the vote are attached to the 2/28/17 minutes.

b. **Contents of Executive Comm./LWCC Board Packets**

Mr. Jordan made the following motion, which was seconded:

**Resolution #12, 2/28/17**

The LWCC BOD approves the revision to rule 1.4

1.4 Written Correspondence received from a condominium, cooperative, homeowners’ association, or unit owner/resident shall be included in the meeting packet of the next regular meeting of the Executive Committee or Board of Directors occurring at least five business days after the correspondence has been received, if the correspondence: (a) deals with a matter within jurisdiction of the LWCC Board, (b) is transmitted to the Executive Committee or Board of Directors by mail or e-mail, (c) does not exceed more than four letter size pages (including electronic submissions), (d) includes the name, address, email and phone number(s) of the author, and (e) does not substantially duplicate correspondence in the past ninety days. The motion carried.

c. **LWMC Organizational Chart**

Mr. Flannery presented the updated LWMC Organizational Chart dated 2/1/17 for the LWCC Board of Director’s approval.
Mr. Jordan made the following motion, which was seconded:

**Resolution #13, 2/28/17**

The LWCC Board of Directors accepts the LWMC Organizational Chart dated 2/1/17 as presented.  The motion carried.

d. **Holiday/Leave policy development** -

   Mr. Flannery provided an updated report to address MLK holiday recognition.

   The LWCC Board of Directors agreed to postpone this item until March.  A formal motion will be presented at the LWCC Board meeting in March.

7. **Updates**

   a. **MEDSTAR Annual Report** - Mr. Flannery provided a summary of the written update contained in the meeting packet.  MEDSTAR was not present at the meeting.


   d. **FIPA Status Report** - Ms. Gerke reviewed the highlights of a written update contained in the meeting packet.

   e. **IT Project** - Mr. Flannery reviewed the highlights of a written update contained in the meeting packet.

   f. **GM Update - Management Objectives** - Mr. Flannery reviewed the highlights of the Management Objectives distributed at the meeting.

8. **New Business**

   a. **General Manager Evaluation Committee** -

      Mr. Eisenhaur made the following motion, which was seconded:

      **Resolution #14, 2/28/17**

      RESOLVED, the LWCC Board of Directors approves that the 2017 Leisure World General Manager’s Performance Evaluation Committee will be chaired by Paul Eisenhaur, with members being Jim Olsen, David Polinsky, Bob Tropp, Phil Marks, Henry Jordan, and Dave Frager. Input from LWCC Board members will be solicited in May 2017, and a final report presented at the August 2017 Board of Directors meeting.  The motion carried.

   b. **CPAC Resolution** -

      Mr. Marks made the following motion, which was seconded:

      Resolved, the Community Planning Advisory Committee recommends that the LWCC Board of Directors adopt ‘The Process for Considering and Integrating a Project into the Facilities Enhancement Plan’, December 29, 2015. (“The Process”) The Plan is attached.
"The Process" fills an existing gap in the Facilities Enhancement Plan by providing for a methodology for updating the FEP and designating the Plan as the multi-year capital improvements program for LW Trust projects.

**LWCC Board of Directors Resolution**

Resolved, the LWCC Board of Directors adopts “The Process for considering and Integrating a Project into the Facilities Enhancement Plan”, dated December 29, 2015. This document is attached. The document was developed by the community Planning Advisory Committee and vetted by management with the other appropriate LWCC advisory committees. “The Process” includes an annual call for new projects in February each year with a close date of July 1 for new projects for consideration. It becomes the multi-year capital improvements program for Leisure World Trust projects funded by Resales Funds, Replacement Fund, Facilities Maintenance Fund, and Operating Budget. Postponed until March LWCC Board meeting.

9. **Correspondence** - Mr. Frager referenced pages 50a-50q of the meeting packet.

10. **Open Forum** -

   Sheryl Katzman (MM) – Made recommendations for the robocall process.
   Management announced that text messages will be sent to residents phones soon.

   Sheryl Katzman (MM) – Recommended that the pages in the meeting packet be double-sided.

   Sheryl Katzman (MM) – She provided comments regarding the status of Clubhouse Services Inc.

   Mr. Flannery provided history on Clubhouse Services Inc. and what Management is doing to make sure that Clubhouse Services Inc. remain in good standing.

   Elaine Malloy (M29) – Presented questions pertaining to FPD invoices and security issues to alert residents of an emergency.

11. **Next Meeting** March 28, 2017, at 9:30 a.m. in the Montgomery Room.

12. **Adjournment** The meeting was adjourned at 12:20 p.m.

Henry Jordan
LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING NO. 4
TUESDAY, MARCH 28, 2017, AT 9:30 A.M.
MONTGOMERY ROOM

The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members Present:

Jim Peretta (MM), Charles Smith (MM), James Olsen (MM), Linda Wacha (MM), Marion Harrington (M5), Margaret Bacon (M6A), Vernon Stinner (M6B), Carole Kennon (M6C), Elaine Hurley (M7), Connie Burke (M8), Robert Tropp (M9), Paul Eisenhaut (M10), Frank Morrone (M11), Marian Altman (M12), Barbara Braswell (M13), Linda O’Neill (M14), Virginia Pace (M15), Joan Allston (M16), Barbara Cronin (M17A), Alan Pochner (M17B), Jim Grimes (M18), Pamela Biedick (M19A), John Gervais (M19B), Ken Zajic (M20A), Maggi Cowlan (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Porter (M22), Neil Ross (M23), Henry Jordan (M24), Ray Dickstein, (M25); Ken Muir (M26), and David Frager (M27).

Members Absent: Ken McMullin, (M11)

Management Present:

Kevin Flannery, General Manager; Tim Coaren, Assistant General Manager; Jolene King, Assistant General Manager; Maureen Freeman, Senior Editor; Crystal Castillo, Executive Coordinator Support Services; Melissa Pelaez, Director of Support Services; Monica Tejada, Trust Assistant; and Marlene Smith, Executive Assistant.

1. Call to Order – Mr. Frager, Chair, called the meeting to order at 9:30 a.m.

2. Chair’s Remarks – Mr. Frager commented on the following:

a. Adds/Drops from Advisory Committees –

Add:

- Doug Brass, MM (Golf & Greens) - submitted in error.
- Maura Dollymore, M9 (Health)
- Kathy Viney, M14 (Insurance)
- George Pearlman, M24 (Security & Transportation)

Drops:

- None

3. Adoption of Agenda – The agenda was approved as amended. Add: 8.a. Delegation of Authority/New Bank Lease.
4. **Approval of Minutes** - The Minutes of the meeting of March 28, 2017 were approved as presented. Ms. Smith will email the entire Board the voting chart from the suspension of the new administration building.

5. **Mr. Flannery introduced Battalion Chief Amy Vanderryn:**

Fire Department Presentation – Battalion Chief, Amy Vanderryn (Station 25) delivered a presentation on the services provided to the Leisure World Community. Station 25 is going under renovation for two years to expand space. Ms. Vanderryn’s office will move to Station 18 on a temporary basis during the renovation process but this renovation will not impact services to the Leisure World Community. In addition to renovations, a paramedic chase car (SUV) will be added to Station 25. LWCC Board members asked Battalion Chief, Amy Vanderryn several questions.

**The Answers to the questions are as follows:**

1) **All 911 calls for Leisure World go to Station 25.**
2) **When the team does not run calls, they are constantly training.**
3) **There is a Tier system for calls. The Tier system depends on the call type. A Basic life support call would get a transport vehicle. Advanced support calls (Breathing and Chest pains) get the quickest paramedic along with firefighter.**

**General Manager’s Report** -

1. **Finances** –
   - Year to date operating deficit is $23,500 as of 2/28/17.
   - Balance as of 2/28/17 in Facility Enhancement Plan funds: approximately $4,547,000.

2. **Comcast billing** –
   - Comcast will credit billing errors going back to inception of service for Leisure World of Maryland.
   - Management is working with Comcast on specifics and details at this time.

3. **Budget Planning** –
   - The attached memorandum was presented to the Budget and Finance Advisory Committee in March.

6. **Action Items –**
   a. **Audit Report:**

     Mr. McMullin made the following motion, which was seconded:

     **Resolution # 15, 3/28/17**

     RESOLVED, the Leisure World Board of Directors accepts the Malvin, Riggs & Company draft of the 2016 Financial Audit and Financial Statements as modified. The Audit Committee Chair will approve the modifications.
The motion carried.

b. Disposition of the 2016 Community Facilities surplus -

Mr. Marks made the following motion, which was seconded:

Resolution #16, 3/28/17

RESOLVED, the Leisure World Board of Directors approves the transfer of the 2016 Community Facilities operating surplus $17,096 to the Contingency Fund as recommended by the Budget & Finance Advisory Committee.

The motion carried.

c. Demographic Study

Mr. Jordan made the following motion, which was seconded:

Resolution #17, 3/28/17

RESOLVED, the Leisure World Board of Directors approved to direct the Strategic Planning Committee to conduct a demographic study for the purpose of obtaining data relevant and urgent to the comprehensive work of strategic planning and to facilitate informed decisions of and by this Board of Directors.

The motion carried.

d. Community project planning process

Ms. Kennon made the following motion, which was seconded:

Resolution #18, 3/28/17


Please see the attached document.

The motion carried.

e. LWMC Employee Leave policy

Mr. Marks made the following motion, which was seconded:

Resolution #19, 3/28/17

RESOLVED, the Leisure World Board of Directors approves the addition of Martin Luther King Jr. Day as a holiday for Leisure World of Maryland Corporation Employees.

The motion carried.
7. Updates

a. Strategic Planning Committee - status - Mr. Frager reported on the status of the Strategic Planning Committee. Nine resumes have been received and will be reviewed.

b. Governing Documents/Update on Rules and Guidelines - Mr. Frager reported on the status of the Governing documents. Documents have been converted into Word format and shared with the Governing Documents Committee.

c. FEP Status report - Ms. King reviewed the highlights of a written update contained in the meeting packet.

d. IT Project report - Mr. Flannery reviewed the highlights of a written update contained in the meeting packet.

c. General Manager's benchmarks -
   o Ms. Freeman provided an overview of the new website. The new website will be an outward facing website. Ms. Freeman addressed questions from LWCC Board members.

8. New Business

a. Delegation of Authority/New Bank Lease

Resolution # 20, 3/28/17

RESOLVED, the Leisure World Board of Directors delegates authority to the General Manager to approve a new lease for a new financial institution.

Mr. Flannery reported that certain sections of the Lease Agreement were still under review/negotiation therefore, any member of the LWCC Board who desired to review the lease could contact the Executive Secretary or himself to set up a date and time over the next week or two.

The motion carried.

9. Correspondence - Mr. Frager referenced pages 22a-22u of the meeting package.

10. Open Forum

Sheryl Katzman (MM) - Advised on correspondence received from the Montgomery County Fire Chief in reply to community inquiry re: why fire trucks are dispatched with rescue squad vehicles.

Sheryl Katzman (MM) initiated a request with X-Finity to convert closed circuit channels 972 and 974 from standard definition to high definition, including the replacement equipment, at no expense to Leisure World under the bulk contract.
11. **Next Meeting:** April 25th, 2017 at 9:30 a.m. in the Montgomery Room.

12. **Adjournment:** The meeting was adjourned at 11:56 a.m.

Henry Jordan

LWCC Executive Secretary
The LWCC Board is composed of 34 Directors representing 29 Mutuals.

Members Present:

Jim Peretta (MM), Linda Feinberg (MM), James Olsen (MM), Linda Wacha (MM), Marion Harrington (M5), Margaret Bacon (M6A), Vernon Skinner (M5B), Carole Keamun (M6C), Josephine Moser (M7), Lois Fuller (M8), Robert Tropp (M9), Paul Eisenhaur (M10), Yvette Rich (M11), Marian Alman (M12), Barbara Braswell (M13), Linda O’Neil (M14), Virginia Pace (M15), Jean Allston (M16), Barbara Cronin (M17A), Alan Peckner (M17B), Jim Grimes (M18), Juanita Williams (M19A), John Gorvais (19B), Ken Zajic (M20A), Maggie Cowaln (M20A), Phil Marks (M20B), Paul Spiegel (M20B), David Polinsky (M21), Carole Portis (M22), Neil Ross (M23), Henry Jordan (M24), Roy Dickson (M25), Ken Muir (M26), and David Frager (M27).

Management Present:

Kevin Flannery, General Manager; Tim Courten, Assistant General Manager; Jolene King, Assistant General Manager; Maurice Freeman, Senior Editor; Crystal Castillo, Executive Coordinator Support Services; Melissa Pelaez, Director of Mutual Services; Monica Tejada, Trust Assistant; and Marlene Smith, Executive Secretary.

1. Call to Order – Mr. Frager, Chair, called the meeting to order at 9:30 a.m.

2. Chair’s Remarks – Mr. Frager commented on the following:

- The Chair reported on a civil rights complaint that was received. The Chair informed the Board that a response to the Complaint was filed after consultation with legal counsel.
- The Chairman reported that he met with the Chair of the Strategic Planning committee. The group is starting to organize/execute.
- Recently, residents were informed that petitioning on Trust property was prohibited. Security did respond to a complaint by a resident that they were approached at the entrance of Clubhouse 1 and asked to sign a petition. The LWCC Board will be reviewing and updating the rule prohibiting this action. Note: The rule was approved in 1985.
- The Chair remarked that he hoped persons would do their part to reduce complaints within our community.

a. Add/Drops from Advisory Committees –

Add:

- Health Committee – Cathy Galano, M21 – appointed as new Vice Chair.
- Security & Transportation – Alma Melcher, M23
Drops:
- Health Committee – Sarah Hirschfield, M208 resigned as Vice Chair, but remains on committee.
- Technology Committee – Joyce Smythe, MM.
- Security & Transportation – Rae Poley, M23

3. Adoption of Agenda – The agenda was approved as presented.

4. Approval of Minutes -
- The Minutes of the meeting of April 25, 2017 were approved as amended. Add Mutual members to Strategic Planning Committee members.
- The Minutes of the Closed Meeting on April 25, 2017 were approved as presented.

5. General Manager’s Report - Mr. Flannery reported on the following:

1. Finances –
   - Year to date operating deficit is $20,000.
   - Property transfers in May was approximately $110,000 in contributions.
   - Balance as of 4/30/17 in funds: approximately $4,800,000.

2. IT updates:
   - The General Manager reviewed in summary current projects including:
     - Document imaging
     - Online training and career development courses.
     - Electronic case management software in the Social Services department
     - Status report on cloud based phone system.
     - Replacement of hardware, specifically copier machines, at both Trust and Mutual site locations. New lease would “umbrella” over all with opportunity for cost savings.
     - The General Manager reported his intention to extend the consulting contract with Dave Meredith. Current contract expires on 06/30/17. Contract will be extended for six months.

6. Action Items –
   a. Request for a general vote by community ownership to affirm or deny the construction of a new Administration building. Represented at Mutual, 7 –
   
   Ms. Boswell made the following motion, which was seconded:
   
   Resolved, the LWCC Board of Directors approves to call for a general vote by the community ownership for a direct decision to affirm or deny constructing a new Administration Building at a projected cost of $7,4 Million Dollars.
   
   The LWCC Board of Directors decided to not support this resolution.
   
   b. Budget 2018 - Board meeting (Action at June Meeting) –
Appendix H

i. Budget Assumptions
ii. Capital Purchases
iii. Schedule of Fees
iv. Facilities Maintenance Plan

The LWCC Board of Directors decided not to take action until the June 2017 meeting.

c. By law amendment -- Action without a meeting

Barbara Braswell made the following motion, which was seconded:

Resolution #28, 05/23/2017

Resolved, The LWCC Board of Directors amends the LWCC Bylaws, Article VI, Section Action without a meeting by adding the following sentence: “The vote must be unanimous and each Director must cast a vote.”

(22 for and 7 oppose)

d. Update/resend resolution - Bulk Internet Resolution #6, 01/31/17

Mr. Eberhardt made the following motion, which was seconded:

Resolution #28, 05/23/2017

LWCC asks the LW Tech Committee and LW Management to develop parameters for a new Broadband Communications Services contract, including, but not limited to, bulk Internet and Cable TV services; this new contract will replace the current (cable TV only) bulk contract. A full range of options should be examined, including: (1) amending the current contract before the mid-2020 expiration date to add bulk rate Internet; (2) allowing the current contract to expire in mid-2020, thereby leaving residents to choose their own TV and Internet providers at prevailing market rates; (3) developing an RFP for competitive providers of broadband communications services beyond mid-2020, via multi-year contract. Development of parameters should include assessment of both LW resident and Management broadband communications requirements, market research, and provides and products/services for Smart Communities, RFP generation, periodic reporting to the Board of Directors, and a detailed recommendation to the Board of Directors.

This process is to:

- Encourage resident inputs via multiple channels, e.g., Leisure World News, letters, town hall meetings, formal survey conducted by an appropriate professional organization.
- Sync objectives with the Strategic Planning Special Committee. Though this Internet/Cable TV effort is specific and autonomous, it is to be a part of the Strategic Plan.
- Final recommendation should provide final selection determination variables, all costs, and comparison to current bulk (cable TV) services contract.

Motion carried.
e. Revision to LWCC Conflict of Interest

Resolved, the Leisure World Community Corporation Conflict of Interest Statement be only required for LWCC Board of Directors Members, Advisory Committee Chairs, and Senior Management Level I.WMC employees charged with the governance of the organization (General Manager, Assistant General Manager, and Director of Accounting.)

The LWCC Board of Directors decided to postpone this resolution until the June 2017 meeting.

f. Recommendations - Energy Advisory Committee

Resolved, The LWCC Board of Directors authorize to revise the Standing Energy Advisory Committee (EAC) Charter, November 27, 2012:

Authorize to revise its Standing Energy Advisory Committee (EAC) Charter, November 27, 2012:

1. Specifications relating to Energy Advisory Committee

Areas of Responsibility

Delete: 1b. Periodically review status of rate options available from the electricity suppliers for the Leisure World Community's bulk-metered usage and recommend to management and the Board of Directors those options most likely to result in lower costs to the Community.

Add: 1b. Periodically review cost of energy and power to residents of Leisure World, Mutuals, and to the LW Corporation including the distribution of cost.

Delete: 1c. Periodically review the E-ratings of Trust facilities and Mutual units to assure the reflection of equitable cost allocations relating to bulk-metered areas of the Leisure World Community.

Add: 1c. Recommend changes in energy sources, types, and use that have the potential to reduce costs.

Delete 1d. Seek energy-saving techniques and make recommendations to management and the Board of Directors if such techniques are economically feasible to implement within the Leisure World Community, interact with governmental agencies involved in grants and conservation programs.

Add 1d. Investigate and research current and emerging developments and approaches for saving, conserving, and reducing energy use. Make recommendations to Mutual management and the Board of Directors if such techniques appear to be economically and operationally feasible to implement within the Leisure World Community; Monitor and periodically report on related programs offered by federal, state, and local governmental agencies which provide financial and technical assistance, e.g., grants, tax incentives, and technical information.
Appendix H

Add 1a. Investigate and research new developments in energy, including supply, utilization, and sources. Recommend approaches that have the potential to reduce costs, enhance the environment, improve reliability in energy sources, and provide other benefits for LW community. New developments include technological advances, alternative energy sources, and recycling practices.

Postponed until the June 2017 meeting.

H. – Ratings list

The LWCC Board of Directors resolves to add windows, doors, and insulation to the list of projects covered by E-Rating changes effective as of the date of passage.

Postponed until the June 2017 meeting.

Resolution #29, 05/23/2017

David Polinsky moved the following motion, which was seconded

Solar Photovoltaic Energy Systems for Leisure World Initiative

Resolved, The LWCC Board of Directors approves the Energy Advisory Committee "Solar Photovoltaic Energy Systems for Leisure World Initiative" with TRCIT, Committee, PPD, and Accounting support.

Reference:

The initiative goal is to provide information for LWCC to make informed decisions in pursuit of LW solar energy photovoltaic systems. Said decisions deal with determining LW acceptable.

1) Benefits (e.g., cost savings, energy production)
1) Development implementation (e.g., LW buildings, Master Meter grid)
1) Development costs (i.e., investment, commitment) and approaches (e.g., purchase, power purchase agreements)

Motion carried.

g. Recommendation – Landscaping Advisory Committee

Recommendations – Landscaping Advisory Committee

Resolved, the LWCC Board of Directors to name the corner of Gleneagles and South Leisure World Boulevard, Pollinator Park.

Postponed until the June 2017 meeting.

7. Updates

a. Medstar 2017 1st qtr. report – Mr. Flannery reviewed the highlights of the written report.
b. Strategic Planning Special Committee – status
c. ITB Status report - Ms. Gehrke reviewed the highlights of a written update contained in the meeting packet.

d. JT Project report - Mr. Flannery reviewed the highlights of a written update contained in the meeting packet.

e. General Manager's Evaluation - Mr. Evenhau provides an overview of the evaluation process.

f. General Manager's Benchmarks - Mr. Flannery provided an overview of the General Manager's Benchmarks

8. New Business - NONE

9. Correspondence - Mr. Frager referenced pages 26a-26b of the meeting package.

10. Open Forum -

   Darlene Hamilton (M11) - made comments regarding Mutual matters.

   Sheryl Katzman (MM) - made comments regarding Maryland Clubhouse Services Inc.

11. Next Meeting: June 27, 2007 at 9:30 a.m. in the Montgomery Room.

12. Adjournment: The meeting was adjourned at 11:24 a.m.

Henry Jotchen
LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING NO. 8
TUESDAY, AUGUST 29, 2017
MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); James Perretta, (MM); Linda Feinberg, (MM); George Stephens, (MM); Marion Harrington (M3); Morton Sellar, (M6A); Vernon Skinner, (M6B); Carole Keanon, (M6C); Josephine Moser, (M7); Louis Pope Fuller, (M8); Robert Tropp, (M9); Paul Eisenhauer, (M10); Yvette Rich, (M11); Marian Atman, (M12); Barbara Braswell, (M13); Linda O’Neil, (M14); Virginia Pacc, (M15); Joan Allston, (M16); Barbara Crewin, (M17A); Alan Pechner, (M17B); Jim Grimes, (M18); Pamela Burdick, (M18A); John Gervais, (M19B); Maggi Cowland, (M20A); Ken Zajic, (M20A); Phil Marks, (M20B); Doris DeSantis, (M20B); David Polinsky, (M21); Carole Portis, (M22); Mike Schwartz, (M23); Roy Dickstein, (M25); Ken Muir, (M26); David Frager, (M27).


Management: Kevin Flannery, General Manager; Dawn Gurney, Director of Finance & Accounting; Melissa Pelayo, Director of Mutual Services, Crystal Castillo, Executive Coordinator Support Services; Maureen Freeman, Director of Communications; Kenia Ibanez, Administrative Assistant; Joselyn Ruiz, Mutual Assistant; Monica Tejada, Trust Assistant.

1. Call to Order — The meeting was called to order at 9:30 a.m.

2. Chair Remarks — Mr. Frager reported the following:
   - Add/Drop
     - Adds:
       - Patricia Mitchell (M22) — Security & Transportation Advisory Committee
       - Stephen Teitel (M23) — Insurance Advisory Committee
     - Drops:
       - Robert Barnett (M10) — Health Advisory Committee
       - Jean Quimlan (M17A) — Health Advisory Committee
       - Lyle Wolinsky (M23) — Insurance Advisory Committee
       - Clarise Pruitt-Jones (M12) — Physical Properties Advisory Committee

3. Adoption of Agenda — The agenda was approved as presented.

4. Approval of Minutes — The minutes were approved as amended: Add names of Community Members that are included in the Recruitment/Hiring of Senior LW Management Personnel, Resolution #41, 7/25/27 — Robert Tropp, (M9), Ken Muir, (26); and Sandra McLeskey, (M21).

5. General Manager Report — Mr. Flannery reported the following:
Finances:
- There is a current deficit of $38,600, as of 7/31/17.
- Proposed Trust Agreement Amendment — The amendment would broaden investment opportunities to provide additional investment options that could yield increased returns without incurring undue risk. The amendment requires each Mutual to take action (in favor or against the amendment — 75% requirement).

Recruitment —
- The second interviews are being scheduled.

6. Action Items —

   a. Advisory Committee Charter Amendments —

      Resolution #46, 8/29/17

      - LW News — Resolved, the LWCC Board of Directors approve the Leisure World News Advisory Committee Charter as amended. There was a roll call vote — In favor: 3,271 votes; Opposed: 1,759 votes.

      The motion passed.

      Resolution #47, 8/29/17

      - Emergency Preparedness — Resolved, the LWCC Board of Directors approve the Emergency Preparedness Advisory Committee Charter as amended.

      The motion passed.

      Resolution #48, 8/29/17

      - Tennis — Resolved, the LWCC Board of Directors approve the Tennis Advisory Committee charter as amended.

      The motion passed.

   b. LWCC Conflict of Interest Statement —

      Resolution #49, 8/29/17

      Resolved, the Leisure World Community Corporation Conflict of Interest Statement applies to the Members of the Board of Directors of LWCC, Advisory Committee Chairs and Senior Management level LWMC employees charged with the governance of the organization (General Manager, Assistant General Manager, Director of Finance).

      The motion passed.

      Conflict of Interest/Code of Ethics — LWMC Employees —

      The General Manager reported the LWMC Employee Handbook revisions include employee level Conflict of Interest/Code of Ethics policy requirements.
c. Solicitation, Petitioning, and Similar Activities —

Resolved, the LWCC Board of Directors approves:

1. These rules provide for the petitioning, personal solicitation, distribution of handbills, posting of notices, or other commercial, charitable, political, economic, social, religious, or any other purpose on the property of the Trust consistent with Leisure World Community Corporation's policies and procedures.

2. The following actions are permitted for Leisure World residents and the organizations with which they are affiliated within the Leisure World Community and fall within Leisure World's rules and regulations. While Leisure World will not regulate or determine content, it reserves the right to deny defamatory and/or discriminatory communications.

- Any lawful activity carried on within the confines of a room or area allocated to a meeting of a group or association.
- The posting of notices by a Leisure World affiliated community organization on a bulletin board assigned to that organization.
- The assignment of space to a community organization for the solicitation of funds for charitable purposes.
- The posting of small commercial or other notices for limited periods on bulletin boards specifically designated for that purpose. Content, size and duration of such postings shall be reviewed by management prior to placement.
- The distribution adjacent to Trust-owned buildings of handbills and other literature on behalf of political candidates, referendums, resolutions, and the like on voting days consistent with the provisions of law, provided that such activities do not interfere with the normal access to buildings and activities.

All signs and posters shall be removed within 48 hours after an event or activity promoted by them is over. If that removal does not occur within the specified time, then Leisure World may remove and discard these materials.

- Activities to promote special programs or measures sponsored or supported by the Leisure World Community Board of Directors for the benefit of its residents, as authorized by a resolution of the Leisure World Community Corporation Board of Directors.

In addition, the bullets above are subject to the two conditions below:

A. Trust property leased to third parties requires their approval for use for any of the purposes listed in section 2.
B. Activities listed in section 2 are limited to the following areas: The lobbies of Clubhouses 1 and 11 and the lobby of the Administration building. In addition, areas immediately adjacent to but not blocking the entrances to these buildings may be used provided ordinary pedestrian access is not blocked or hindered. The areas defined by the term “immediately adjacent to” do not include parking lots, roadways or any place where there is vehicular traffic.

3. The General Manager, subject to the approval of the Leisure World Community Corporation Board of Directors, may establish procedures designed to facilitate the enforcement of the foregoing rules and such procedures shall be reviewed from time to time for consistency with applicable laws and changing norms and community standards.

It was agreed that any approval on would be delayed until policies and procedures are available to the LWCC Board.

The motion was postponed.

c. 2018 Budget –

Resolution #50, 8/29/17

Resolved, the LWCC Board of Directors adopts the 2018 Community Facilities budget as follows:

- Operating expenses of $11,578,245 (which includes the funding of the salary adjustment of $176,250).
- Reserves:
  - Snow & Chemical Storm Damage - $60,000
  - Contingency - $30,000
  - Replacement Facility Funding - $415,000
  - Capital Equipment - $0
- Total (operations & reserves) Community Facilities Budget for 2018 - $11,578,245 - an increase of $272,771 over the 2017 budget.
- The 2018 monthly unit fee is $170.50. Funding for all reserves for 2018 is $2,019,598.

The motion passed.

c. Asphalt & Concrete Contract Extension –

Resolved, the LWCC Board of Directors approve a contract extension with H&H Concrete Construction, Inc. for a period of three (3) years, from January 2018 through December 2020, at a rate of 2.78% increase per year.

The motion failed.
f. Fitness Center: Hours of Operation –

**Resolution #51, 8/29/17**

Resolved, The LWCC Board of Directors approve the hours of operation of the new Leisure World Fitness Center: 4:00am – 9:00pm daily, and that Security guard will check periodically between the hours of 4:00am – 7:30am until such time video surveillance is operational at the Main Gate.

The motion passed.

g. Proposed Trust Agreement Amendment –

Resolved, the LWCC Board of Directors approves moving forward with the process to amend Trust Agreement II documents by deleting the current language in Section V (K) and replacing it with proposed Section V (K):

Proposed:

*Only banks and savings institutions that are FDIC insured and domiciled in the United States will be eligible, as well as credit unions that are insured by the National Credit Union Share Insurance Fund and domiciled in the United States or in investment programs collateralized by U.S. Treasury securities.*

The proposed amendment must go to each Mutual Board prior to LWCC action. It was requested that the Mutual Boards respond by the October LWCC Board meeting.

h. Draft M&O Submission to Mutuals –

**Resolution #52, 8/29/17**

Resolved, the LWCC Board of Directors instructs Management to provide all Mutuals with a draft M&O agreement including projected costs by October 1 each year. This change will provide Mutuals sufficient time to prepare their respective budgets for the following year.

The motion passed.

A roll call vote was taken at the Leisure World Community Corporation Board meeting to go into a closed session at the conclusion of the meeting in accordance with the requirements of Maryland Homeowners Association Act, 11B-111(4)(i), to discuss matters pertaining to employees and personnel. The motion was approved by voice vote of all the Board members present at that meeting.
7. **Updates**
   
   a. **FEP Status Report** – Ms. Gerke reported the following:

   - **Administration Building** – All supporting documents were submitted to Park and Planning and we are waiting on any secondary comments.
   
   - **Fitness Center** – Final inspection have been completed. Grand opening is scheduled for September 14 at 9:00 a.m. with a ribbon cutting ceremony.

   b. **IT Project Report** – September 18, 2017 is the estimated launch date for the community portal (working with individual portals mid-late October 2017). Portals will have requirements for sight impaired residents. Looking into electronic voting (carts down on paperwork), electronic payment of monthly fees and services provided etc. physical properties (PPD) are in discussion for future.

   c. **GM Evaluation/Benchmarks** – evaluation will be presented during closed session.

8. **New Business**
   
   a. **Request for Information** – Food Service/Liquor Licenses – Leisure World of Maryland Corporation, Maryland Clubhouse Services Inc., and Peric LLC are in good standing (documents were provided).

9. **Correspondence** – Mr. Fraser referenced pages 52-57 in the board packet.

10. **Open Forum**
    
    - Sheryl Katzman, MM – Comments regarding Alcohol sales tax payments.
    
    - Marilyn Cianciolo, MM – Admin front desk is not open from 12pm – 1pm and believes it should be open during these items.
    
    - Barbara Braswell, MM – In reference to the committee charters, ‘Oversight’ appears to be on most Advisory Committee charters

11. **Next Meeting** – Tuesday, September 26, 2017 at 9:30 a.m.

12. **Closed Session** – Personnel Matters
Appendix H

LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING NO. 11
TUESDAY, NOVEMBER 28, 2017
MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); James Perrotta, (MM); Marilyn Rives (MM); Marion Herrington (M5); Vernon Skinner, (M6B); Alan Goldstein, (M6C); Josephine Moser, (M7); Lois Pope Fuller, (M8); Robert Tropp, (M9); Paul Eisenhaur, (M10); Yvette Rich, (M11); Marian Almam, (M12); Barbara Braswell, (M13); Linda O’Neil, (M14); Virginia Pace, (M15); Joan Alistor, (M16); Herman Cohen, (M17A); Arloos Shadoan, (M17B); Jim Grimes, (M18); Pamela Burdick, (M19A); John Gervais, (M19B); Maggi Cowlan, (M20A); Phil Marks, (20B); Paul Spiegel, (M20B); David Polinsky, (M21); Carole Portis, (M22); Mike Schwartz, (M23); Henry Jordan, (M24); Roy Dickstein, (M25); Ken Muir, (M26); David Frager, (M27).

Management: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager for Facilities and Services; Melissa Pelaez, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Kenia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Frager reported the following:
   a. Adds/Drops
      Adds:
      • Richard Falk (M25) – Technology Special Committee
      Drops: None

3. Adoption of Agenda – The agenda was approved as amended to add 6th Administrative Site Plan Approval.

4. Approval of Minutes – The minutes were approved as amended to correct the members present in attendance for M17A & M19A and to add a notation under 6b “Independent of the motion, the current E&R Policy and Procedures for recognized groups or organizations will remain in effect”.

5. General Manager Report – Mr. Flannery reported the following:
   • Property Transfers – In the month of November, there were 30 property transfers with contributions of about $108,000.

6. Action Items –
   a. Request to Seat Non-Resident Owner on LWCC Board – Mutual 22 – The CCOC has scheduled a hearing for December 21st on the case.
b. Community Planning Advisory Committee Charter Amendment – This action item is on hold pending action by the committee.

c. Confirmation of 2018 Advisory Committee Members (LWCC Board) -

Resolution #58, 11/28/17

Mr. Polinsky made a motion which was seconded:

Resolved, the LWCC Board of Directors confirms the members of the 2018 Advisory Committees, to serve from January 1, 2018 through December 31, 2018.

Note: Members of the Government Affairs Advisory Committee serve from July 1 through June 30, in order to conform with the legislative session.

The motion passed.

d. Reorganization of E&R and Communication Departments – Update to LWMC Organizational Chart -

Resolution #59, 11/28/17

Mr. Jordan made a motion which was seconded:

Resolved, the LWCC Board of Directors approve the LWMC reorganization chart updated 11/22/17.

The motion passed.

e. Pool Contract Renewal –

Resolution #60, 11/28/17

Resolved, the LWCC Board of Directors approve an extension to the Pool Management contract with Community Pool Service, LLC, for a three-year period starting 1/2/18 and terminating on 12/31/20. The base amount of the contract effective 1/2/18 is $145,400. This contract provides pool management services to both the indoor and outdoor pool facilities.

The hours of operation were provided in the request for proposal submitted by Leisure World of Maryland Corporation.

The motion passed.
f. PWD AC Recommendation: Asphalt & Concrete Unit Pricing Agreement

Resolution #61, 11/28/17

Mr. Polinsky made a motion which was seconded:

Resolved, the LWCC Board of Directors approve the pricing agreement submitted by H&H Concrete & Asphalt for 2018, 2019, and 2020.

The motion passed.

g. LWCC Board Standing Rules Amendment Proposal –

Resolution #62, 11/28/17

Mr. Polinsky made a motion which was seconded:

Resolved, the LWCC Board of Directors approve amending the Standing Rules of the Leisure World Community Corporation Board of Directors under section 1.4 Meeting Preparation to add: (f) does not contain personally disparaging language.

The motion passed.

h. Administrative Site Plan Approval –

Resolution #63, 11/2/17

Mr. Marks made a motion which was seconded:

Resolved, the LWCC Board of Directors authorizes $48,000 to complete the site plan permit approval through MNCPPC for the Administration Building and Clubhouse 1 Site Improvements project, Funding to come from the Facilities Enhancement Plan Fund (Resales Fund).

The motion passed.

7. Updates –

a. FEP Status Report – Mr. Flannery reported the following:
   - An update of the cashflow and FEP report will be prepared for the Executive Session on December 11th.

b. IT Project Report – Mr. Flannery reported the following:
   - About 600 residents have signed up to the community portal and comments were made regarding the inability to view all mutual bylaws and other documents.
c. 2017-2018 GM Benchmarks – Mr. Flannery reviewed the benchmarks referenced in pages 19-20 in the board packet.

8. New Business –

a. Strategic Planning Special Committee –

Resolution #64, 11/28/17

Ms. Altman made the motion and was seconded:

Resolved the LWCC Board of Directors directs the Special Strategic Planning Committee to sponsor workshops between December 1, 2017 and March 15, 2018 to provide information to Leisure World advisory committees and residents to explain the value and purpose of strategic planning and the role of strategic plans in Leisure World’s future.

The Committee should review the elements of the proposed plan process with residents and seek feedback and input from residents.

The Committee should report back to the LWCC Board on the results of the workshops and present a recommended course of action at the regular March 2018 LWCC Board meeting.

The motion passed.

b. Golf & Greens AC Recommendation –

Mr. Jordan made the motion and was seconded:

Resolved, the LWCC Board of Directors approve the trimming of 38 trees that adversely impact the optimum turf grass and playability on specific course greens.

The motion was postponed.

c. Restaurant AC Recommendation –

Resolution #65, 11/28/17

Ms. Altman made the motion which was seconded:

Resolved, the LWCC Board of Directors approve flooring covering replacement/improvements in the Terrace Room and Stein Room in the amount of $22,000 to come from the Facility replacement reserve and additional tables and
stools in the Clubhouse Grille in the amount of $8,000, funds to come from Capital Equipment Fund.

The motion passed.

d. Budget & Finance AC Recommendation —

Resolution #66, 11/28/17

Mr. Marks made the motion and was seconded:

Resolved, the LWCC Board of Directors adopts the LWCC Policy and Procedures for Investments of Reserves and Cash Management dated November 15, 2017 and attached to this resolution.

The motion passed.

9. Correspondence — Mr. Frager referenced pages 43-54 in the board packet.

10. Open Forum —

- Bob Namovicz (M10) — Comment regarding crosswalk, technology consulted Dave Merritt, and sound system at the meetings.
- Carole Solane (M18) — Question regarding the floor company on the tile replacement in the restaurant.
- Yvette Rich (M11) — Question regarding security procedures.
- Natalie Brodsky (M17b) — Comment regarding re corrections of projects.
- Paul Eisehaur (M10) — Comment regarding Mr. Frager’s last LWCC Board Meeting as chair.
- Marian Allman (M12) — Question regarding the date of the organization meeting.

11. Next Meeting — Tuesday, January 30, 2017 at 9:30 a.m.

Henry Jordan
LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING NO. 1
TUESDAY, JANUARY 30, 2018
MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); Linda Feinberg, (MM); James Peretta, (MM); George R. Stephens, (MM); Shannon Barndock (M5); Margaret Bacon, (M6A); Vernon Skinner, (M6B); Carolo Kennon, (M6C); Josephine Moser, (M7); Lois Pope Fuller, (M8); Robert Tropp, (M9); Paul Eisenhaur, (M10); Yvette Rich, (M11); Marian Altman, (M12); Barbara Braswell, (M13); Linda O’Neil, (M14); Virginia Pace, (M15); Joan Allston, (M16); Herman Cohen, (M17A); Arleen Shadoan, (M17B); Jim Grimes, (M18); Pamela Burdick, (M19A); John Gervais, (M19B); Maggi Cowlan, (M20A); Ken McMahlil, (M20A); Phil Marks, (M20B); Paul Spiegel, (M20B); Jack Herman, (M21); Carolee Furtis, (M22); Mike Schwartz, (M23); Henry Jordan, (M24); Roy Dickstein, (M25); Ken Murt, (M26); David Frager, (M27).

Management: Kevin Flammery, General Manager; Tom Snyder, Assistant General Manager for Facilities and Services; Melissa Pelacz, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Nicole Gerke, Project Manager; Kenia Ibsnez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenhaur reported the following:
   a. Adds/Drops –
      Adds:
      - Irving Cohen (M23) – Audit
      - Barbara Cohen (M23) – Emergency Preparedness
      - Steven Toller (M23) – PPD
      - Christina Petersen (M10) – Golf & Greens
      - Ken Huser (M5) – Golf & Greens
      - Bill Stinglett (M15) – Golf & Greens
      - Diane Ivan (M10) – L&R
      - (Mary) Vicki Collins (M18) – Landscape
      - Jan Cusey (MM) – Landscape
      - Semon Chang (M12) – Golf & Greens
      - Mauna Dollymore (M9) – Health
      - Dianne Bradley – Security & Transportation
      - David Frager – Government Affairs
      - Clifton West – Golf & Greens

   Drops: None
3. **Adoption of Agenda** – The agenda was approved as amended to move 6a & 6b to 7.
   Updates and to move 7c after the approval of the minutes.

4. **Approval of Minutes** – The November 28, 2017 minutes were approved as amended to edit Ms. To Mr. under 7a.
   - Approval of LWCC Organizational Meeting Minutes – January 5, 2018 – The minutes were approved as amended to correct Roy Dickstein name under 1c and generically format the meeting dates under h(i) & h(ii).
   - Approval of LWMC Organizational Meeting Minutes – January 5, 2018 – The minutes were approved as presented.

   Mr. Rosenthal, Golf Professional, reported highlights of the golf plans for the 2018 golf season and also presented the new golf calendar.

6. **General Manager Report** – Mr. Flannery reported the following:
   - Finances – Year-to-date (unaudited) operating surplus approximately $12,200.00.
   - Property Transfers – For the year 2017, there were 421 property transfers with total contributions of $1,603,000.00.
   - Pool Hours of Operation – The indoor pool hours will go back to 8pm closing Monday – Thursday.
   - Report on 2017 Facilities Replacement and planned projects for 2018 – The documents will be distributed.

7. **Action Items**
   - Energy AC Response Regarding Sub-metering (Mutual 9) – The Board discussed authorization to approve the Energy Advisory Committee’s recommendations.

   **Resolution #1, 01/30/18**

   Ms. Braswell made the motion which was seconded.

   Resolved, the LWCC Board of Directors take no action on the Energy AC Recommendations regarding sub-metering.

   **The motion passed.**

8. **Updates**
   - Management Presentation: Draft Administration Bldg. & Site Plan Project – Mr. Marks reported that Management is planning to meet with all Mutuals to review the latest draft plan for the Site Plan Improvements/ Administration Bldg. The LWCC/LWMC team working is continuing to work with the Montgomery County Planning Board and staff on the Site Plan Improvements/ Administration Bldg. Project.
b. TEP Status Report - Mr. Flannery reported the following:
   - **Mutual Presentations** - As of 2/1/18 there will have been three presentations. All other mutuals are either scheduled or in process of confirming date and time.

c. IT Project Report - A written report by Dave Merritt was provided in the agenda package.


9. **New Business**
   a. GM Evaluation Committee Appointment -

   **Resolution #2, 01/30/18**

   Mr. Fraser made the motion which was seconded:

   Resolved, The LWCC Board of Directors approves the creation and membership of the 2018 Leisure World General Manager’s Performance Evaluation Committee as follows:
   
   Linda Wacha, Chair, BOD
   David Polinsky, BOD
   Joan Allotra, BOD
   Vern Skinner, BOD
   Mike Schwartz, BOD
   Patricia Hopenstead, Overlook Vice President
   Peggy Salazar, M10 President

   **The motion passed.**

   b. Proposed Communications Policy -

   **Resolution #3, 01/30/18**

   Mr. Muit made the motion which was seconded:

   Resolved, The LWCC Board of Directors directs the General Manager in collaboration with the Communications Advisory Committee to develop a comprehensive Leisure World plan for improving communication with residents and potential residents. The plan—with performance measures and quantifiable goals—should provide a clear vision and mission statement. It should be completed and presented to the LWCC Board in June 2018, with an interim progress report presented in April 2018. The interim report should include any implications for the 2019 budget request.
The motion passed.

c. Announcement for 2018 Advisory Committee Chairs – Mr. Eisenhaur announced the following chairs:
   • Audit: Mr. Francis Teti
   • Budget & Finance: Phil Marks
   • Communications: Dr. Arthur Popper
   • Community Planning: Carole Kennon
   • Education & Recreation: Ms. Yolanda Hunt
   • Emergency Preparedness; Mr. Robert Ducharme
   • Energy: Mr. Edward Nicosia
   • Golf & Greens: Ms. Brenda Curtis-Hoeken
   • Government Affairs: Mr. Ken Muir
   • Health: Dr. Sandra McLeskey
   • Insurance: Mr. Gerry Sommer
   • Landscape: Ms. Dora Pugliese
   • Physical Properties: Mr. Antonio Marietta
   • Restaurant: Ms. Joni Sommer
   • Security & Transportation: Mr. Herman Cohen
   • Tennis & Pickleball: Mr. Gerry Sommer

The motion failed.

d. Website Access Resolution –

Mr. Marks made the motion which was seconded:

Resolved, The LWCC Board of Directors directs Management to expand the mutual component of the www.leisureworldmaryland.com website beyond the current proposed mutual bylaws to include a template mutuals could use to add additional, mutual specific information. A prototype of a mutual site is attached to the resolution.

The motion failed.

e. Strategic Plan Status – Mr. Eisenhaur reported that the Strategic Planning Committee is finalizing their presentation and have selected meeting dates which will be announced at a later date.

10. Correspondence – Mr. Eisenhaur referenced pages 39-47 in the board packet.

11. Open Forum –

   • Marlene Golden (M15) – Question regarding room reservation in CH1.
   • Herman Cohen (17A) – Question regarding legal opinion on amending bylaws.
   • Elaine Malloy (MM) – Comment regarding the Admin Bldg.
   • Sheryl Katzen (MM) – Question regarding and answer to legal opinion on amending bylaws.
- Radha Pillai (M5) – Question regarding a room for the scrabble club.
- Janice McLean (17A) – Comment regarding the Admin Bldg.
- Betty Goodman (M14) – Comment regarding trust building maintenance.
- Tom Conger (M18) – Comment regarding strategic planning.
- Natalie Brodsky (M17B) – Question regarding condo does and design contractor.
- Bill Butynski (M11) – Comment regarding communication and strategic planning.
- Sue Grey (M22) – Comment regarding the Admin Bldg.
- Sam Verne (M20B) – Comment regarding the Admin Bldg.

A roll call vote was taken at the Leisure World Community Corporation Board of Directors meeting to go into a closed session at the conclusion of the meeting in accordance with the requirements of Maryland Homeowners Association Act, 11B-111(4)(i), to discuss matters pertaining to personnel matters. The motion was approved by voice vote of all the Board members present at that meeting.

12. Next Meeting – Tuesday, February 27, 2018 at 9:30 a.m.

13. Closed Session

[Signature]

Henry Jordan,  
LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING NO. 2
TUESDAY, FEBRUARY 27, 2018
MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); James Petretta, (MM); George R. Stephens, (MM); Marion Harrington (M5); Margaret Bacon, (M6A); Carole Kennedy, (M6C); Josephine Moser, (M7); Lois Pope Fuller, (M8); Robert Trupp, (M9); Paul Eisenhaur, (M10); Yvette Rich, (M11); Marian Altman, (M12); Barbara Braswell, (M13); Linda O’Neil, (M14); Virginia Pace, (M15); Joan Allston, (M16); Herman Cohen, (M17A); Arleen Stadton, (M17B); Jim Grimes, (M18); Juanita Sealy-Williams, (M19A); Joan Gervais, (M19B); Maggi Cowlan, (M20A); Ken McMullin, (M20A); Doris Desautels, (20B); Paul Spiegel, (M20B); David Polinsky, (M21); Hildur Shaw, (M22); Mike Schwartz, (M23); Henry Jordan, (M24); Roy Dickstein, (M25); Ken Munt, (M26); David Frazer, (M27).

Management: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager for Facilities and Services; Melissa Pelayo, Director of Mutual Services; Kenia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order — The meeting was called to order at 9:30 a.m.

2. Chair Remarks — Mr. Eisenhaur reported the following:
   a. Adds/Drops —
      Adds:
      • Palma Seeger (M27) - Education & Recreation Advisory Committee

      Drops:
      • Allan Miller (M20A) - Emergency Preparedness Advisory Committee
      • Gene Byron (M27) - Budget & Finance Advisory Committee

   b. Mr. Eisenhaur reported the following:
      • He congratulated Crystal Castillo on the birth of her daughter.
      • According to the legal opinion received, the LWCC Board of Directors has no authority to deny the Mutual’s choice of representative.
      • The Government Affairs Advisory Committee is sending letters of support for the following four bills; HB575, HB945, HB946, and HB983.
      • He suggested having an internal policy for LWMC group emails.

3. Adoption of Agenda — The agenda was approved as amended; to postpone 6. (d) Funding Request: Old Fitness Center & Multipurpose Room and to remove 7. (e) Request to Seat Non-Resident Owner on LWCC BOD (M-22);
4. **Approval of Minutes** — The January 30, 2018 minutes were approved as amended, to add Jack Herrnun (M21) under Members Present and change Resident Service Bldg. to Administration Bldg. in the paragraph under 8.a.
   - Closed Session Minutes: January 30, 2018 — The minutes were approved as presented.

5. **General Manager Report** — Mr. Flannery reported the following:
   - **Finances** — There was a deficit of approximately $17,400 for January and the draft 2017 audit report is targeted for distribution by March 2nd.
   - **Property Transfers** — For the month of February, there were 17 property transfers with contributions totaling $65,000.00.
   - **Current Contracts Update** — The E&R Committee will be reviewing the renewal of the Motivational Fitness contract in March.
   - **Signal Financial Federal Credit Union** — Accounts for the Corporation and select Mutuals are being opened.
   - **Legal Update** — Complaint filed by a resident with Maryland Commission on Civil Rights was “determined there is No Probable Cause to believe that the Respondent discriminated against the Complainant because of Disability and Retaliation, under Title 20, Subtitle 7 of the State Government Article, Annotated Code”.
   - **Bulk Broadband Service** — There will be a meeting the week of March 5th with the sub-committee of the Technology Special Committee and consultant.

6. **Action Items** —
   - **Resolution to Rename the Proposed Administration Building** —

     **Resolution #4, 02/27/18**

     Ms. Braswell made the motion which was seconded:

     Resolved, the LWCC Board of Directors postposes indefinitely the renaming of the proposed structure currently named the Administration Building.

     **The motion passed.**

   - **Advisory Committee Charter Amendment: Community Planning** —

     **Resolution #5, 02/27/18**

     Ms. Kennon made the motion which was seconded:

     Resolved, the LWCC Board of Directors adopts “The Standing Community Planning Advisory Committee Charter” Revised February 12, 2018.

     **The motion passed.**
c. FEP Cash Flow Resolution –

Resolution #6, 02/27/18

Mr. Jordan made the motion which was seconded:

Resolved, the LWCC Board of Directors directs the construction plans related to the Administration Building/Club House I site plan be implemented independently, so that construction related to the Club House I exterior can be accomplished in an earlier time period than the construction of the new Administration Building when funds are available.

The motion passed.

7. Updates:
   a. FRP Status Report – Mr. Flannery reported the following:
      - As of 2/27/18, half of the Mutuals have had presentations with the last scheduled for March 15th.
      - Residents feedback will be shared with Advisory Committees for consideration in making any final revisions to the plans. The current plans have been presented to CPAC and S&T for comment.
   b. IT Project Report – A written report by Dave Merritt was provided in the agenda package on page 18. The LWCC BOD had discussed about bulk internet and the need for a demographic survey.
   c. Strategic Plan Status – Mr. Eisenhaur reported that the Strategic Planning Special Committee has finalized all their presentations and will report to the Executive Committee and LWCC Board of Directors the results.

8. New Business – None.
9. Correspondence – Mr. Eisenhaur referenced pages 19-26 in the board packet.
10. Open Forum –
   - Candice Wessling (MM) – Question regarding code of conduct for meetings.
   - Judy Rosenthal (M19A) – Questions regarding presentation of site plan, site plan consensus, money for mutual repairs, and bulk internet.
   - Jackie Rabinow (M14) – Comment on bus arrangements for night meetings.
   - Barbara Braswell (M13) – Comment on Administration Bldg. name change.
   - Sheryl Katzman (MM) – Comments on past resolution for demographic survey, strategic plan, and townhall meeting.
   - Bill Butynski (M11) – Comment on bulk internet.
   - Jerry Winter (MM) – Comment on bulk internet.
   - Elaine Malloy (MM) – Comments on strategic plan and night meetings.
   - Sue Grey (M22) – Comment on Mutual 22 representative.
• Janice Melane (M17A) – Comment on strategic plan and administration bldg.
• David Polinrsky (M21) – Comments on strategic plan.
• Robert Tropp (M9) – Comment on 2010 strategic plan report.
• Valerie Williams (M22) – Comments on Administration Bldg. and strategic plan.

11. **Next Meeting** – Tuesday, March 27, 2018 at 9:30 a.m.

Henry Jordan
LWCC Executive Secretary
Appendix H

LEISURE WORLD COMMUNITY CORPORATION

BOARD OF DIRECTORS MEETING NO. 3

TUESDAY, MARCH 27, 2018

MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); Linda Feinberg, (MM); James Perrotta, (MM); George R. Stephens, (MM); Margaret Bacon, (M6A); Vernon Skinner, (M6B); Carole Kennon, (M6C); Josephine Moser, (M7); Lois Pope Fuller, (M8); Robert Tropp, (M9); Paul Eisenhaut, (M10); Yvette Rich, (M11); Marian Altman, (M12); Barbara Braswell, (M13); Virginia Pace, (M15); Joan Allston, (M16); Herman Cohen, (M17A); Arlene Shaddoon, (M17B); Jim Grimes, (M18); Pamela Burdi, (M19A); John Gervais, (M19B); Maggi Cowlan, (M20A); Ken McMahill, (M20A); Phil Marks, (M20B); Paul Spiegel, (M20B); David Polinsky, (M21); Carole Poris, (M22); Mike Schwartz, (M23); Henry Jordan, (M24); Roy Dickstein, (M25); Ken Muir, (M26); Gene Byron, (M27).

Members Absent: Marion Harrington (M5); Linda O'Neil, (M14).

Management: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager for Facilities and Services; Nicole Gerke, Project Manager; Melissa Pelaez, Director of Mutual Services; Konia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenhaut reported the following:

   a. Adds/Drops –

      Adds:
      - Josephine Moser (M7) – Emergency Preparedness Advisory Committee
      - Joyce Temple (M17B) – Security & Transportation Advisory Committee
      - Patricia Hempstead (M26) – Special Strategic Planning Committee
      - Phil Marks (M20B) - Special Strategic Planning Committee

      Drops:
      - Richard Risberg (M27) – Government Affairs Advisory Committee

      Changes:
      - Alan Goldstein (M6C) will become the new chair – Communications Advisory Committee
b. Mr. Eisenbaur reported the following:
   • He recognized Nicole Gerke, Project Manager, for the recent installation of automatic door at the Fitness Center.
   • The LWCC Board Meeting will be changed to May 22nd due to the Memorial Day Holiday on Monday, May 28th and the Executive Committee will meet on May 11th.
   • There will be an Open Forum for working residents to brainstorm ideas for more participation in Leisure World.

3. Adoption of Agenda - The agenda was approved as amended, to remove 6. (c) Draft Report on Strategic Planning and to move 6. (c) to 6. (a) Strategic Planning: Next Steps.

A roll call vote was taken at the Leisure World Community Corporation Board of Directors meeting to go into a closed session at the conclusion of the meeting in accordance with the requirements of Maryland Homeowners Association Act, 11B-111(4)(i) to discuss matters pertaining to personnel. The motion was approved by all the Board Members listed as present.

4. Approval of Minutes - The February 27, 2018 minutes were approved as presented.

5. General Manager Report – Mr. Flannery reported the following:
   • Finances – There have been positive indications in financial trends for March.
   • Property Transfers – In the month of March, contributions totaled approximately $135,000.
   • Current Contracts Update – The extension of the Motivational Fitness contract will include language that requires negotiation six months in advance of contract term date. This will provide adequate time for open bid process if recommended.
   • Employee Training – There is a training seminar scheduled for Thursday, March 29th with Jim Gilmore, Supervising Therapist with Montgomery County Crisis Center, on recognizing, dealing with, and managing emotional distress in older adults.
   • Bulk Broadband Service – There will be a notice in the LW News in April or May regarding the community survey, which will provide information regarding the purpose/objective. The survey will be at the Community level versus individual Mutuals, it will be more timely and less costly. The survey will be 3-4 basic questions on a postcard or via the community portal. Electronic responses will be easier to tabulate.
   • Asphal/Paving – PPD Committee will review the 2018 plan at their April meeting. Some minor repairs/patching will commence in early April.
   • WSSC is hiring a new customer service representative for the community and there will be a meet and greet with Leisure World staff.
   • Insurance Advisory - The Committee met on Monday, March 26 and the loss ratio for the community was pretty good; considering there were some slip and fall incidents in March. There was discussion with risk management representatives regarding carbon monoxide monitoring. Travelers will be
sending their risk management person or persons out for a group meeting to
discuss with Property Managers that have any exposure to carbon monoxide,
- Montgomery County Inspector – Management met with an inspector about 3
  weeks ago and addressed the areas reported.
- CCOC Complaint – The CCOC hearing took place in March and there is a
  continuance for April 26th.
- Sales & Use Tax Audit – There was an audit conducted by the State of
  Maryland which originally stated that Leisure World needed to pay sales tax
  on the Janitorial Contract. Leisure World provided information previously
  received from a prior audit, from the comptroller office, indicating HOA’s,
  Condominiums, and Co-Ops are exempt from the house cleaning portion in
  common areas.

6. Action Items –

   a. Strategic Planning: Next Steps – Arthur Popper, Interim Chair of the Special
      Strategic Planning Committee, presented to the Board a response that describes
      what the committee has been working on. He referenced pages 13-26 that
      documented the three (3) Community Forums that the committee conducted.

Mr. Muir made the motion which was seconded,

The LWCC Board of Directors directs SSPC to develop a Request for Proposals
(RFP) to be sent to strategic planning consultants. The SSPC may request
administrative support from the LWMC staff, as needed. The goal is to select a
consultant that can work with the Leisure World community to develop the plans
needed to continue to attract active seniors to this community for the next 10-15
years. The RFP should list all deliverables and request a cost for the total project.
The SSPC will recommend its preferred consultant to the LWCC Board for
approval.

Resolution #7, 03/27/18

Mr. Tropp made an amendment to the motion which was seconded,

The LWCC Board of Directors directs the SSPC to develop a Request for
Proposals (RFP) to be sent to strategic planning consultants. The SSPC may
request administrative support from the LWMC staff, as needed. The goal is to
select a consultant that can work with the Leisure World community to develop
the plan needed to continue to serve existing residents and to attract active
seniors to this community for the next 10-15 years. The RFP should list all
deliverables and request a cost for the total project. The SSPC will recommend
its preferred consultant to the LWCC Board for approval.

The motion passed.
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b. Extension of Contract with Motivational Fitness --
   Resolution #8, 03/27/18

The motion was made and seconded.

Resolved, the LWCC Board of Directors approves the Motivational Fitness, LLC contract for three years, with an option for a two-year extension. Effective May 1, 2018, the annual payment will increase to $68,640. The current contract is approximately $58,000. The contract allows for an annual increase of 2%, effective May 1, 2019.

The motion passed.

c. Resolution to Draft Email Policy

Mr. Polinsky made the motion which was seconded.

The LWCC Board of Directors:
1. Directs the LWCC Executive Committee to develop an Email Standards and Criteria Policy; and

2. Delegates authority to the Committee to engage legal counsel to review the proposed policy.

Mr. Dickstein made an amendment to the motion which was seconded.

The LWCC Board of Directors:
1. Directs the LWCC Executive Committee to develop an Email Standards and Criteria Policy; and

2. Directs the LWCC Executive Committee to bring the developed email standards and criteria policy to the LWCC Board of Directors before engaging in legal counsel.

Both motions failed.

7. Updates

u. PEP Status Report -- Mr. Flannery reported the following:

- Management is finalizing a summary of the presentations which will be submitted to planning board staff. A legal description of the community was recently provided to the staff.

Ms. Gerke reported the following:

- The Special Multi-Committee Meeting was rescheduled for Thursday, April 19th at 9:30 a.m. in the Montgomery Room.
There will be preliminary presentation of the summary of suggestions for each Advisory Committee, involved prior to April 19th.

b. IT Project Report – A written report by Dave Merritt was provided in the agenda package on page 31. Mr. Flannery highlighted the following:
   - The main focus has been the security gate access software.
   - Mr. Merritt is assisting with potential vendors for PPD software.

c. Audit Report 2017 – The Audit Advisory Committee will be meeting on April 6th to discuss the Audit Report. The committee made recommendations to the audit firm regarding changes. The Budget & Finance Advisory Committee will be making a recommendation on the disposition of surplus in April.

d. Status Report on PPD Operations – Mr. Flannery referenced the attachment to his additional notes; information regarding the PPD Operations. Mr. Flannery and Mr. Snyder are still working on the report, but he provided highlights on software, customer service, and showroom.

e. LW Health Advisory Committee: The Committee suggested installation of Monitored Carbon Monoxide systems for areas of exposure – A group meeting will be scheduled with the Travelers Risk Management, and the Property Managers.

8. New Business –
   a. GAAC Letter of Support – Mr. Eisenhaure reported on the Government Affairs Advisory Committee’s three letters of support for bills HB1799, SB1208/HB1766, and SB1244.

b. Internet Survey – There will be a community survey conducted. Further information will be provided in the LW News.

9. Correspondence – Mr. Eisenhaure referenced page 39 in the board packet.

10. Open Forum –
   - Bob Nannovitz (M10) – Comments regarding how the mics work, having proper microphone system, pathicles on Rossmoor Blvd, and the Executive Committee.
   - Elaine Malloy (MM) – Comments regarding the Administration Building.
   - Sandra McLeskey (M26) – Comment regarding monitored carbon monoxide in the high-rises.

11. Next Meeting – Tuesday, April 24, 2018 at 9:30am.
12. Closed Session

[Signature]
Henry Lenizzle
LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION

BOARD OF DIRECTORS MEETING NO. 4

TUESDAY, APRIL 24, 2018

MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); Linda Feinberg, (MM); James Perretta, (MM); George R. Stephens, (MM); Kenneth Hase (M5); Margaret Bacon, (M6A); Vernon Skinner, (M6B); Carole Kenna, (M6C); Josephine Moser, (M7); Robert Tropp, (M9); Paul Eisenbaur, (M10); Yvette Rich, (M11); Marian Altman, (M12); Barbara Braswell, (M13); Linda O'Neil, (M14); Warren Lupson, (M15); Joan Allston, (M16); Barbara Cronin, (M17A); Arleen Shadoan, (M17B); Jim Grimes, (M18); Pamela Burdick, (M19A); John Gervais, (M19B); Maggi Cowlan, (M20A); Ken McMahill, (M20A); Phil Marks, (M20B); Paul Spiegel, (M20B); David Polinsky, (M21); Carole Portis, (M22); Mike Schwartz, (M23); Henry Jordan, (M24); Roy Dickstein, (M25); Ken Mur, (M26); David Frager, (M27).

Members Absent: Erik Pierce, (M8).

Management: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Melissa Pelacek, Director of Mutual Services; Crystal Castillo, Executive Coordinator for Support Services; Kenia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenbaur reported the following:

   a. Adds/Drops --

      Adds: None

      Drops:

      • Robert Bridgeman (M16) -- Budget & Finance Advisory Committee

   Changes:

      • Arthur Popper (M16) will become the Active Chair – Special Strategic Planning Committee

   b. Mr. Eisenbaur reported the following:

      • He recognized that this will be Linda O'Neil's last meeting as the LWCC Representative for Mutual 14.

      • He reminded the members that the LWCC Board Meeting will be on May 22nd due to Memorial Day and the Executive Committee Meeting will be on May 11th.

3. Adoption of Agenda -- The agenda was approved as amended; to add 4a. Approval of Closed Session Minutes and to move 7 c. to 5. MedStar 1st Quarter Report.
4. **Approval of Minutes** – The March 27, 2018 minutes were approved as amended:
   - To remove Arthur Popper (M16) will become the Vice Chair – Communications Advisory Committee under 2. (a).
   - To edit the last sentence to the following “The motion was approved by all the Board Members listed as present” under 3. closed session motion.
   - To edit the typo requests to request and bold the changes under 6. (a) amendment motion.
   a. **Approval of Closed Session Minutes** – March 27, 2018 – The minutes were approved as presented.

5. **Medstar 1st Qtr. Report** – Cathy Galano is the Vice Chair of the Health Advisory Committee and community liaison to the Leisure World Medstar. She referenced the Medstar 1st Qtr. Report on page 24-25 and reported the following highlights:
   - She reported that Kam Hassan, Operations Manager, who was formerly assigned to the Medical Center full time, is now assigned to the Chevy Chase location, but will be at the Leisure World location for brief periods of time.
   - She stated that Mr. Hassan has made remarkable improvements to Medstar and he put a huge focus on staff training.
   - She reported that all the primary and specialty care are still available but some are not meeting the contracted hours and some are exceeding.
   - There are no services for oncology and hematology; they are working on providing these services.
   - Psychiatrist, Dr. Turner, is no longer providing service at Leisure World as of April 12th. They are in the midst of bringing in a replacement psychiatrist for 8 hours every other week.
   - There is a new Neurologist, Dr. Biaal Siddar, who started February 14th.
   - The Drug Take Back Day is on Saturday, April 28th from 10:00 a.m. – 2:00 p.m.
   - The Drug Take Back container is located in the waiting area and currently can accept expired prescriptions, over the counter medications, and pet medications. The container does not accept Schedule 1 controlled substances or illegal drugs.
   - The Health Fair is scheduled for Thursday, May 24th, 2018 from 10:00 a.m. – 2:00 p.m.

6. **General Manager Report** – Mr. Flavumery reported the following:
   - Property Transfers – As of April 20th, there were about 19 or 20 transfers, which contributed approximately $98,000 in transfer fees.
   - Budget 2019 – The budget calendar for the preparation of the 2019 draft budget was provided. He reported that discussion has began with the Budget & Finance Advisory Committee, and they are actively discussing with various Advisory Committees with oversight over the operational budget and fees.
   - Employee Training – A number of staff members will be attending the CAI Annual Conference and Exposition on May 9th – May 12th. Tom Snyder is
Appendix H

7. Action Items –

a. Approve Audit Report 2017 –

Resolution #9, 04/24/18

Mr. Marks made the motion which was seconded.

Resolved, that the LWCC Board of Directors accepts/approves the 2017 Audit Report of the Leisure World of Maryland Trust performed by the CPA firm of Malvin, Riggins & Company as recommended by the Audit Advisory Committee. The motion passed.

b. Recommendation B&F AC: 2017 Surplus Disposition –

Resolution #10, 04/24/18

Mr. Marks made the motion which was seconded (31 for; 3 opposed).

Resolved, that the LWCC Board of Directors approves the transfer of the 2017 community facilities operating surplus $12,208 to the Contingency Fund as recommended by the Budget & Finance Advisory Committee. The motion passed.

c. Recommendation S&T AC: Gate Access Software –

Mr. Frager made the motion which was seconded.

Resolved, the Security and Transportation Advisory Committee requests that the Leisure World Board of Directors approve the adoption of a new access control system for the automobile entry gates utilizing Radio Frequency Identification hardware and software, independent of any other information technology projects under consideration. The approximate cost of $126,807.40 is a capital cost; if sufficient capital funds remain in the 2018 budget, the acquisition should begin as
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soon as possible. If funds are not available in the 2018 capital budget we urge that sufficient funds be included in the 2019 capital budget.

**Resolution #11, 04/24/18**

Mr. Frager made the substitute motion which was seconded,

Resolved, that the LWCC Board of Directors recommends deferring funding of the gate access software and requests the Security & Transportation Advisory Committee provide information on the operational impact and technical aspect. The motion passed.

d. Recommendation Insurance AC: Charter Amendment –

**Resolution #12, 04/24/18**

Mr. Frager made the motion which was seconded,

Resolved, that the LWCC Board of Directors approves the Insurance Advisory Committee Charter with the following amendment to add to III. Preferred Member Qualifications: “are general business experience, experience in condominium or HOA management, a background in property and casualty insurance (either at the insurance company or agency level) or commercial insurance, experience in risk management, reviewing claims and data, or evaluating insurance coverage”.

Rationale:
The Insurance Advisory Committee hopes to gain more participation from different mutuals.
The motion passed.

8. **Updates** –

a. FEP Status Report – The FEP Status report was distributed at the meeting. Mr. Flannery reported the following highlights:
   - The report contains the results from the Special Joint Meeting pertaining to the revisions on parking and traffic flow.
   - The revisions will be submitted to the various Advisory Committees involved for action in May.

b. IT Project Report – A written report by Dave Merritt was provided in the agenda package on page 23.

c. Budget 2019 – A calendar for the preparation of the 2019 draft budget was provided.

d. Interim Communications Report – A written interim communications report was provided in the agenda package on page 26-27. Ms. Freeman highlighted the internal and external responsibilities and goals for the communications report.
9. **New Business**
   a. **GAAC:** Survey of Maryland General Assembly Actions — Mr. Muir summarized the bills reviewed during this year’s General Assembly.

10. **Correspondence** — Mr. Eisenhaur referenced page 29 in the board packet.

11. **Open Forum**
    - Barbara Braswell (M13) — Comments regarding substitute motion and building name.
    - Henry Jordan (M24) — Question regarding GM Benchmarks, PPD report.
    - David Prager (M27) — Comment regarding FEB report.
    - Bob Namovitz (M10) — Comment regarding interim communication report and IT report.
    - Carolee Rowse (MM) — Comment regarding her correspondence.
    - Natalie Braddy (M173) — Comment regarding name of building and community name.
    - Sue Grey (M22) — Comment regarding Canadian Geese.

12. **Next Meeting** — Tuesday, May 22, 2018 at 9:30am.

    [Signature]

    Henry Jordan
    LWCC Executive Secretary
LEISURE WORLD COMMUNITY CORPORATION

BOARD OF DIRECTORS MEETING NO. 5

TUESDAY, MAY 22, 2018

MONTGOMERY ROOM

The LWCC Board of Directors is composed of 34 Directors and representing 29 Mutuals.

Members Present: Linda Wacha, (MM); Linda Feinberg, (MM); James Perrette, (MM); George R. Stephens, (MM); Kenneth Hase, (M5); Margaret Bacon, (M6A); Vernon Skinner, (M6B); Carol Keen, (M6C); Josephine Mosor, (M7); Robert Tropp, (M9); Paul Eisenhaur, (M10); Yvette Rich, (M11); Marian Altman, (M12); Barbara Bragg, (M13); Leona O'Reilly, (M14); Thomas Fisher, (M15); Joan Allston, (M16); Herman Cohen, (M17A); Arlene Shadoan, (M17B); Jim Grimes, (M18); Juanita Sealy-Williams, (M19A); Jack Dunn, (M19B); Maggi Cowan, (M20A); Ken McMullin, (M20A); Phil Marks, (M20B); Paul Spiegel, (M20B); David Polinsky, (M21); Mike Schwartz, (M23); Sid Sussan, (M24); Roy Dickstein, (M25); Ken Muir, (M26); David Frager, (M27).

Members Absent: Erik Pierce, (M5); Carol Portis, (M22).

Management: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager for Facilities and Services; Nicole Gerke, Project Manager; Melissa Perez, Director of Mutual Services; Crystal Castillo, Executive Coordinator for Support Services; Kenia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenhaur reported the following:

   a. Adds/Drops –

   Adds:

   - Bill Bullough (M11) – Tennis and Pickleball Advisory Committee,
   - Susan Eisenhaur (M17A) – Security and Transportation Advisory Committee.

   Drops: None.

   b. Mr. Eisenhaur reported the following:

      - Mr. Eisenhaur reported the First Responder Appreciation Day will be held on June 1st.

3. Adoption of Agenda – The agenda was approved as presented.

4. Approval of Minutes – The April 24, 2018 minutes were approved as presented.

5. General Manager Report – Mr. Flannery reported the following:

   - Property Transfers – As of May 21st, there was contributions of approximately $114,000 in transfer fees.
• Georgia Avenue Gatehouse — The owner of the shopping center would like to meet to discuss reconfiguring the traffic flow from the gate to the shopping center. State Highway Administration (SHA), was contacted on March 27th regarding the condition of asphalt in both entry and exit lanes. SHA is responsible for road surface approximately 25ft. beyond the gatehouse up to Georgia Avenue.

• New Resident Orientation — The new resident orientation was held on May 22nd with approximately 80 residents in attendance.

• Bulk Broadband Service — CTC consulting held three (3) forums on May 18th with approximately 100 residents in attendance. Potential service providers will be conducting on-site visits.

• McFall and Berry — Due to the rainy weather, McFall and Berry will be working twelve (12) hour days to “catch up” with grass cutting.

• Robo Calls/LWC — Information will be placed in the LW News on how to stop the crank calls.

6. **Action Items** —

   a. Wavier Request to Serve on LWCC Board of Directors —

      Mr. Tropp made the motion which was seconded.

      Resolved, the LWCC Board of Directors waives director qualification restriction to allow John Radcliffe to serve.  
      **The motion failed.**

   b. Gate Access Software Consideration in 2019 Budget Process —

      **Resolution #13, 05/22/18**

      A motion was made which was seconded.

      Resolved, the LWCC Board of Directors directs that the request for Gate Access software and hardware be considered in the 2019 Budget process.  
      **The motion passed.**

   c. Final Site Plan Approval — Nicole Gerke presented the site plan changes to the Directors.

      **Resolution #14, 05/22/18**

      A motion was made which was seconded.

      Resolved, the LWCC Board of Directors approves the changes to the site plan for the new Administration Building/CH1 Improvements as reflected in Site Plan Alternate A4 dated 5/9/2018, and authorizes Management to submit the final engineered plans to MNCPFPC for Site Plan Approval.  
      **The motion passed.**
d. Recommendation Health Advisory Committee: Charter Amendment

Resolution #15, 05/22/18

A motion was made which was seconded,

Resolved, the LWCC Board of Directors approves the modifications to the Health Advisory Committee charter.
The motion passed.

e. Recommendation Budget and Finance Advisory Committee: Conversion of Old Fitness Center

A motion was made which was seconded,

Resolved, the LWCC Board of Directors approves the recommendations of the E&R Advisory Committee, Management, and BFAC to convert the current Ping Pong Room in Clubhouse 2 to a meeting room and the old Fitness Center to a Ping Pong/Card Room at a cost not-to-exceed $47,000. Funds to come from the Resales Fund.
An amendment to the motion was made and seconded,

Resolved, to amend funds to come from the Contingency Fund.
The motion failed.
An amendment to the motion was made and seconded,

Resolved, to amend funds to come from the Maintenance Fund.
The motion failed.

Resolution #16, 05/22/18

The original motion was made which was seconded,

Resolved, the LWCC Board of Directors approves the recommendations of the E&R Advisory Committee, Management, and BFAC to convert the current Ping Pong Room in Clubhouse 2 to a meeting room and the old Fitness Center to a Ping Pong/Card Room at a cost not-to-exceed $47,000. Funds to come from the Resales Fund.
The motion passed.

7. Updates --
Appendix H

8. Unfinished Business
   a. Comments/Questions on PPD Report – Mr. Flannery answered questions on the PPD Report provided at the April Board Meeting.

9. New Business
   a. Preparation for GM Performance Evaluation – Ms. Wacha provided the Board Members with important information and instructions in preparation of the annual GM performance evaluation. She reported that there is a cover memo that notifies the members about an online survey that will be emailed on June 1st with the subject line, “GM Confidential Performance Evaluation”.

10. Correspondence – None.

11. Open Forum –
   a. Herman Cohca (17A) – Comment regarding gate access questions.
   b. Vern Skinner (6B) – Comment regarding Comcast issue.
   c. Barbara Braswell (M13) – Comment regarding open forum policy.
   d. Bob Arcile (M5) – Comment regarding strategic planning.
   e. Sheryl Katzman (MM) – Comment regarding open forum policy.
   f. Tracy Geiger (MM) – Comment regarding PPD Finances.
   g. Patricia Wiles (MM) – Question regarding resident consensus by the commissioner.
   h. Rodney Eng (M15) – Comment regarding chemical waste near the dumpster of Clubhouse 2 on April 13th.

12. Next Meeting – Tuesday, June 26, 2018 at 9:30 a.m.

__________________________
Henry Jordan,
LWCC Executive Secretary
SECTION 2
Appendix H

Preliminary Minutes – will be approved by Board on 8/30/11

Leisure World Community Corporation
Board of Directors Meeting #9
July 26, 2011

LWCC Board is composed of 34 Directors representing 5,614 units.

Members Present:
Eleanor Friedenberg (MM), Jim Perretta (MM), Linda Wacha (MM), Jim McAlister (MM),
Marion Herrington (5), Frances Nebesky (6B), Bud Tardiff (6C), Arthur Rounds (M7) Nadine
Roberts (8), Michael Showalter (10), Darlene Hamilton (11), Marian Altman (12), Paul Bessel
(13), Jackie Rabinow (14), Richard Carlson (15), James Turner (16), Barbara Cronin (17A),
Richard Houghton (17B), Patricia Eaton (18), Patricia Dunia (19A), John Doherty (19B), Larry
Traynham (20A), Philip Marks (20B), Robert Stromberg (20B), Robert Griffith (21), Jane
Morgan (22), Joan Jenkins (23), Henry Jordan (24), Roy Dickstein (25), Barry Lubin (26), and
David Frager (27).

Members Absent:
Morton Soler (6A), Lennox French (9), and Anthony Anastasi (20A).

Management Present:
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King,
Assistant General Manager; Jennifer Peacock, Comptroller; and Berri Sommer, Executive
Assistant.

1. Call to Order – The Chair called the meeting to order at 9:32 a.m.

2. Chair’s Remarks –

   a. Medical Center Article – The Chair thanked Paul Bessel for writing the article on the
      Medical Center for the August 2nd issue of the Leisure World News.

   b. Appointments – David Kipping has been named Chair of the Leisure World News
      Advisory Committee. The following residents have been appointed to the Energy
      Advisory Committee: Norman Eisenberg (24), James Cooper (25), and Eileen
      Woods (27). Tom Simms (26) has replaced Michael Stein on the Energy Advisory
      Committee.

3. Adoption of Agenda – The Agenda was approved by unanimous consent, with the
   following amendments:

   Mr. Dickstein requested the addition of item 8-j, “Officers’ Actions Concerning
   Accuracy of Voting on the Alternative Medical Proposal.”

   Mr. Traynham requested that item 8-c, “Proposed Bylaw Changes,” be designated as an
   Action Item rather than First Presentation.
Mr. Bessel proposed the addition of item 12, “Executive Session,” to discuss the General Manager’s contract. The following vote was taken.

Upon motion by Mr. Bessel, the Board agreed unanimously –

**Resolution #46, 7/26/11**

To hold a closed session immediately following the Regular Meeting in order to discuss and act on the Performance Evaluation of the General Manager, pursuant to § 11B-111(4)(iv) of the Maryland Homeowners Association Act.

The following individuals voted in favor:

<table>
<thead>
<tr>
<th>Mutual</th>
<th>Name</th>
<th>Vote</th>
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<tbody>
<tr>
<td>MM</td>
<td>Eleanor Friedenberg</td>
<td>Yes</td>
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<tr>
<td>MM</td>
<td>Jim Perrotta</td>
<td>Yes</td>
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<tr>
<td>MM</td>
<td>Linda Wacha</td>
<td>Yes</td>
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<td>MM</td>
<td>Jim McAlister</td>
<td>Yes</td>
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<td>M5</td>
<td>Marion Herrington</td>
<td>Yes</td>
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<td>M6B</td>
<td>Frances Nebesky</td>
<td>Yes</td>
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<td>M6C</td>
<td>Bud Tardiff</td>
<td>Yes</td>
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<td>M7</td>
<td>Arthur Rounds</td>
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<td>M8</td>
<td>Nadine Roberts</td>
<td>Yes</td>
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<td>M10</td>
<td>Michael Showalter</td>
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<tr>
<td>M12</td>
<td>Marian Altman</td>
<td>Yes</td>
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<tr>
<td>M13</td>
<td>Paul Bessel</td>
<td>Yes</td>
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<tr>
<td>M14</td>
<td>Jackie Rabinow</td>
<td>Yes</td>
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<td>M15</td>
<td>Richard Carlson</td>
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<td>M16</td>
<td>James Turner</td>
<td>Yes</td>
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<td>M17A</td>
<td>Barbara Cronin</td>
<td>Yes</td>
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<td>M17B</td>
<td>Richard Houghton</td>
<td>Yes</td>
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<td>M18</td>
<td>Patricia Eaton</td>
<td>Yes</td>
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<td>M19A</td>
<td>Patricia Dunn</td>
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<tr>
<td>M19B</td>
<td>John Doherty</td>
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<td>M20A</td>
<td>Ralph Kirby</td>
<td>Yes</td>
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<tr>
<td>M20B</td>
<td>Philip Marks</td>
<td>Yes</td>
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<tr>
<td>M20B</td>
<td>Robert Stromberg</td>
<td>Yes</td>
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<td>M21</td>
<td>Robert Griffith</td>
<td>Yes</td>
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<td>M22</td>
<td>Jane Morgan</td>
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<td>M23</td>
<td>Joan Jenkins</td>
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<td>M24</td>
<td>Henry Jordan</td>
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<td>M25</td>
<td>Roy Dickstein</td>
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<td>M26</td>
<td>Barry Lubin</td>
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<tr>
<td>M27</td>
<td>David Frager</td>
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The following members were absent when the vote was taken: Morston Solar (6A), Lennox French (9), Darlene Hamilton (11), and Anthony Anastasi (20A-2).

4. **Approval of Minutes** – The Minutes of the meeting held June 28, 2011, were approved as written by unanimous consent.

5. **Correspondence** – The Board reviewed correspondence received during the past month, as well as the Resolutions considered by advisory committees during June 2011.

6. **General Manager’s Report** – The General Manager’s Report for July 2011 was received, noted and made a part of the record. In addition, Mr. Flannery provided the following updates and responded to Board members’ questions:

   a. **Finances** – Management’s projection for the second half of the fiscal year is for continued savings in the personnel section of operations; however, the key will be in revenue generation. The General Manager is optimistic that it will be possible to sustain the surplus.

   b. **2012 Budget Process** – Meetings have been held with the six advisory committees that have oversight over various budgets, and management and staff are now starting to compile the budget book. The entire budget will be placed on the Leisure World website [www.lwmp.com](http://www.lwmp.com) by the end of the week, in conformance with the Maryland Condominium Act. Copies of the budget will also be available at clubhouses and other locations. The draft budget provides for a Community Facilities Fee of $160 per unit per month – an increase of 2.5% compared to 2011. The new Replacement Reserve is proposed to be funded at approximately $250,000.

   Board members received an informational copy of the Five-Year Maintenance Plan for Trust Properties, which has been reviewed and approved by the Physical Properties and Budget & Finance Advisory Committees. The items included in the Plan are part of the Community Facilities Fee.

   The entire budget will be reviewed by the Budget & Finance Committee, the Executive Committee, and the Board of Directors at their August meetings. Information has been provided to the associations to assist them in developing the framework of the Mutual budgets.

   c. **Washington Suburban Sanitary Commission (WSSC)** – The WSSC infrastructure is failing system-wide, and Ms. King reported that WSSC will be replacing water mains throughout the County. They have notified the Community of their intention to perform work in Leisure World next year and have identified areas along South Leisure World Boulevard and in Montgomery Mutual and Mutuals 9, 10, and 11. WSSC has agreed to a preliminary meeting with management, so that the Community’s concerns can be shared with them. Management will be evaluating and
coordinating planned asphalt and concrete work in the Community in the identified areas.

d. **Greenbriar at Norbeck Crossing** – Ms. King stated that the developer has submitted revised plans, based on the County’s previous comments, to the Department of Parks & Planning. Ms. King and the Vice-Chair of the Board will meet with the Transportation and Planning Departments on July 27th to review the plans, provide comments, and ensure that the Community’s concerns are addressed.

e. **GOCA Meeting** – Ms. King attended a meeting of the Greater Olney Civic Association (GOCA). At the meeting, a developer presented plans for a parcel in Olney, between the Sandy Spring Fire Station and Old Baltimore Road. The property (designated “Spring Arbor”) is 38 acres, with 60 assisted living units proposed and a 40-unit Alzheimer’s facility. No plans have been submitted yet.

f. **Shredding Services** – Mr. Flannery reported that an article will be published in the Leisure World News concerning shredding services in the Community. The shredding company has informed Leisure World that they are finding articles in the shredding bins that are unacceptable, such as binders and catalogs. Residents are asked to cooperate by sorting their confidential documents that require shredding from recycling and other materials. Starting next week, a “media bin” will be available for items such as floppy disks, DVDs, and cassette tapes.

7. **Old Business**

a. **Report on the Medical Center** – The Chair called the Board members’ attention to Mr. Tardiff’s memo dated July 7th and her response dated July 11th. She confirmed that the tallying of the vote on the substitute motion for the Medical Center at the Board meeting on June 28th was incorrect, and that the substitute motion did, in fact, win with a double majority, as required.

Mr. Tardiff read the first of the two motions contained in the Agenda packet. Following discussion and upon motion by Mr. Tardiff, the Board agreed –

**Resolution #47, 7/26/11**

That the “substitute motion” adopted by the LWCC Board at its June 26, 2011, meeting provides a framework for an action plan for the future of the Leisure World Medical Center.

In the spirit of compromise and in consideration of additional suggestions by Leisure World residents for further clarification, the LWCC Board directs that, to help implement the approved action plan for the future of the Leisure World Medical Center, Leisure World of Maryland Corporation is authorized to engage consultant(s) to assist with the following tasks:
(a) Evaluate proposals from potential partners willing to help us achieve our goals for the future of the Leisure World Medical Center – a type of landlord-tenant situation;

(b) Negotiate with potential partners to achieve this goal;

(c) Make recommendations to the LWCC Board on which partner to select.

The LWCC Board authorizes up to $50,000 for this purpose, to come from the Leisure World Contingency Fund.

Mutual 17A opposed the motion; Mutuals 17B and 20B-1 abstained.

Mr. Tardiff read the second motion relative to membership and charter of the Oversight Committee. He inserted the following language in the fifth paragraph, at the end of the first sentence: "and LWMC shall hold periodic meetings with the Oversight Committee to report progress, including the selection and work of consultant(s)."

Mr. Jordan proposed an amendment to the final sentence, to read as follows: "The Oversight Committee shall automatically cease to exist when the Implementation Plan is completed."

Mr. Verma (20B) spoke in open forum on this item.

The amendment passed unanimously without objection.

Discussion followed about a potential conflict of interest. Mr. Marks noted that one of the members of the Oversight Committee is an employee of Holy Cross Hospital. He proposed an amendment to the resolution to remove Dr. Grant’s name. Mr. Tardiff responded that no conflict exists since the Oversight Committee simply advises and makes recommendations for decision by the Board.

Mr. Conn (24) and Mr. Verma (20B) spoke in open forum on the issue.

The Board voted on the amendment to remove Dr. Grant from the Oversight Committee. The Chair declared that the motion had failed with an overwhelmingly negative vote.

The Board voted on the second motion, as amended. Upon motion by Mr. Tardiff, the Board agreed —
Resolution #48, 7/26/11
That the LWCC Board hereby creates an Oversight Committee on the Future of the Leisure World Medical Center (MC), composed of the following residents: Leonard Teitelbaum, Chair; Dr. Lowell Weiner, Vice-Chair; Dr. Henry Kissman; Dr. Murray Grant; Dr. Bernice Stein; and RN Catherine Galano.

The membership includes Leisure World residents with experience with medical centers, Maryland health care legislation, health care computer systems, contract negotiations, and other useful expertise.

The LWCC Board also hereby establishes the following charter for this committee, effective immediately.

Oversight Committee (OC) on the future of the MC is a special committee created by the LWCC Board of Directors to oversee this process and to report on the progress monthly to the LWCC Board.

This Oversight Committee shall monitor the work of the staff of Leisure World of Maryland Corporation (LWMC), and LWMC shall hold periodic meetings with the OC to report progress, including the selection and work of consultant(s). Specifically, this committee will review and comment on:

- The current and eventual descriptions of the Leisure World Medical Center;
- The results of the evaluations by LWMC of the responses from potential partners;
- The eventual, expected roles of Leisure World and the partner;
- The results of negotiations with the potential partner;
- The proposed partner selection and final arrangement.

This Oversight Committee shall automatically cease to exist when the Implementation Plan is completed.

Mutual 17A opposed the motion. Mutuals MM-2, 12, and 20B-1 abstained.

Upon motion by Ms. Cronin, the Board agreed unanimously –

Resolution #49, 7/26/11
That, until the Leisure World Medical Center plan is implemented, there shall be a routine agenda item on both the Executive Committee Agenda and the Board of Directors Agenda where the Chair of the committee or a representative reports progress.
in response to a question, the General Manager reported that, as a result of action
taken by the Board and report of the Executive Committee, he had sent letters
requesting expressions of possible interest in partnering with the Medical Center to
Holy Cross–Trinity, Adventist, Suburban–Johns Hopkins, Montgomery General–

b. Leisure World News Advisory Committee Recommendation – The Chair reviewed
the sequence of events relating to this item. At the June Board meeting, it was agreed
to postpone a decision on whether to publish the results of the Leisure World News
Survey until the July meeting. At the June meeting of the Leisure World News
Advisory Committee, the committee agreed not to publish the results of the survey.
At the June meeting of the Executive Committee, the Committee approved Resolution
#52, 6/17/11 recommending that the Board support publication of the survey results
in the Leisure World News. At the June meeting of the Board of Directors, no action
was taken on the recommendation from the Executive Committee, and the item was
postponed until July.

The Chair stated that, on July 14th, the Leisure World News Advisory Committee met
and approved the resolution documented on page 20-m of the Correspondence section
of the Agenda (which was received after the Executive Committee meeting).

Mr. Marks made a motion to accept the Executive Committee recommendation to
support publication of the Leisure World News Survey results in the Leisure World
News. The motion was seconded.

Mr. Bessel moved to amend the motion with a substitute motion, as shown on page
20-h of the Agenda package – a compromise motion adopted by the Leisure World
News Advisory Committee after the last Board meeting.

Mr. Jordan stated that the Board should discuss whether, as a matter of policy, the
results should be published any time a survey is conducted. The General Manager
stated that he had been unable to find any documented Board policy relative to
publication of survey results. He suggested that the Board consider discussing and
adopting a policy in the future, and that future proposed surveys would then be
submitted to the Board for approval before the survey is taken.

Mr. Kipping, Chair of the Leisure World News Advisory Committee, spoke on this
item in open forum. He stated that the committee’s original recommendation not to
publish the survey results was very controversial. At the committee’s second
meeting, they reconsidered their recommendation and passed the new compromise
motion contained on pages 20-h and 20-m of the Agenda package.

Ms. Penn, previously the Acting Chair of the Leisure World News Advisory
Committee, stated in open forum that she disagreed with the decision not to publish
the survey results.
Ms. Braswell (MM) also spoke in open forum.

The Board voted on Mr. Bessel’s substitute motion, which was approved.

Resolution #50, 7/26/11
The LWCC Board of Directors accepts the recommendation of the Leisure World News Advisory Committee that the following article appear in a future issue of the Leisure World News:

"The LW News Advisory Committee very much appreciates the time and effort of those residents who responded to the recent LW News Survey. The response rate of less than 5% was not sufficient for the numerical results of the survey to be statistically significant. However, the responses included narrative comments which will be considered by the Committee in our future work.

"Copies of the survey results are available upon request at the LW News Office in Clubhouse I, or via email at lwnews2@comcast.net."

The following Mutuels opposed the motion: MM-1, 12, 20B-1, 20B-2, 23, 24, and 25. The following Mutuels abstained: MM-1, MM-4, 16, and 20A.

c. Restriction on Use of Trust Amenities – The Board reviewed a form letter to be used by Mutuels to request that the Trust suspend a delinquent owner’s right and privilege to use Trust amenities, and a second letter to be sent by the Mutual to the Trust advising when the delinquent condominium fees have been paid.

In response to a question, Mr. Flamery confirmed that types of privileges that could be withheld would include such things as resident decals, use of swimming pools, golf course, fitness facility, restaurants, etc. He stated that there are also steps that the Mutual can take, such as revocation of assigned parking spaces and use of common elements.

Upon motion by Mr. Traynham, the Board agreed unanimously –

Resolution #51, 7/26/11
To approve the form letter to be used by Mutuels to request the Trust to suspend a delinquent owner’s right and privilege to use Trust amenities and a second letter to be sent by the Mutual to the Trust advising when the delinquent condominium fees have been paid.

d. Recommendations from Advisory Committees – Process – Discussion of this item was postponed until the August meeting.
e. Training Session for Board and Committee Members – Management anticipates a large attendance at this event on September 29th, but will create a waiting list in case space becomes available for additional participants. The schedule has been modified to allow additional time, from 10 a.m. to 12 noon, and from 1:00 to 3:30 or 4:00 p.m. Lunch will be provided in the meeting room.

8. New Business –

a. Report on Social Services – Mr. Flannery reviewed the report, which was developed in conjunction with the discussions about the Medical Center to provide information about the work of the Social Services Division. The data was compiled manually by the Social Services staff and will be updated monthly.

b. Management Response to Auditor’s Management Letter – The Board received a memorandum from the LWMC Comptroller providing a mid-year update of management’s response to the auditor’s Management Letter. Quarterly updates will be provided at future meetings.

c. Proposed Change to LWMC Organizational Chart – Mr. Flannery reviewed the proposed changes to the Organizational Chart.

Upon motion by Mr. Marks, the Board agreed unanimously –

**Resolution #52, 7/26/11**
To approve the appointment of Jolene King as a Vice President of Leisure World of Maryland Corporation, effective 8/1/11.

Upon motion by Mr. Marks, the Board agreed unanimously –

**Resolution #53, 7/26/11**
To approve the General Manager’s recommendations relative to changing the Leisure World of Maryland Corporation Organizational Chart and certain functions of the two Assistant General Managers, as outlined in the General Manager’s memorandum of July 7, 2011.

d. Marketing Committee – Appointments and Charter – The Chair added Karin Ventola (12) to the committee list.

A motion was made by Mr. Stromberg to confirm the members of the Marketing Committee. The motion was seconded and discussion followed, some of which centered on the question of whether the Marketing Committee remains an ad hoc committee or becomes a standing advisory committee. Mr. Flannery stated that this is a second area where the development of a policy by the Board at the appropriate time would be useful – i.e., policy on how a committee is established, who sets the charter, etc.
Upon motion by Mr. Bessel, the Board agreed –

Resolution #54, 7/26/11
To postpone action on the appointment of the members of the Marketing Committee until the August Board meeting.

The following Mutuels opposed the motion: MM-3, 5, 6B, 10, 12, 17A, 17B, 18, 19A, 19B, 20B-1, 20B-2, 23, and 24. See Exhibit B for recorded vote tally.

The Board requested that the revised Charter for the Marketing Committee, including designation of the committee as a full advisory committee, be included in the August agenda for discussion and action.

e. Proposed Bylaw Changes – The Board received two proposed Bylaw amendments. The first would eliminate the requirement that the cooperative association and at least one condominium Mutual have representation on the Executive Committee. The second would eliminate the provision that the immediate past Chair of the LWCC Board serve on the Executive Committee “ex officio.”

Mr. Traynham made the following motion, which was seconded:

That Article VII, Executive Committee, of the LWCC Bylaws be amended as follows:

• Section 2, Membership - Delete the sentence that reads:

“At least one member of the Executive Committee shall be a representative of a condominium Mutual and at least one shall be a representative of a cooperative Mutual.”

• Section 3, Election of Executive Committee Members – Delete paragraph (a):

“In accordance with Article VII, Section 2 of the Bylaws, ‘at least one member of the Executive Committee shall be a representative of a cooperative Mutual.’ In the event that none of the officers is from the cooperative Mutual, the cooperative Mutual will appoint its representative on the LWCC Executive Committee and report that person’s name to the LWCC Board at the Organizational Meeting.”

The remaining paragraphs should be re-lettered (a) through (e).

These deletions eliminate automatic Executive Committee membership for
any Mutual.

Ms. Wacha expressed her support for the motion.

Ms. Cronin stated that, in accordance with the Bylaws, if the motion is not passed unanimously, it must be voted on again in 30 days.

Mr. Perretta spoke in opposition to the motion and requested that the item be postponed until August since it was not on the July 15th Executive Committee Agenda.

A vote was taken on the motion. The following Mutuals voted against the motion: 14, 17A, MM-2, and MM-4. Since the vote was not unanimous, the Board will vote on the motion again at its August meeting.

The second proposed Bylaw amendment relates to Article VII, Section 2, of the Bylaws, which states: "The immediate past Chairman of the Board of Directors shall serve on the Executive Committee 'ex officio.'" The proposed resolution is to delete that sentence. Mr. Bessel stated that he was simply introducing the proposal for discussion at the August Board meeting and was not asking for a vote at this time.

f. Administration Building Renovation – Recommendation from Community Planning Committee – Mr. Zajic, Chair of the Community Planning Advisory Committee, reviewed the committee’s recommendations, which were approved by the Executive Committee.

Upon motion by Mr. Traynham, the Board agreed unanimously –

Resolution #55, 7/26/11
To approve the recommendation of the Community Planning Advisory Committee, as follows:
"Resolved that the Community Planning Advisory Committee, after due consideration, endorses the selection of the firm of A. R. Meyers & Associates Architects, Inc. for architectural service for the Administration Building Renovation and other assignments as may be appropriate, and requests the Board of Directors authorize Management to negotiate an appropriate agreement with the firm."

Discussion followed regarding the Community Planning Committee's second recommendation relative to funding. Mr. Zajic clarified that the recommended funding is not limited to the Administration Building renovations. It is tied to the long-term plan of improvements for the Community facilities, of which the Administration Building renovation would be the first.

Upon motion by Mr. Stromberg, the Board agreed unanimously –
Resolution #56, 7/26/11
To approve the recommendation of the Community Planning Advisory Committee, as amended by the Executive Committee, as follows:
"Resolved that the Community Planning Advisory Committee, after due consideration, requests the Board of Directors to authorize Management to spend an amount not to exceed $100,000 for architectural services in conducting feasibility studies and developing preliminary project concepts for long-term improvement plans for Trust facilities."

g. Leisure World News Advisory Committee Revised Charter – Ms. Wacha stated that she would like to propose some modifications to the Charter as presented.

Mr. Jordan noted that, at the Executive Committee meeting, the Chair of the committee had stated that the committee had not had an opportunity to review the Charter. Mr. Jordan would prefer to postpone discussion of the Charter until the Board has a report from the advisory committee.

Mr. Kipping, Chair of the Leisure World News Advisory Committee, spoke in open forum. He clarified that a subcommittee of the Leisure World News Advisory Committee had reviewed the Charter and proposed some changes to the full advisory committee. The advisory committee reviewed the Charter contained in the Agenda packet and determined that it was "good enough" for the present time and agreed informally to revisit it at a later time.

Mr. Stromberg suggested that paragraph 4 does not belong in the Charter.

The Chair requested that Ms. Wacha prepare a revised Charter incorporating her proposed modifications, for inclusion in the Board’s August Agenda packet, along with the current version. Ms. Crouin suggested that the proposed revisions also be sent to the Leisure World News Advisory Committee, for consideration at their August meeting.

h. Parliamentarian – The Chair suggested that the Board engage the services of a professional registered parliamentarian for LWCC Board meetings. There was consensus that this is necessary, but further discussion was postponed until the August meeting.

i. Nomination Process for Officers – Previously, the Board received a suggestion that the process be reviewed for nomination of Board members to serve as officers of the LWCC Board of Directors and members-at-large of the Executive Committee. Currently, nominations are accepted from the floor at the annual organizational meeting of the LWCC Board. The Board postponed discussion of this item until the next meeting.
j. Officers’ Actions Concerning Accuracy of Voting on the Alternative Medical Proposal – Mr. Dickstein expressed concern about the delay in advising Board members of the error in the Medical Center vote tally from the June meeting.

9. Open Forum – During the Open Forum, the following individuals spoke on the topics noted:

- Joyce Temple (17B) – Use of email for communicating with residents
- Barbara Braswell (MM) – Delay in informing Board of vote counting error
- Jackie Rabinow (14) – Projection of motions on a screen during Board and Executive Committee meetings

10. Next Meeting – The next meeting will be on August 30, 2011, at 9:30 a.m. in the Montgomery Room.

11. Adjournment – The regular meeting was adjourned at 12:20 p.m.

12. Executive Session – An Executive Session followed the regular session, in accordance with the requirements of § 11B-111 (4) of the Maryland Homeowners Association Act, to discuss matters pertaining to the General Manager. The Executive Session was called to order by the Chair at 12:25 p.m., with the following individuals present:

Eleanor Friedenberg (MM), Jim Perretta (MM), Linda Wacha (MM), Marion Herrington (5), Frances Nebesky (6B), Bud Tardiff (6C), Nadine Roberts (8), Darlene Hamilton (11), Marian Atman (12), Paul Bessel (13), Jackie Rabinow (14), Richard Carlson (15), Barbara Cronin (17A), Richard Houghton (17B), Patricia Eaton (18), Patricia Dunn (19A), John Decherry (19B), Larry Traynham (20A), Philip Marks (20B), Robert Griffith (21), Joan Jenkins (23), Henry Jordan (24), Roy Dickstein (25), Barry Lubin (26), and David Frazer (27).

Mr. Bessel (13) presented a motion which consisted of items dealing with the performance evaluation and employment agreement of the General Manager.

Discussion followed and members of the Executive Committee answered some of the concerns by Board members. It was stated that a draft of the General Manager’s contract was in progress and an Executive Committee meeting is scheduled for July 28th to attempt to finalize a contract.

The Chair stated that the General Manager expects to see the proposed contract by August 1st so as to allow his response and forwarding to the full Board for completion prior to October 1st. The contract will be presented to the full Board for approval.

The motion was taken off the table and it was agreed that the Executive Committee would continue formulating the new contract with the General Manager.

Upon motion by Ms. Roberts (8), the Board agreed –
Resolution #57, 7/26/11

That, when Personnel Performance Evaluation hard copies are distributed to the Board of Directors, all copies shall be collected prior to the meeting adjournment.

(See Exhibit C for recorded vote tally.)

The Executive Session was adjourned at 1:20 p.m.

Henry Jordan, Executive Secretary
LWCC Board of Directors
### Appendix H

**EXHIBIT A**

**WCC Board of Directors Recorded Vote**

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Percentages express the vote "In Favor" and "Opposed" only
### Appendix H

#### Weighted Vote Tally

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### Exhibit 5

**WGG Board of Directors Recorded Vote**

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**NOTES:**
- Percentages express the votes "In Favor" and "Opposed" only.
- For "Weighted Vote" calculation, the percentages are based on the total units present.

---

**Legend:**
- MM: Representing Mutuals
- M: Representing Mutuals
- Y: Representing Yes
- N: Representing No
- A: Representing Abstain
- NA: Representing Not Applicable
### Appendix H

#### LWCC Board of Directors Recorded Vote

**VOTE:** Agenda Item #

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#### MUTUAL VOTES TALLIES

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*Percentages express the votes in favor and opposed only.*
## Appendix H

### Corrected Vote Tally - Substitute Motion (Tardiff) 28-Jun-2011

**EXHIBIT D**

**WCC BOARD OF DIRECTORS RECORDED VOTE**

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Leisure World Community Corporation
Executive Committee Meeting #2
Friday.
February 17, 2012

Members Present: Barbara Cronin, Chair; Paul Bessel, Vice Chair; David Fraser, Executive Secretary; Richard Houghton; Henry Jordan, Neil Ross; and Larry Traynham.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Couson, Assistant General Manager; and Berri Sommer, Executive Assistant.

Visitors: Names on file.

1. **Call to Order** – The Chair called the meeting to order at 9:31 a.m.

2. **Chair’s Remarks** –

   **Appointments** – Steve Lowe, Mutual 24, and Eleanor Friedenberg, Montgomery Mutual, have resigned from the Marketing Committee. Richard Finc, Mutual 16, has resigned from the Ad Hoc Community Name Committee. Judith Casey, Mutual 13, will represent the Education & Recreation Committee, and David Bowden will represent the Security & Transportation Committee, on the Committee to Address the Deer Population.

   **Leisure World Plaza Post Office** – It has been confirmed by Congressman Van Hollen’s office that the post office in the Plaza will remain open. Congressman Van Hollen sent a personal note to Sandy Marks to thank her for her efforts in helping to bring about this decision.

   **Upcoming Events** –
   - 3/7/12 – Webinar for Board members on how to run a meeting.
   - 3/8/12 – Open Forum for residents.
   - 3/14/12 – Meeting of Chair and Vice-Chair with Advisory Committee Chairs.

3. **Adoption of Agenda** – The agenda was adopted, as written, by unanimous consent.

4. **Approval of Minutes** – The Minutes of the meeting held January 20, 2012, were accepted, as written, by unanimous consent.

5. **General Manager’s Report** – The General Manager’s Report for February 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following items and responded to questions:
a. **CAI Expo** – Managers will be attending the Community Associations Institute (CAI) annual Expo on Saturday, March 31st, in Washington, DC. There will be opportunity to meet vendors who provide accounting software, landscape services, digital transfer of information services, and other services related to Community operations.

b. **Opinion Letter** – The opinion letter requested from legal counsel regarding Trustee authority to approve funding for a visitor’s center and a marketing program will be available next week. Mr. Flannery will send it out electronically prior to the Board meeting.

c. **Stein Room Renovation** -- Work on the four-week renovation project will begin on March 19th. During this period, it may be necessary to hold one or two events involving food in the south wing of the building.

d. **Administration Building Renovation**  Ms. King reported that the Community Planning Committee is pursuing two concepts at the present time. The first would retain the existing footprint of the building. The preliminary drafts of that plan indicate that, once industry standard space is allocated to each of the current employees in the building, not all of the functions currently within the building would be able to remain. The committee already has a second concept based on expansion of the facility.

The committee anticipates that, in March or April, the two concepts will be presented to the Board of Directors.

e. **Employee Annual Leave Accruals** – Mr. Flannery reported that a communication was sent to the treasurers of associations who have staff assigned as part of Exhibit B of the Management and Operating Agreement. The topic will surface when the draft audits are presented to those associations, and meetings will be scheduled at that time to address the subject individually with each association relative to options on how to book the entry.

After Mr. Flannery made his remarks, Mr. Frager noted that the High rise Presidents were requesting that a written policy describing how accrued leave was calculated and allocated to the Mutuals be provided by Leisure World management and the Budget & Finance Advisory Committee before any individual discussions were held.

f. **Webinar on Minute Taking** -- A one-hour webinar on minute taking was attended on February 15th by 15 Mutual and Trust assistants. The presentation was judged to be very worthwhile by those who attended. A CD of the audio portion has been ordered and will be available as a training tool for new hires and individuals who were unable to attend.
g. **Security Cameras** - Mr. Cousen stated that the Security & Transportation Committee and the Leisure World Security Department have been pursuing the installation of security cameras at the Norbeck and Connecticut Avenue gates and also at the bus drop-off at Clubhouse I. A contract has been entered into with TIC Security, who have ordered the hardware. Installation is expected to take place by the end of February.

h. **Draft Audit Report of the Trust** – In March, the Audit Committee, the Budget & Finance Committee, the Executive Committee, and the Board of Directors will be addressing the draft audit report of the Trust. The field work has been completed. Mr. Flannery and Ms. Peacock met with representatives of the auditing firm to discuss their findings.

6. **Committee Reports**

a. **Report from Ad Hoc Committee to Review Advisory Committee Process** – Committee members received an electronic copy of the committee’s preliminary report, which will be discussed at the February Board meeting. Mr. Tardiff encouraged Board members to submit their comments and questions prior to the Board meeting. The report will be sent to the Advisory Committees for their input prior to action by the Board.

b. **Greenbrier at Norbeck Crossing** – Mr. Marks stated that the Montgomery County Planning Board will hold its final hearing, on March 8th, on this 262-unit project located near the site of the golf driving range at the intersection of Norbeck Road and Georgia Avenue. Mr. Marks plans to attend to represent the Community. The major issues that were of concern to the Community (storm water management, traffic, screening of buildings between Norbeck Road and the project) have been addressed. Any new issues that arise will be raised at the hearing.

7. **Unfinished Business**

a. **Oversight Committee Report – Medical Center** – Dr. Lowell Weiner, Vice-Chair of the committee, reported to the Board on the status of the committee’s work in evaluating the two proposals that have been received. The committee has analyzed the proposals and developed detailed questions, which are being reviewed by the consultant.

With regard to the committee’s time frame, Dr. Weiner stated that they are currently approximately one month behind and expect to make their recommendation to the Board in May rather than April. This will depend, however, on how quickly they receive responses to their questions from the two health care providers and complete the negotiation process.

Dr. Weiner responded to multiple questions from Board members.
Members of the Executive Committee requested that the Oversight Committee prepare a revised schedule to be provided to the Board and the Community.

b. Proposed Bylaw Amendment - Voting Requirements – Mr. Traynham reported that representatives of the three Mutuals that would be affected by the proposed amendment (Montgomery Mutual, Mutual 20A, and Mutual 20B) met and agreed to the proposed amendment shown on page 12.

Mr. Marks summarized the provisions of the proposed amendment. Discussion followed.

Upon motion by Mr. Bessel, it was agreed by unanimous consent –

Resolution # 5, 2/17/12
To move agenda item 7-c, Proposed Bylaw Amendment – Voting Requirements, forward to the Board without recommendation from the Executive Committee.

The Chair stated that the Board’s vote on this item will not occur until March, and that Board members who have comments on the proposed amendment may send their comments in writing to Mr. Marks or Mr. Traynham.

c. Multi-Year Plan for Systematic Review – Mr. Flannery stated that he has been in contact with four companies in his search for a consultant who could evaluate the organizational structure, goals and mission statement of the corporation and recommend a prioritized action plan to undertake an operational review.

In response to a question, Mr. Flannery stated that he will not sign an engagement letter until he brings a proposal before the Board and receives approval for funding.

d. Management Performance Objectives – Mr. Flannery stated that this is a dynamic document that will be updated on an ongoing basis. He expects to report to the Executive Committee and Board of Directors on a quarterly basis.

c. Naming of Advisory Committee Chairs – The Chair noted that Betty Kontaxis will continue as chair of the Landscape Advisory Committee. Executive Committee members reviewed the list of committee chairs, who will serve from March 2012 to February 2013. Ms. Cronin thanked those who have agreed to serve.

f. Appointment of Committee Members for the Ad Hoc Committee to Review LWCC Governing Documents – The following individuals have volunteered and will constitute the committee: Clarisse Pruitt-Jones (12), Paul Bessel (13), Allen Farrar (17B), and Abbot Roseman (20A). Since it is a small committee, no chair is designated.
g. Appointment of Committee Members for the Ad Hoc Committee to Review Board Policies and Procedures – The following individuals have volunteered and will constitute the committee: Barbara Braswell (MM), Eleanor Friedenberg (MM), Linda Wacha (MM), Billie Saunders (13), and Colette Collier Trohan (15). Ms. Cronn has asked Ms. Wacha to call the group together. Once they meet and define their task, they may choose whether to name a chair.

8. New Business

a. Community Planning – Facilities Improvement Plan – Ken Zajic, chair of the Community Planning Advisory Committee, stated that the committee’s report in the agenda packet describes the process the committee followed in order to develop a plan. The plan itself, shown in Table 1, summarizes nine proposed projects, in priority order, with estimated costs and target completion dates. The plan is dynamic and will be reviewed on an ongoing basis. The plan does not authorize expenditure of any funds.

The Chair stated that the advisory committees that are involved in the various projects should have an opportunity to review the plan before the Board acts on it.

Upon motion by Mr. Bessel, the Board agreed by unanimous consent...

Resolution # 6, 2/17/12
To move agenda item 8-a, Community Planning – Facilities Improvement Plan, forward to the Board without recommendation from the Executive Committee, and to request that the Community Planning Committee send copies of the plan to Board members prior to their meeting on 2/28/12 and also to all advisory committees that are involved.

b. Update on McFall & Berry Contract/Contract Summary Form – Mr. Plannery stated that the Contract Summary Form will be used as a tool to provide information to advisory committees, the Executive Committee, and the Board of Directors when a contract is being reviewed.

Ms. King summarized the status of the McFall & Berry contract, which covers landscape and snow removal services and will expire at the end of 2012. At the end of 2011, the Landscape Committee conducted a survey with the Mutuals relative to the contractor’s landscape services over the spring and summer. In March and April of 2012, management will identify the options that are available for the Landscape Committee to consider with respect to selecting a contract for the future, including strategies related to each, time frames, and identifying viable candidates who can serve a community of Leisure World’s size.
c. **Evaluation of General Manager** - Committee members received copies of the General Manager's Position Description and Performance Evaluation Form for 2012. The Chair stated that these documents will be distributed to the entire Board in February and the Board will discuss how to proceed in March.

9. **Correspondence** -- The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during January 2012.

10. **Open Forum** - The following individuals spoke on the topics noted in Open Forum:

- Lowell Weiner, 17A - Health issues related to deer in Community; security cameras.
- Joyce Temple, 17B -- Establishment of Leisure World Yahoo group; promotion of more Microsoft web sites.
- Jay Harding, 17A – Attractive appearance of the Community; Security Dept.; leadership.
- Phil Marks, 20B – Bylaw amendment on voting (will update document presented); sharing of electronic medical records (CRISP program).
- David Kipping, Chair, LW News Advisory Committee – Endorsed LW Yahoo group (no conflict with newspaper).
- Jackie Rabinow, 14 – Computer Center available to residents.

11. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, March 16, 2012, at 9:30 a.m. in the Sullivan Room.

12. **Adjournment** – There being no further business to come before the Committee, the meeting was adjourned at 11:18 a.m.

David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting # 4
Friday, April 13, 2012

Members Present: Barbara Cronin, Chair; Paul Bessel, Vice Chair; David Frager, Executive Secretary; Richard Houghton, Henry Jordan, Neil Ross; and Larry Traynham.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey, Assistant General Manager; Jennifer Peacock, Comptroller; and Berri Sommer, Executive Assistant.

Visitors: Names on file.

1. **Call to Order** — The Chair called the meeting to order at 9:30 a.m.

2. **Chair’s Remarks** —

   **Appointments** — Judy Owen, Mutual 11, was removed from the Education & Recreation Advisory Committee. James Elliott, Mutual 10, has resigned from the FPD Advisory Committee and will be replaced by John McMahon. Don Lewis, Mutual 24, has resigned from the Community Planning Committee.

   **Legal Opinions** — Last month, the Board received two letters from Counsel. One clarified a previous letter relating to the Board’s ability to spend Trust Funds provided that two-thirds of the Mutual Boards agree. The other addressed the Cortese Trademark. Essentially, there is no way to predict whether Ms. Cortese might file a suit against the Community; nor is there a way to predict whether such a suit, if filed, would prevail. The two letters were sent electronically to Board members, and management also shared them with the Marketing Committee and the Community Name Committee.

   **Leisure World Security Staff** — On April 9th, Inforce honored the Leisure World Security Staff. Councilman Phil Andrews; Lieutenant Marc Yamada; Deputy District Commander of the District 4 Police Station; Larry Dansky, Chair of the Security & Transportation Advisory Committee; and Assistant General Manager, Tim Coursey, all spoke. The highlight of the afternoon was the presentation of a commendation of the Security Department by the Maryland Legislature, which was presented to Richard Schulte, chief of Leisure World’s Security forces, by Jay Harding, president of Inforce.

3. **Adoption of Agenda** — Mr. Bessel requested the addition of item 8-c, Budget, for the Special Committee to Review Leisure World Governing Documents. The agenda was adopted as changed, by unanimous consent.
4. **Approval of Minutes** - The Minutes of the meeting held March 16, 2012, were accepted as written, by unanimous consent.

5. **General Manager’s Report** - The General Manager’s Report for April 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following items and responded to questions:

   a. **Aspen Hill Developments** - A presentation by the developers of Walmart is scheduled for May 1st at 2:00 p.m. at Clubhouse I.

   b. **Budget Forum** - This meeting is scheduled for 3:00 p.m. on May 23rd at Clubhouse I.

   c. **Wounded Warriors Golf** - This program will begin in May. A notice describing the program and asking for volunteers will be published in the upcoming issue of the *Leisure World News*. A resolution will be required from the Board allowing veterans to use the golfing facilities.

   d. **Travelers Insurance Company** - Management met recently with representatives of Travelers Insurance Company. The fourth week of May is the target date for a committed number relative to the renewal premium.

      A representative of Travelers has agreed to speak to the Emergency Preparedness Committee about planning for emergencies in the Community. In addition, their risk management representative will meet with Mr. Courson to discuss the pedestrian access gates adjacent to the shopping center.

   e. **Part-time Staff Person** - A part-time administrative assistant, Susan Velasquez, will begin work on April 16th. She will provide assistance to the Executive Assistant and Mr. Courson, as well as provide support to some of the advisory committees.

   f. **Finances** - A detailed first quarter summary package will appear in the Board packet. There was a surplus of approximately $9,000 for the month of March. Revenues are beginning to increase, while wages and benefits are under budget. Utility costs have increased for gas but decreased for electricity. Moving forward, the key will be revenues—specifically medical and physical properties.

   g. **Security Cameras** - Mr. Courson reported that the cameras are installed, and management is working with the company to complete the programming, which should be accomplished no later than the end of the month.

   h. **Riderwood** - Riderwood representatives will host an event in the Community on June 13th to create a connection for residents who may be considering a move to a continuing care facility.

   i. **Fitness Center** - The E & R Committee has made a recommendation regarding
extension of the Professional Service Agreement at the Fitness Center. It will be presented to the Board for action.

j. **Landscape Contract** — Ms. King reported that the Landscape Committee met on April 12th, and Mark McFall of McFall & Berry was invited to attend and speak about what their terms might be for a contract extension. Mr. McFall outlined a conceptual program based on a 0% increase for the first year of a three-year contract, a 2%-3% increase for the second year, and a 2%-3% for the third year, with an option for a three-year extension. He also offered $30,000 worth of complimentary landscape services, at $10,000 per year, contingent on the Community not going through the bidding process.

The committee passed a resolution to go through the bidding process and presented three other companies as potential bidders. The committee has requested that a fourth company that recently contacted Leisure World be included in the RFP process. The resolution will be considered at the Board meeting.

k. **Director of Special Projects** — Management is actively recruiting to fill this position. Six applications have been received to date.

6. **Committee Reports**

   a. **Emergency Preparedness Committee** — A report will be made at the Board meeting.

   b. **Committee to Review Advisory Committee Process** — The committee hopes to have an update prepared for the Board meeting.

   c. **Medical Center Oversight Committee** — Mr. Teitelbaum will report at the Board meeting.

   Mr. Flannery stated that he attended the monthly physicians meeting at the Medical Center and provided them with an update. They would like to stay informed about what is happening, and Mr. Flannery will meet with them on a regular basis going forward.

   d. **Community Name Committee** — Paul Eisenhaur, chair of the committee, stated that the committee is “ready to go.” He summarized what the committee has done and what they will do in the future. The committee’s goal is to complete the process by summer, before people begin leaving on vacation. They plan to use Leisure World News, the Community TV channels, and Mutual newsletters to publicize the opinion survey, which will be disseminated through the Mutual presidents. Committee members will tally the survey results and present their findings to the Board by the end of June.
7. **Unfinished Business** –

a. **Windows for Fitness Center** — The following motion from the Community Planning Committee was brought forward from the March Board meeting:

After discussion and upon motion duly made by Al Lukas, the Community Planning Advisory Committee recommends to the LWCC Board of Directors that Alan Meyers Architects, Inc. be authorized to investigate the cost, feasibility and design of installing windows in the existing fitness center.

Discussion followed, with comments pro and con. There was consensus to move this item on to the Board without a recommendation from the Executive Committee.

b. **Multi-Year Plan for Systematic Review** – Mr. Flannery stated that he would send to the Board electronically the information he has received so far from vendors. He will update the Board on a meeting he has scheduled with a vendor for next week.

c. **PDP Operational Review** – Ms. King reported that the committee is in the process of preparing a report in response to the Operational Review. They anticipate providing it to the Board in May.

d. **Community Planning – Facilities Improvement Plan** – The Chair stated that, at their agenda setting meeting, the officers of the Executive Committee had formulated a possible substitute motion, in an attempt to address the concerns previously raised. Mr. Bessel presented the motion, which was seconded.

Upon motion by Mr. Bessel, the Committee agreed by unanimous consent—

**Resolution # 10, 4-13-12**
That the Executive Committee acknowledges the report from the Community Planning Committee and thanks them for their hard work.

8. **New Business** –

a. **Policy on Annual Leave** – The Chair stated that the General Manager had emailed a document to Board members. She noted that this is not an item that the Board votes on and was provided for information only. Mr. Flannery indicated that management would address questions at the next high rise presidents meeting on April 19th, if agreeable to the chair of that group.

b. **Renovation of Administration Building** – Ms. King disseminated and reviewed copies of three floor plans: (1) the existing floor plan, (2) a draft proposed floor plan within the existing footprint, and (3) a draft expansion floor plan. The purpose of the proposed renovation is to create adequate work space for employees within the
existing building and to bring the building up to 2012 standards, including better energy efficiency and improved electrical and plumbing systems.

Ms. King noted that the current design of office buildings is to house the majority of staff in cubicles and to create small meeting areas in the various departments.

The Board of Directors has approved a $1.75 million budget for the renovation of the building, with the intention that the facilities currently housed in the building would remain. As the architect reviewed the study of department functions and personnel, assigning them industry standard work spaces, it became evident that it would be difficult to fit all of those functions and individuals back into the building. The expansion plan accommodates all of the functions currently in the building, provides for efficient work flow, and also provides transition space. The plan also provides for a larger Sullivan Room meeting space that can be partitioned and, in addition, future needs space.

The plans are before the Community Planning Committee for consideration. The committee anticipates bringing a recommendation to the Board in May or June.

Mr. Flannery invited Executive Committee members and visitors who have comments or questions to email them to management prior to the Board meeting. Management will forward them to the Planning Committee.

Mr. Flannery indicated that management will prepare a summary of all of the rental space in the building for the Board’s information.

c. Budget for the Governing Documents Committee – Mr. Bessel stated that the committee will need to request assistance from outside attorneys. He suggested that an amount up to $10,000 be approved for this purpose.

Upon motion by Mr. Bessel, the Committee agreed unanimously –

Resolution #11, 4-13-12
The Executive Committee recommends to the Board of Directors that up to $10,000 be budgeted for the work of the Special Committee to Review Leisure World Governing Documents – primarily for obtaining outside counsel opinion. Funds to come from the operating budget.

9. Correspondence – The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during March 2012.

10. Open Forum – The following individuals spoke on the topics acted in Open Forum:

- Jackie Rabinow, 14 – Dissemination of information re the structure of Leisure
World.
- Jay Harding, 17A – Evaluation of General Manager; Villa Cortese.
- Ken Zajic, 20A – Change in atmosphere re acceptance of work of advisory committees.
- Neil Ross, 23 – Community Name Committee.

11. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, May 18, 2012, at 9:30 a.m. in the Sullivan Room.

12. **Adjournment** – There being no further business to come before the Committee, the meeting was adjourned at 11:02 a.m.

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David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #5
Friday, May 18, 2012

Members Present: Barbara Cronin, Chair; Paul Bessell, Vice Chair; David Frager, Executive Secretary; Richard Houghton; Henry Jordan; Neil Ross; and Larry Traynam.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Coursey, Assistant General Manager; Jennifer Peacock, Comptroller; Barry Sommers, Executive Assistant; and Sue Velasquez, Administrative Assistant.

Visitors: Names on file.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks –

Appointments – J. Donald Pruitt, Mutual 14, was added to the Emergency Preparedness Advisory Committee. Frederick Brahin, Mutual 27, sadly passed away. He will be replaced on the Audit Advisory Committee by Gene Byron. Muriel Breger, Mutual 17B, has resigned from the Audit Advisory Committee. Eileen Woods, Mutual 27, has resigned from the Energy Advisory Committee. Michal Shalaiter, Mutual 10, has resigned as chair of the Energy Advisory Committee, but will continue as a member of that committee. Else Anjan, Mutual 6C, will act as chair of the Energy Committee until someone is appointed. Marian Altman, Mutual 12, has agreed to serve as vice-chair of the Community Planning Advisory Committee.

Special Board Meeting – The Board met on May 11th and heard a short presentation by MedStar. Following the presentation, the Board went into a closed session. A motion was passed which clearly defines the steps that will be taken to move to a partnership/outsourcing of the medical center operations. In addition, the motion expresses thanks to the Oversight Committee for their hard work in reaching this point and ends their current duties. It also calls for multiple community open forums prior to any finalization of a contract.

The motion is included in the agenda packet, and residents may also request a copy from management.

3. Adoption of Agenda – The agenda was adopted as written, by unanimous consent.
4. **Approval of Minutes** – The Minutes of the meeting held April 13, 2012, were accepted as written, by unanimous consent.

5. **General Manager’s Report** – The General Manager’s Report for May 2012 was received, noted, and made a part of the record. In addition, Mr. Flannery reported on the following items and responded to questions:

   a. **Meeting with Legal Counsel** – Counsel is currently on vacation and will not be available until May 25th. The General Manager has been in communication with her, and she has the information from MedStar and knows what needs to be accomplished on the 25th, prior to the Board meeting on May 29th.

   b. **Open Forums** – Two forums are scheduled in the Ballroom at Clubhouse I: June 15th at 2:00 p.m., and June 21st at 4:00 p.m. Two representatives from MedStar will be present at both forums.

   c. **HHA Approvals** – Management will provide an update on the status of HHA applications for all of the associations at the May Board meeting.

   d. **Administration Building** – Ms. King reported on her meeting with Maryland-National Capital Park and Planning representatives concerning expansion of the Administration Building and the requirements for the review process. She noted that the Community Planning Committee has not yet determined any course of action or made any recommendations. Ms. King stated that many residents have asked whether consideration has been given to constructing a new building rather than renovating the existing building.

   The Chair stated that the Executive Committee needs to consider how to bring this item forward to the Board. The General Manager suggested that the item be reported to the Board of Directors with a recommendation to allow Ms. King to move forward with preliminary discussions with the architect to explore the option of a new building in a new location.

   c. **Board Calendar** – An updated calendar will be sent out next week.

   f. **Special Projects Manager** – Management is actively recruiting to fill this position. Over 100 applications have been received to date. Management anticipates that the position will be filled within the next month.

6. **Committee Reports**

   a. **Committee to Review Advisory Committee Process** – Mr. Tardiff stated that he would like to receive approval of the draft Guidelines from Executive Committee members before moving them on to the Board for approval. He would also like approval to meet with advisory committee chairs to review their committee charters.
Once the Guidelines are approved, they will be provided to the chairs of the advisory committees in binders.

b. **Marketing Committee** – The Executive Committee members reviewed the following motion from the Marketing Committee:

The Marketing Advisory Committee recommends changing its name to Public Relations and Marketing Advisory Committee and recommends revising the charter to reflect this change in the first paragraph as follows:

The Public Relations and Marketing Advisory Committee is a standing advisory committee of the Leisure World Community Corporation Board of Directors. It shall consist of residents of the community and representatives of management. Members are recommended by the President of each Mutual and confirmed by the LWCC Board of Directors. This committee is responsible for coordinating the development and evaluation of a Leisure World public relations, marketing, and community relations plan and the general oversight of plan implementation.

Mr. Traynham noted that the committee name on the proposed Charter (page 24 in the agenda packet) should be changed to “Public Relations and Marketing Advisory Committee.”

Upon motion by Mr. Traynham, the Committee agreed unanimously –

**Resolution #12, 5/18/12**

To move the recommendation of the Marketing Advisory Committee, relative to changing the committee’s name and charter, to the Board, with a recommendation to approve.

c. **Special Committee to Review Governing Documents** – Mr. Bessel stated that the committee’s report is being revised and will be ready in time for the Board meeting.

d. **Special Committee to Review Policies and Procedures** – Ms. Wacha stated that there will be a written progress report in the Board agenda packet.

7. **Unfinished Business** –

a. **Health Care Services Partnership** — The General Manager stated that he will be in a better position to report following his meeting with counsel on May 25th.

b. **Multi-Year Plan for Systematic Review** – Mr. Flannery stated that he received a more detailed proposal from one of the consultants (Project Masters, Inc.), which he will send out electronically, along with a summary page of all three proposals and a recommended time frame. A representative from X3 will make a short presentation.
at the Board meeting. X3 is management’s recommendation for the first step in the process.

c. PPD Operational Review – The Committee received in the agenda packet a written report from Tony Manna, chair of the PPD Advisory Committee. Mr. Manna will be available to answer questions at the Board meeting.

d. Management Performance Objectives – Mr. Flannery presented highlights of the Performance Objectives and responded to questions. A progress report on items in progress will be made in June.

c. Evaluation of General Manager – Ms. Rabinow reported for the committee that they are still awaiting responses from multiple Mutuals and committees to the questions that were sent out. The Chair urged anyone at the meeting who had not responded to do so quickly.

8. New Business –

a. Cash Flow Analysis – Mr. Flannery stated that, at its previous meeting, the Board had requested a cash flow analysis relative to the report from the Community Planning Committee. The analysis adds an additional two years, through 2018, as compared to the report from the Community Planning Committee, and includes some additional projects identified by management. The analysis shows funds coming in from property transfers and funds going out based on timing of projects, in accordance with the Planning Committee’s report. Renovations of the Administration Building and the Fitness Center have been spaced apart, due to their size. Mr. Flannery noted that this report has not yet been seen by the Planning Committee, although it was reported to them in May that it was being developed. The report will be given to the Planning Committee in June.

Mr. Flannery stated that the Board will need to decide at their June meeting, in the adopting of the budget assumptions, whether they want to rescind the transfer of $165,000 from the resale fund, in light of the fact that the Community will save monies if the medical operations are transferred to a health care provider. If there is a change in how the replacement reserve is funded, it can affect the community facilities fee and must be approved as part of the budget assumptions. He stated that a written report will be provided to the Board in June.

Committee members complimented the General Manager and his staff on the analysis provided.

b. 2013 Budget Assumptions – The General Manager reviewed highlights of the budget assumptions. He noted that they do not take into account any change in the operations of the Medical Center in 2013. Additional assumptions will need to be added relative to this topic.
It was noted that the list of documents to be provided to the Board should include the “Explanation of the 2013 Leisure World Budget.”

9. **Correspondence**  The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during April 2012. There was discussion relative to timeliness of responses to resident letters and posting of meeting agendas.

10. **Open Forum** — The following individuals spoke on the topics noted in Open Forum:

   - Jay Harding, 17A—Response by management to citizen inquiries.
   - Jackie Rabinow, 14 — Senior Safety Summit to be hosted by Emergency Preparedness Committee on June 14th. Requested Board to consider “One call now.”

11. **Next Meeting** — The next meeting of the Executive Committee is scheduled for Friday, June 15, 2012, at 9:00 a.m. in the Sullivan Room.

12. **Adjournment** — There being no further business to come before the Committee, the meeting was adjourned at 10:28 a.m.

David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting # 7
Friday, July 20, 2012

Members Present: Barbara Cronin, Chair; Paul Bessel, Vice Chair; David Frager, Executive Secretary; Richard Houghton, Henry Jordan; Neil Ross; and Larry Traynham.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks –

Storm Cleanup – The Chair thanked the General Manager, his staff, and McFall & Berry for their efforts in cleaning up the community following the storms on June 29th. The residents appreciated the speed with which the roads were cleared and the areas that sustained damage repaired.

Appointments – Ms. Mary Mandeville, M17A, and Sharon Malcolm, M26, are joining the Emergency Preparedness Committee, and Mr. Earl Geldon, M20F, is joining the Leisure World News Committee. Ms. Ann Graham, M14, is being added to the Community Name Special Committee, at the request of the chair and with the concurrence of the Mutual president. Mr. Chuck Smith, MM, is being replaced by Mr. Arthur Hooker on the Energy Committee. Mr. Hooker has specific background experience and knowledge to bring to this committee, but he is a renter rather than an owner. At the present time, there is no prohibition for a renter to serve on an advisory committee. Mr. Cornelius Heine, M10, has resigned from the Security and Transportation Committee. Mr. Richard Kahl, M26, has resigned from that committee and is being replaced by Belle Lieberman. Joan Jenkins, M23, will be added to the Community Planning Committee as a second representative from that Mutual. Mutual 27 is adding Richard Murphy to the Golf and Greens Committee and Luda Murphy to the Community Name Committee.

Upcoming Events

- 10/18/12 at 7:00 p.m. – Open Forum for the Community
- 11/14/12 at 10:00 a.m. – Year-end meeting with advisory committee chairs

Passing of Former Director – The Chair noted the passing of former LWCC Board member Paul McDonald, of Mutual 10. Mr. McDonald was an active Board and Executive Committee member before becoming ill, and his contributions to the Community were greatly appreciated.
Appendix H

Extended Pool Hours — Beginning Monday, July 23rd, the outdoor pool will be open until 8:00 p.m., Monday–Friday, on a trial basis, to see if there is enough usage to plan for longer hours next summer. There is a plan to also try similar later hours at the indoor pool during the winter, in an effort to accommodate residents who work during the day.

3. Adoption of Agenda — The agenda was adopted as written, by unanimous consent.

4. Approval of Minutes — The Minutes of the meeting held June 15, 2012, were approved as written, by unanimous consent.

5. General Manager's Report — The General Manager's Report for June 2012 was received, noted, and made a part of the record. Mr. Flannery provided updates on the following:

Insurance Renewal — All necessary applications have been completed and submitted. The policies will become effective August 1, 2012.

Budget Process — The target date to release the budget workbook is August 8th, one week prior to the Budget & Finance Committee meeting. At that time, the required documents will also be released to the members of the Board of Directors and will be made available in the Clubhouses and on the website, as well as in the high rise offices. There will be an article in the next edition of the Leisure World News, summarizing the budget and the impact of the healthcare services negotiations on the budget.

Healthcare Services — Counsel for Leisure World received the Asset Purchase Agreement and is reviewing the document. They expect to receive the lease today, and MedStar is drafting the Operational Agreement, targeting the end of July for the first draft.

6. Committee Reports

   a. Restaurant Committee — A motion from the Restaurant Committee is contained in the agenda packet.

   Mr. Frager distributed a copy of a substitute motion that would direct the Restaurant Committee to evaluate the best uses of the available space in Clubhouse 1 to provide food, beverage, and entertainment options for the residents, and to recommend alternatives for Board consideration that might include but would not be limited to converting the Chesapeake Room to a bar/entertainment/dining space (the current functions of the Stein Room), converting the Cascade Room to a meeting and banquet space, and using the Stein Room as a dining facility with a cocktail bar.

   Following discussion, Ms. Saunders was invited to the table to represent the Restaurant Committee and was asked whether she thought the committee would be receptive to withdrawing the current memorandum and motion and having the Chair send a memo on behalf of the Executive Committee requesting a comprehensive review of food services and restaurants. Ms. Saunders responded that the primary...
The concern of the committee is working in the best interests of the residents.

The Chair stated that the Restaurant Committee’s report will be withdrawn, and that she will write a memo to the committee, using the term “comprehensive review of food, beverage and entertainment options for the residents.” She will send the memo first to the Executive Committee for feedback.

7. Unfinished Business –

a. Health Care Services — Mr. Flannery anticipates distribution of the documents to Board members for their review as they are received, but does not anticipate Board action being required until August. Board members may send questions for clarification about the documents directly to Mr. Flannery, who will send his responses to the entire Board.

The Chair stated that a small informal group has been established, composed of the chair and vice-chair of the Health Advisory Committee and the chair of the Advisory Committee Guidelines Committee, to develop a charter for the group that will be the liaison monitoring committee once the partnership is in place. MedStar has expressed an interest in having a group of residents who are able to work with them and provide input. The intention is to have the monitoring committee in place by the fall, so that they can be prepared when MedStar takes over in January.

Ms. Cronin stated that the amount of $50,000 that was approved by the Board on July 26, 2011 (Resolution # 47) for consultant fees has been depleted. Mr. Flannery anticipates that an additional $20,000 may be needed, primarily for legal fees. The Committee agreed by consensus that the following motion from the Executive Committee be included in the Board agenda packet:

“To allocate an additional amount up to $25,000 for legal fees associated with finalizing the partnership with MedStar, making the total allocation $75,000; funds to come from the Contingency Fund.”

The Chair will finalize the wording of the motion.

b. Operational Review – Mr. Flannery will meet on July 23rd with the principals of Cummins & Leeds to begin putting together a schedule. He will provide a more detailed report at the Board meeting. He anticipates that the initial phase will focus on IT operations.

c. Landscape Contract – Ms. King reported that the Landscape Committee (working through a subcommittee) has provided management with recommended changes to the specifications of the contract. Management has scheduled a meeting with representatives of McFall & Berry and will incorporate suggested changes from the Landscape Committee, as well as the Mutuals and management of Leisure world of Maryland Corporation, into the updated specifications of the contract, for discussion.
with McFall & Berry. A full report will be made to the Board in August.

d. Renovation/Modernization of the Administrative Building – The Committee received in the agenda packet a memorandum from the Community Planning Committee requesting a two-hour informational meeting with the Board to present the three options under consideration for the Administration Building and to answer Board members’ questions. There was consensus that the Committee recommend to the Board that the meeting be held on Monday, August 20th, at 1:00 p.m.

Ms. King will meet with the architect next week and will identify costs for temporary housing and will also make an allowance for moving costs.

c. Magazine Article – Mr. Flannery reported that a county magazine has contacted him to request an interview for an article about Leisure World which they will publish in September or October. He will meet with them today.

8. New Business – There was no new business to come before the Committee.

9. Correspondence – The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during June 2012.

10. Open Forum – The following individuals spoke in Open Forum on the topics noted:

• Barbara Braswell, MM – Clarification of Leisure World News publication date.
• Jay Harding, 17A – Praise for cleanup following the storm; evening meetings; publication of report on General Manager’s performance evaluation; requests for information.
• Phil Marks, 20B – Chair’s letter to the Audit Committee.
• Mr. Ross, 23 – Overall review of Clubhouse 1, similar to review of Administration Building.

11. Next Meeting – The next meeting of the Executive Committee is scheduled for Friday, August 17, 2012, at 9:00 a.m. in the Sullivan Room.

12. Adjournment – There being no further business to come before the Committee, the meeting was adjourned at 10:12 a.m.

David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #8
Friday, August 17, 2012

Members Present: Barbara Cronin, Chair; Paul Bossel, Vice Chair; David Frager, Executive Secretary; Richard Houghton; Henry Jordan; Neil Ross; and Larry Traynham.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Tim Courson, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. Call to Order — The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks —

   Appointments — Joyce Temple has replaced Philip Karban as M17B’s representative on the Security & Transportation Advisory Committee. Jordan Harding is the new representative from M17B on the Community Planning Advisory Committee. Ann Graham, M14, has replaced Virginia Dematteo on the Budget & Finance Advisory Committee, and Romeo Pagiolo is M19B’s new representative on the Budget & Finance Committee. Roma Sohn, M10, has resigned from the Health Advisory Committee, and Len Cohen, M27, is no longer on the Insurance Advisory Committee.

   Passing of John Doherty — The Chair noted with sadness the passing of LWCC Board member John Doherty, of Mutual 19B. Mr. Doherty made many contributions to the Community and will be missed. Larry Damsky has been appointed as M19B’s new director, with Virginia Austin as alternate.

   Connecticut Avenue Gate Repair — The Chair thanked Larry Hodgkins, of U&I Concrete, for his help in removing the damaged Connecticut Avenue gate in order to have it reopened by mid-morning on August 14th.

   Veterans Luncheon — The third anniversary luncheon honoring Leisure World Armed Forces veterans will be held on Sunday, November 11th, at 11:00 a.m. in the Crystal Ballroom. There is no charge for veterans, but tickets for guests cost $15. Reservations can be made by contacting Billie Saunders at 301-598-0120.

   The Chair thanked Ms. Saunders for all of her work on behalf of the Community.

3. Adoption of Agenda — The Chair stated that item 8-b should be titled “Community Planning Committee Recommendation” rather than “Administration Building.” The agenda was adopted as amended, by unanimous consent.
4. **Approval of Minutes** – The Minutes of the meeting held July 20, 2012, were approved as written, by unanimous consent.

5. **General Manager’s Report** – The General Manager’s Report for August 2012 was received, noted, and made a part of the record. Mr. Flannery provided updates on the following:

   **Lee Development Group** – The Lee Development Group (the company looking at the development in Aspen Hill) contacted Mr. Flannery and will meet with him to talk about the status.

   **RRLII** – On Tuesday, August 21st, Mr. Flannery, along with legal counsel representing Leisure World, will meet with representatives of RRLII, at their request—presumably to discuss the Mutual Release and Agreement submitted to them last year.

   **Healthcare Services** – Targeted distribution of healthcare services draft agreements is August 20th.

   **Documentary** – The General Manager met with Doug Ross, a producer who is interested in filming Leisure World for a cable television production. Mr. Flannery provided a written summary of Mr. Ross’s plans.

   **West Nile Virus** – Mr. Flannery reported that Leisure World works with a state agency which comes out every three weeks and tests various areas in the Community (such as ponds on the golf course) where there are standing waters.

6. **Committee Reports**

   a. **Committee to Review Governing Documents** – A written report from the Committee is contained in the agenda packet.

   b. **Committee for Evaluation of General Manager** – The committee is ready to proceed, but the Chair stated that the Executive Committee needs to decide whether to put this item on the agenda for August—possibly in a closed session since part of the discussion will pertain to compensation—or whether to postpone it for inclusion in a possible special meeting.

   c. **2013 Budget** – The Budget & Finance Committee reviewed the budget on August 15th. An open forum on the budget was held on August 14th. A number of revised pages were distributed for the budget packet previously provided to Board members. The corrections have been made on the website. A request was made that references to cost centers include the name of the cost centers.

7. **Updates**

   a. **Health Care Services** — Mr. Flannery stated that, at the present time, there is nothing
in the agreements that is inconsistent with the term sheet. He reported that MedStar will be meeting with the owner of Atlantic Physical Therapy, the tenant on the second floor.

A second item to be finalized is the telecommunications system. Management would like MedStar to assume this responsibility, as opposed to considering it as a utility.

b. Cummings & Leeds - Operational Review — A written summary from Cummings & Leeds is included in the agenda packet. Additional staff interviews are planned. Mr. Flannery stated that the initial focus following completion of the preliminary work will be the IT operation. He will meet with Cummings & Leeds principals in September and will develop a timeline, which will be provided to the Board prior to the meeting on October 2nd.

c. Contracted Services — The agenda packet contains the list of services and the General Manager's response to a question raised at the July Board meeting. He explained that the lease listing contains all of the leases in place; the contracts, however, are contracts of significance that are brought before the Board of Directors and/or that are $25,000 or greater. This is an informational document that will be updated in January.

d. Leisure World Name Committee — The Chair reported that she had received an email from the chair of the committee, Mr. Eisenhaur, with respect to the process of vetting of the final name selections by legal counsel. Mr. Eisenhaur stated that the General Manager believed this would be appropriate but that it should be brought before the Board first for approval of expenditure of funds.

8. Unfinished Business and General Orders

a. Landscape Contract — Ms. King reported that the proposed revised contract is on schedule to be provided to Board members on August 22nd.

b. Community Planning Committee Recommendation — The agenda packet contains a motion from the Community Planning Committee relative to increasing the amount authorized for conceptual studies. The Chair stated that a motion such as this is a motion to amend an item previously adopted. The previous motion is included in the packet. The Executive Committee agreed to pass the item on to the full Board, and requested that a summary be included of how funds have been expended to date.

The Chair reminded Committee members of the special Board meeting on Monday, August 20th, at 1:00 p.m., for a presentation on the Administration Building options.

In response to a question, Mr. Flannery stated that the options under consideration are not in violation of the Trust Agreements.
c. Leisure World News Committee Recommendation. The Chair stated that the three officers of the LWNC Board of Directors, along with the chair and vice-chair of the Leisure World News Committee and appropriate representatives of management, will meet on August 26th to discuss issues relating to the advisory committee. There was agreement to pass the committee’s proposed motion on to the full Board.

9. New Business

a. Health Committee - Revised Charter – As stated by the Chair at the July meeting, a small group has been working to develop a charter for the liaison monitoring committee that will work with MedStar. The charter included in the agenda packet has already been revised and will be updated for the Board of Directors meeting on August 28th.

b. Budget & Finance Committee - The committee submitted two recommendations: the first proposing that the Leisure World Name Change be added as a line item to the 2013 Operating Budget and funds be reallocated from the Contingency Fund to the new line item; and the second to approve the 2013 Operating Budget.

Following extensive discussion, the Executive Committee agreed –

Resolution # 13, 8/17/12
That Mr. Bessel, Vice Chair, and Mr. Frager, Executive Secretary, meet with Leisure World management and representatives from the Budget & Finance Committee, to address the recommendation relating to the Name Change Committee funds in the memo of August 15, 2012.

10. Correspondence – The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during July 2012.

11. Open Forum – The following individuals spoke in Open Forum on the topics noted:

- Neil Ross, 23 - Clarity of committee motions.
- Jay Harding, 17A - Thanked Billie Saunders for work on the Veterans Luncheon; necessity of closed meeting.
- Richard Houghton, 17B - Specific wording of motions.

12. Next Meeting – The next meeting of the Executive Committee is scheduled for Friday, September 14, 2012, at 9:00 a.m. in the Sullivan Room. The Chair asked Committee members to think about possibly holding a special full Board meeting immediately preceding the September 14th meeting to consider specific issues. The Chair will send an email to Board members to alert them about this possibility. The Chair also asked Committee members to email her their views on which items should be discussed early in the agenda on August 28th.
13. **Adjournment** – There being no further business to come before the Committee, the meeting was adjourned at 10:30 a.m.

David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting # 9
Friday, September 21, 2012

Members Present: Barbara Cronin, Chair; Paul Bossel, Vice Chair; David Frager, Executive Secretary; Henry Jordan; Neil Ross; and Larry Trayham.

Members Absent: Richard Houghton

Management Present: Kevin Flannery, General Manager; Julene King, Assistant General Manager; Tim Courson, Assistant General Manager; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks –

   Board Development – The Chair explained that the reason for the Board development sessions at the beginning of Board meetings is that Board training was one of the items in the internal dispute agreement reached by the 2011 Executive Committee and two individuals who filed CCOC complaints.

   2013 Advisory Committee Nominations – The request for nominations was sent to Mutual Presidents on August 30th, with responses due no later than October 31st. No additional changes will be made in the 2012 committees.

   Meeting for Advisory Committee Chairs – A notice was sent out on September 10th about the meeting for advisory committee chairs on November 14th at 10:00 a.m. in the Montgomery Room of Clubhouse I. The focus of the meeting will be on final reports from each committee setting forth their accomplishments during the year and their goals for 2013. Vice-chairs and committee members are welcome to attend.

   Leisure World News Advisory Committee – The committee will present the revised Policies and Procedures document at the October 30th Board meeting.

3. Adoption of Agenda – The agenda was accepted as printed, by unanimous consent.

4. Approval of Minutes – The Minutes of the meeting held August 17, 2012, were approved as written, by unanimous consent.

5. General Manager’s Report – The General Manager’s Report for September 2012 was received, noted, and made a part of the record.

The Chair thanked Mr. Flannery for providing Board members with a summary document relating to the finances of the Community.
6. Action Items

a. **Medical Center Agreements** – Mr. Flannery stated that the availability of the agreements on October 24th will depend on the outcome of his meeting with the attorneys on September 24th. He hopes to send proposed agreements to Board members later that week with any significant changes highlighted.

b. **Health Advisory Committee Charter** – It was noted that the committee is being reconstituted to clarify that its direction is changing.

c. **Options for Funding Name Change** – The agenda packet contains a proposed motion from the Budget & Finance Advisory Committee, along with a memo containing background information from the General Manager.

The Chair reported that the Leisure World Community Name Committee has stated that they have completed their assigned task, and it is her intention to dismiss the committee. Future tasks will be carried out by management and/or the Public Relations Advisory Committee.

d. **Leisure World Community Name Committee – Names to Be Voted** – The Chair stated that the Leisure World Community Name Committee will put forward three names, and the Public Relations Advisory Committee will provide additional input. The Chair asked for Executive Committee members' suggestions on how the Board should proceed.

Extensive discussion followed. Mr. Flannery stated that, before the Board can consider voting on a name, the legal process relative to voting on and implementing a name change for the Community needs to be researched. The name “Leisure World” is contained in the Trust Agreements, and it may be necessary to obtain a legal opinion on the steps necessary to effect a change.

It was noted that some segments of the Community are aware of the names to be recommended by the Leisure World Community Name Committee, but not all Board members have been informed.

The Chair requested that the General Manager draft a motion for Board action on October 2nd relative to the necessary procedures to be followed to vote on and effect a name change. The General Manager pointed out that the vetting process and implementation process will incur additional costs.

Mr. Flannery also agreed to contact Mr. Eisenhaur to request that he prepare an article for the Leisure World News regarding the name selections.

Mr. Bessel informed the Board that the three name selections are: “Norbeck Woods,” “Woodlands,” and “Rossmoor.”
c. Leisure World News Advisory Committee – Review of Residents’ Page. A member of the committee will make an oral report and answer questions at the Board meeting on October 2nd. A final document will be provided at the October 30th meeting.

f. Landscape Contract – A memo to the Board from the committee is included in the agenda packet. The Landscape Advisory Committee has reviewed the contract and has stated that all of their concerns and questions have been addressed satisfactorily. Upon request of a committee member, the General Manager agreed to send out the final contract electronically to all Board members. It was pointed out that the Board has approved the selection of a vendor but still needs to approve the final contract.

g. Administration Building Alternatives – Information about option 3 is included in the agenda packet. A fourth option is “none of the above,” and could include exploration of the concept of a multi-use facility. Mr. Flannery stated that, if the Board wishes to consider such an option, they need to pass a resolution authorizing management to explore and present information about the potential feasibility and estimated costs. At that point, the Community Planning Advisory Committee could be involved in discussing this option.

Mr. Bosse agreed to work with the General Manager to develop a comprehensive motion relative to authorizing the General Manager to explore the feasibility and costs of a multi-use facility, for action by the Board on October 2nd.

7. Committee Reports

a. Committee To Review Policies and Procedures. The committee will provide an interim report to the Board.

b. Committee To Review Advisory Committee Process. The committee will provide an interim report to the Board.

c. Evaluation of General Manager. The committee has completed its report. The Board will discuss the General Manager’s compensation when they discuss the evaluation. Both actions are personnel actions and may be discussed in closed session if a motion is made to go into closed session.

8. New Business

a. Cummings & Leeds. The Chair asked the Committee where future updates from Cummings & Leeds should be placed in the agenda. Mr. Flannery stated that the Board will receive monthly reports from the consultant, and at times, recommendations will be included in the report for action by the Board. There was consensus that the reports should be an agenda item under “Updates.”

There were no additional New Business items.
9. **Correspondence**: The Committee reviewed the correspondence received and sent out during the past month, along with Resolutions considered by the advisory committees during August 2012.

Mr. Traynham asked whether the letter from the Chair of the Audit Advisory Committee to the auditing company requesting an opinion should more appropriately have been signed by the LWCC Chair or the General Manager. Mr. Flannery suggested that the advisory committees should be advised not to interact directly with legal counsel or whenever there is a fee involved, since they are not authorized to spend money. The Chair stated that this will be a topic at the meeting for Chairs on November 14th.

There was discussion about the correspondence relating to the Code of Ethics. The Chair noted that the title of the Code of Ethics needs to be changed to reflect that it does not apply to Leisure World employees. Mr. Flannery stated that Leisure World employees receive and accept an Employee Handbook when they are hired, and thereby subscribe to the employee Code of Ethics contained in the Handbook. He suggested that certain employees should sign a Code of Ethics and possibly a financial disclosure statement annually. He will put together for Board consideration a list of appropriate persons who have decision making authority relative to contracts, etc., as well as all managers and supervisors.

10. **Open Forum** – The following individuals spoke in Open Forum on the topics noted:

- Jackie Rabinow, M14 – Will supply contact information for Mutual newsletter editors.
- Joyce Temple, M17B – Wi-Fi in clubhouses; posting of agendas and minutes on website.
- Jay Harding, M17A – Accounting software; MedStar conflict of interest.
- David Frager, M27 – Noted that he spoke at an Informal meeting, clarifying that legal counsel had determined no conflict of interest exists.
- Paul Bessel, M13 – Complimented the General Manager on the terrific job in negotiating the MedStar contracts, which will be extremely beneficial for Leisure World residents.

11. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, October 19, 2012, at 9:00 a.m. in the Sullivan Room.

12. **Adjournment** – There being no further business to come before the Committee, the meeting was adjourned at 10:26 a.m.

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David Frager, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting # 2
Friday, February 15, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Phil Marks; K. Neil Ross, Larry Traynham; and Linda Wacha.

Members Absent: Henry Jordan, Executive Secretary.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks -

Advisory Committee Membership
Appointments: Brad Londy, M24, Public Relations; Bob Henkel, M17A, Security & Transportation; and Gene Byron, M27, Community Planning.
Resignations: Dave Bowden, M17A, Security & Transportation; Rosemary Marks, M24, Education & Recreation; Charles Warner, M19A, Emergency Preparedness; Virginia Austin, M19B, Health; and Dave Frager, M27, Community Planning and Government Affairs.

Office of Vice Chair Resignation:
Julia Plotnik resigned as Vice Chair of Emergency Preparedness but will continue to serve on the Committee.

Committee to Conduct Yearly Review of General Manager – A draft resolution for the Board of Directors regarding the appointment of members to the “Committee to Conduct the Yearly Review of the General Manager” was distributed for comment. The appointees are: Roy Dickstein, Chair; Paul Eisenhauer; David Frager, Lennox French, and Jackie Rabinow.

Governing Documents Advisory Committee -
Correspondence regarding the Government Documents Committee was included in the agenda packet. The members of that committee have resigned. Members of the Executive Committee were asked to submit suggestions as to whether new members should be assigned or if the committee should be dismissed.
**Emergency Preparedness Advisory Committee**

This committee does not have a chair or a vice chair. Ms. Cronin discussed with the chair of the Security & Transportation Advisory Committee the appropriateness of the Emergency Preparedness Committee becoming a subgroup of S&T. The reaction from the chair of the Security & Transportation Committee was not supportive. The Board of Directors will be asked to determine if the committee’s status should be designated as “dormant.” If so, members of the Emergency Preparedness Committee who have been writing articles for the Leisure World News will be asked to submit future articles to the chair of the Leisure World News Advisory Committee. A draft motion regarding this matter will be submitted to the Board of Directors.

**Upcoming Meetings**

- **February 20 – 1:00 p.m. Annapolis Room** - Ms. Cronin announced that the Executive Committee will hold a work session to discuss future topics for Board consideration and that the meeting will be open.

- **February 25 – 1:30 p.m.** - A presentation by Michael Schwartz, Chair of the Budget & Finance Advisory Committee, will be made to advisory committee chairs and other interested parties. The topic is “Roles and Responsibilities of Advisory Committees in Development of Budgets.”

- **Week of May 20 (date to be determined) – Community Open Forum**
  Among topics to be discussed at the Open Forum will be 2014 budget assumptions. Michael Schwartz, Chair of Budget & Finance Advisory Committee, will present the topic and answer questions.

- **Week of August 5 (date to be determined) – Budget Forum**
  Michael Schwartz, Chair of Budget & Finance Advisory Committee, will be the speaker at this meeting. The meeting will take place after the 2014 budget has been made public and before the Board of Directors takes action on the budget.

**Agenda Packet Format** - Ms. Cronin complimented the staff for the helpful addition of identifying text at the bottom of each page.

**Speaking at Open Forum** - Visitors were reminded that they may speak only one time on an action item and that the Board does not respond during Open Forum. A request for specific answers should be submitted in writing.

3. **Adoption of Agenda** - The agenda was accepted as amended. Item 6d will be deleted.

4. **Approval of Minutes** - The Minutes of the meeting held January 18, 2013, were approved by unanimous consent as written.
5. General Manager’s Report – The General Manager’s revised report for February 2013 was received, noted and made a part of the record. The following additional information was provided.

Financial Audit - The auditing firm Councilor, Buchanan & Mitchell has completed the field work for the 2012 audit. A draft of the audit will be made available to the Audit Advisory Committee one week before their March 8, 2013, meeting. The Audit Committee will then make its recommendation about the report to the Board. The General Manager reported that any action on a surplus or a deficit will be recommended to the Board by the Budget & Finance Committee.

Golf Course Hole #3 - Construction is expected to begin by the end of February. A required pre-construction public meeting will be held next week with Montgomery County Park & Planning.

Automated External Defibrillators - Automated External Defibrillators (AED’s) will be installed at both pools within 30 or 60 days. A new law requires they be installed in all non-residential pools by November 2013. Both clubhouses currently have AED’s.

Creating Results, Inc. Contract - A communication was received yesterday from the Public Relations Advisory Committee requesting that the revised contract be presented to the Board of Directors. It will be included in the March 5, 2013, Board packet.

Financial Accounting Software RFP - The RFP for the financial accounting software package was distributed to the Board of Directors and to the Audit Advisory Committee in January for comments. A revised RFP will be available next week.

2014 Operating Budget – The General Manager reported that staff has been working with appropriate advisory committees relative to financial operations in preparation for the 2014 budget.

The Executive Committee discussed the need to develop policy to clarify when it is necessary for advisory committees to obtain Board approval for line item expenditures. The Executive Committee will draft a resolution regarding this matter for the March 5, 2013, Board meeting.

MedStar Negotiations – In response to a request by a member of the Executive Committee, Mr. Flanagan will report the amount of money spent on consulting services incurred for the
Health Care Services transition.

6. Action Items -

   Restaurant Spaces - Included in the agenda packet were correspondence and motions regarding renovation projects for the Maryland Room and Cascade Bistro. After discussion, it was the consensus of the Board that a substitute motion regarding the need for a master plan will also be presented to the Board on March 5, 2013.

   Community Planning Advisory Committee Charter - Included in the agenda packet was a revised charter of the Community Planning Advisory Committee which will be presented to the Board for approval. It was suggested that an Appendix B be added to define the Facilities Improvement Plan.

   Policy and Procedures Special Committee Report - A draft of the report was presented to the Executive Committee last month. A revised report will be provided to the Board of Directors for consideration at its March 5, 2013, meeting.

   Telecommunications Consulting Contract - Included in the agenda packet was a communication from consultant CTC Technology & Energy regarding broadband and fiber planning relative to Leisure World's communication infrastructure. This information will be included in the March 5, 2013, Board packet.

   A visitor suggested that consideration be given to establishing a Communications Advisory Committee.

7. Updates - A summary sheet of four topics was included in the agenda packet. Each one was discussed:

   Legal Opinion Regarding Trademark - In response to the Board's request, Management contacted an intellectual properties attorney to obtain an opinion regarding the Leisure World trademark. A report will be provided to the Board of Directors at its March 5, 2013, meeting. The estimated cost for the report is $3,500.

   Obtaining Financing for Capital Projects - Discussions with banks are taking place regarding the feasibility of borrowing money for capital projects. A report will be presented to the Board of Directors at its March 5, 2013, meeting. The report to the Board will include information about the cost of legal fees which would be incurred.
Report on Mixed-Use Administration Building -- Included in the agenda packet was a report dated February 4, 2013, "Administration Building Renovation -- Exploration of the Feasibility of a 4th Option (Mixed-Use or Other)." The report included feedback from three developers about the fourth option. Norman Dreyfus, of IDI, will make a presentation at the March 5, 2013, Board of Directors meeting about the feasibility of a mixed-use Administration Building.

Renovation of PPD Customer Service Area - A presentation on the proposed renovation to the customer service area of the Physical Properties Division will be made by the chair of the Physical Properties Advisory Committee and Jolene King at the March 5, 2013, Board meeting.

8. New Business -

Tennis Advisory Committee - Request for Water Coolers - Information about the water cooler project was included in the agenda packet. The request will be presented to the Board of Directors in April during the presentation on Clubhouse II.

9. Correspondence - The Committee reviewed correspondence received and sent out during the past month as well as the resolutions considered by advisory committees during January 2013.

10. Open Forum - Jordan Harding, M17B, spoke on three topics: 1) length of Board of Directors meetings; 2) deer in Leisure World; and 3) General Manager’s leasing arrangement.

11. Next Meeting - The next meeting of the Executive Committee is scheduled for Friday, March 15, 2013, at 9:00 a.m. in the Sullivan Room.

12. Adjournment - There being no further business to come before the Committee, the meeting was adjourned at 10:30 a.m.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting # 4
Friday, April 19, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Neil Ross, Larry Traynham; and Linda Wacha.

Members Absent: Phil Marks.

Management Present: Kevin Flannery, General Manager; Tim Cousen, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Benri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 8:59 a.m.

2. Chair’s Remarks -

Advisory Committees Membership
Insurance - Ray Lee, M21, will serve as chair.
Public Relations – Karin Ventola, M12, is a new member.
Security & Transportation – Allan Doris, M27, will replace Joni Sommer.

Management Objectives on Website – Mr. Flannery and the Management team were thanked for posting the updated Management Objectives on the LWMC website. Ms. Cronin commented that it is an informative document and that she looks forward to reviewing it each time it is updated.

3. Adoption of Agenda – The Agenda was accepted as amended. Add 8.b. - Draft Timeline for Prioritizing the Proposed Capital Projects.

4. Approval of Minutes – The Minutes of the Executive Committee meeting held March 15, 2013, were approved as written.

5. General Manager’s Report – The General Manager’s revised report for April 2013 was received, noted and made a part of the record. In addition, the following information was provided.
RFP (Financial Accounting and Property Management Software) – Responses to the RFP have been received by Cummings and Leech and are being reviewed by Management. They will also be reviewed by the Budget & Finance Committee and the Audit Committee at their May meetings. The cost of the engagement of Cummings and Leech will be reported by Management to the Board of Directors on April 30th.

Bank of America Lease – Mr. Flannery has signed the one-year extension to the lease. The new lease will be effective calendar year 2014.

Lifeline – Representatives of Lifeline will meet with Management on May 2nd to discuss Leisure World’s future emergency response system. A status report will be given to the Board of Directors and to the Health Advisory Committee at their May meetings.

Trust Asphalt and Concrete Projects – Mr. Flannery stated that a report of the Trust asphalt and concrete projects approved by the Physical Properties Advisory Committee for the upcoming year was attached to the General Manager’s Report.

6. Action Items –

Advisory Committee Charter Revisions – Included in the agenda packet was a cover memo with a revised Landscape Committee Charter dated April 11, 2013, for the Board’s approval at the April meeting. The Executive Committee will recommend that an amendment be made to Section II.B.1.c. to include more specific language about when reports will be made to the Board.

Open Forum Policy Revision – A draft resolution dated April 30, 2013, recommending that the Open Forum Policy be revised was received from the Committee to Review Open Forum Policy. The resolution will be forwarded to the Board without a recommendation from the Executive Committee. The resolution was distributed as a separate attachment which included a cover memo and other informational material.

New Special Committee – Included in the agenda packet was a draft resolution from Ms. Cronin dated April 19, 2013, which will be forwarded to the Board of Directors. The resolution is for the naming of a special committee to follow up on the Policies and Procedures Review Committee Report. Those to be appointed to the committee are: Colette Trohan, M15, Chair; Linda Wacha, MM; Marian Altman, M12; and Ken Zajic, M20A.

Recommendation from Restaurant Advisory Committee – Included in the agenda packet was a memo dated April 15, 2013, from the chair of the Restaurant Advisory Committee. The
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...len states that the Restaurant Committee recommends that LWMC Management be authorized to negotiate and finalize the food service contract. The current contract expires December 31, 2013. The motion will be included in the April Board agenda packet with no comment from the Executive Committee other than to recommend that action on it be postponed until May to allow time for the Board to submit questions and comments to the Restaurant Committee and to Management.

Mr. Jordan suggested that the Board give direction to Management regarding policy issues when negotiating future food service contracts. Ms. Cronin asked Mr. Jordan to submit in writing to the Board and to the chair of the Restaurant Committee, suggested policy discussion points.

7. Updates –

Presentation on Club House I (not involving restaurants) – Mr. Flannery stated that a packet relative to this agenda item will go to the Board prior to the April Board meeting. Ms. King and Ms. Penn will make a presentation to the Board at that time.


Cummings and Leeds – Cummings and Leeds Status Report #8 was included in the agenda packet and will be forwarded to the Board for its April meeting. Mr. Flannery reported that Cummings and Leeds is reviewing the responses to the Request for Proposal and that a recommendation from Management regarding the proposal will be provided to the Board in May or June.

When asked if C&L’s proposal included reviewing human resources benefits, Mr. Flannery stated that it did not and that a Board action would be required if those efforts were to be included.

Deer Committee – A report will be included in the April Board agenda packet. However, action on the report will not be taken until residents’ comments have been received.

First Quarter Report from Med Star – Status Report - The Health Advisory Committee chair requested that the written quarterly report not be submitted to the Board until after the advisory committee has had an opportunity to review it. The First Quarter Report will be included in the April Board packet; however, the Health Advisory Committee
chair requested that the presentation to the Board be postponed until May to allow time for the
advisory committee to review the report at its April 24th meeting.

Insurance Coverage Policy Renewal (Trust and Mutuals) – A letter from USI dated April 10,
2013, was included in the agenda packet.

When asked how decisions are made about increasing coverage, Mr. Flannery stated that
during yearly negotiations with Travelers, additional “no-charge” coverage is always sought.
If additional coverage would result in an increase to premiums, the matter would be brought
to the Insurance Advisory Committee and to the Board.

Legal Opinion – Trustee Ability to Borrow Funds – Mr. Flannery stated that the attorney’s
opinion letter, included in the agenda packet, states that the Trustee is allowed to borrow
funds but that lenders may have issues regarding risk. Management was asked to have
lenders state their position about making a loan to LWCC.

Mr. Frager said that the attorney’s opinion letter should have stated what majority of the
Board’s vote is required for approval of a loan.

2014 Budget Process – Included in the agenda packet were 2014 budget assumptions, a
calendar for the budget process and a 2013 capital equipment report. Mr. Flannery will make
a presentation about the budget process to the Board. On May 22, 2013, there will be a
community Open Forum to discuss the budget assumptions.

8. New Business –

Recommendations from Government Affairs Advisory Committee – A resolution and related
documents from the Government Affairs Advisory Committee were included in the agenda
packet. Mr. Kipping, chair of that committee and Mr. Zajic, a member, presented the
proposed resolution requesting that the Government Affairs Committee be given authority to
proactively pursue legislative relief for condominium and cooperative associations. There
was discussion about whether an advisory committee could represent Mutuals in that
capacity. The Chair asked the committee if they would issue a letter to each Mutual asking if
they would support the Government Affairs Advisory Committee acting to support proactive
activities on their behalf.

9. Draft Timeline for Prioritizing the Proposed Capital Projects – An undated draft document,
“Notes Regarding the Process for the Board to Come to a Decision on the Priority Order for
the Various Projects Funding to Come from Resales,” was distributed. The Executive
Committee and Management will schedule a work session to discuss the draft. This will not be on the agenda at the April Board meeting.

10. Correspondence — The Committee reviewed the resolutions considered by the advisory committees during March 2013. There was no other correspondence.

Ms. Cronin’s stated that her memo to the chairs of the Emergency Preparation and to the Security & Transportation Committees should have been included in the correspondence. The memo requested support of the installation of a community-wide robocall system and will be in the Board packet.

11. Open Forum — Visitors commented on agenda items as they were addressed. In addition, the following comments were made during Open Forum:
   - Mr. Harding, M17B, commented about his views of the Chair’s “powers.” He also commented about a matter that is a Mutual issue.
   - Barbara Braswell, MM, commented about Open Forum comments.
   - Executive Committee Member David Frager, M27, questioned the type of chemicals being applied to the grass. Ms. King, Assistant General Manager, responded that the state requires that signs be posted whenever a treatment is applied and that the signs do not necessarily mean that the applications are dangerous.
   - Sheryl Katzman, MM, commented about a Mutual issue.

12. Adjournment — There being no further business to come before the Executive Committee, the meeting adjourned at 11:20 a.m.

13. Next Meeting — The next meeting of the Executive Committee is scheduled for Friday, May 17, 2013, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #5
Friday, May 17, 2013

Members Present: David Frager, Vice Chair; Henry Jordan, Executive Secretary; Phil Marks; Neil Ross; Larry Traynham; and Linda Wacha.

Members Absent: Barbara Cronin, Chair.

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommar, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** – Mr. Jordan, Executive Secretary, called the meeting to order at 9:02 a.m. and served as acting chair until Mr. Frager’s arrival.

2. **Chair’s Remarks** – Ms. Linda Feinberg, MM, was appointed to the Leisure World News Advisory Committee.

3. **Adoption of Agenda** – The Agenda was accepted as amended. Add 6.g. Creation of a Financial Systems Working Group.

4. **Approval of Minutes** – The Minutes of the Executive Committee meeting held April 19, 2013, were approved as written.

5. **General Manager’s Report** – The General Manager’s report for May 2013 was received, noted, and made a part of the record. In addition, the following information was provided:

   **Financials** - April financial statements will be published the week of May 20th. In the month of April there was an operating surplus of approximately $15,000. Operations are at budget for the first four months of 2013.

   **MedStar**
   - **Quarterly Report** - MedStar’s first quarterly report was presented to the Health Committee on April 24th. Additional information and updates regarding physician contracts are being added to the report which will be released to the Board of Directors the week of May 20th.
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• Survey – Approximately 1,400 residents have responded to the survey sent out by MedStar.

Restaurant Advisory Committee – At its May 20th meeting, the Restaurant Committee will take action on the Food Service Agreement and the consultant’s report.

Borrowing of Funds – Mr. Flannery has met with two lending institutions. One has submitted a term sheet. The second potential lender’s term sheet is due by May 24th. A meeting is scheduled for May 20th with a third lender.

Lifeline – A follow-up meeting with the providers of LWMC’s emergency response system will be held May 23rd. Future strategies for the response system will be discussed.

5. Action Items

a. Resolution from Government Affairs Advisory Committee – Leasing
A resolution, included in the agenda packet, recommended that the Government Affairs Advisory Committee be authorized to proactively pursue legislative relief so that any condominium, established after July 1, 1996, may, if it so chooses, amend its governing documents to limit the number of rental properties in its association.

By general consent, the Executive Committee agreed to forward the resolution to the Board of Directors with the recommendation that the resolution be adopted.

b. Resolution from Government Affairs Advisory Committee – Requirement to Amend Bylaws
A resolution, included in the agenda packet, recommended that the Government Affairs Advisory Committee be authorized to proactively pursue legislative relief so that condominium and cooperative associations may amend their bylaws more easily.

A motion was made by Mr. Marks (and seconded) that the resolution be forwarded to the Board of Directors with the recommendation that it be adopted. After considerable discussion, Mr. Jordan stated that the Government Affairs Advisory Committee motion would be forwarded to the Board; however, no action was taken on Mr. Marks’ motion.

(During the general Open Forum at the end of this meeting, Ms. Braswell stated that it was not clear if the Executive Committee had agreed to forward the proposed resolution from the Government Affairs Advisory Committee to the Board with or without a recommendation to adopt it. The following transpired after Ms. Braswell’s Open Forum comment.)
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The Board again addressed the resolution from the Government Affairs Advisory Committee regarding the requirement to amend bylaws. By general consent, the Board agreed to forward the motion to the Board with the recommendation that it be adopted.

c. **Timeline for Prioritizing Projects Using Resales Fund** — In the agenda packet was a document outlining the process by which projects, funded by the Resales Fund, will be prioritized and scheduled.

By general consent, the Executive Committee agreed to forward to the Board of Directors the timeline for prioritizing projects using the Resales Fund.

Mr. Jordan stated that appropriate advisory committees will be notified of the dates by which they are to submit comments. A form for comments about the projects will be provided to appropriate advisory committees, the Board, and to residents.

d. **Budget Assumptions – 2014 Budget** — A document, “Budget Assumptions for 2014,” was included in the agenda packet. Also included in the packet was a recommendation from the Budget & Finance Committee that the 2014 Budget Assumptions be accepted.

By general consent, the Executive Committee agreed to forward to the Board of Directors the document, “2014 Budget Assumptions,” with the recommendation that it be adopted.

Mr. Traynham requested that the proposed hourly PPD rates be clarified, specifically the cost to change light bulbs. Ms. King stated she would bring the matter to the Physical Properties Advisory Committee.

e. **Capital Purchases – 2014 Budget** — A document listing proposed 2014 capital purchases was included in the agenda packet. Mr. Flannery reported that an estimated amount of $18,000 for a security camera was added after the document was presented to the Budget & Finance and Audit Committees on May 8th. Mr. Flannery stated that, after the new software system is installed, equipment for users of the new software will be included in the Capital Purchases. This addition will be presented to the Budget & Finance Committee, the Executive Committee and the Board of Directors in the fall.

(Mr. Frager arrived at the meeting and presided for the remainder of the meeting.)

By general consent, the Executive Committee agreed to forward to the Board of Directors the Capital Purchases document, with the recommendation that it be approved.
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f. **Recommendation from Budget & Finance Committee – Financial Accounting and Property Management Software** – In the agenda packet was a recommendation by the Budget & Finance Committee to purchase Jenark Financial Systems Software.

On April 30, 2013 (Resolution #41), the Board of Directors delegated its authority to the Executive Committee for the purpose of entering into an agreement with CoreLogic/Jenark or Yardi to provide Accounting and Property Management Software.

Mr. Marks placed a motion on the floor, which was seconded. The Board agreed –

**Resolution #1, 5/17/13**

To purchase Jenark Financial Systems, as recommended by the Budget & Finance Committee, at a cost not to exceed $117,640. Funding source for the acquisition costs and set-up fees is the Telecommunications Fund.

This action by the Executive Committee will be reported to the Board of Directors.

g. **Creation of Financial Systems Working Group** – A resolution dated May 12, 2013, from Mr. Marks was provided to the committee. The recommendation was for the creation of a special committee to assist and support Management in the implementation of the new financial systems software package approved May 17, 2013.

By general consent, the Executive Committee agreed to forward the resolution to the Board of Directors. The Board will also be provided with Management’s questions regarding the creation of this special committee and Mr. Marks’ response.

7. **Updates**

a. **Presentation on Food Service Facilities** – A presentation on food service facilities will be made to the Board of Directors on May 31st. Management will discuss this presentation with the Restaurant Advisory Committee at its May 29th meeting.

b. **Food Service Contract** – Management will discuss the food service contract with the Restaurant Advisory Committee at its May 20th meeting.

c. **First Quarter Operating Report** – MedStar and Health Advisory Committee – The General Manager reported on this topic earlier in the meeting. (See Agenda Item 5)

d. **Legal Opinion and Term Letters from Financial Institutions re Outside Funding for Proposed Capital Projects/Facilities Replacement** –
Included in the agenda packet was a letter from Miles & Stockbridge stating that a double majority vote is required to borrow funds.

Regarding Term Letters from Financial Institutions, the General Manager reported on this topic earlier in the meeting. (See Agenda Item 5). Mr. Jordan and Mr. Traynham requested that a matrix be provided to the Board comparing the three term sheets from potential lenders.

8. **New Business**

a. **Support for New Administrative Position in the 2014 Budget Assumptions** – Included in the Budget Assumptions was an additional management position. Mr. Flannery stated that a more comprehensive job description will be provided to the Board of Directors the week of May 20th.

b. **Recommendation from Community Planning Advisory Committee re Facilities Improvements** –

   Included in the agenda packet was a memo from the chair of the Community Planning Advisory Committee regarding two recommendations made by that committee.

   The first recommended that the document, “Timeline for Prioritizing Projects Using Resales Fund,” be revised to allow more time for input from the Community Planning Advisory Committee and others before the August 14, 2013, evening meeting for residents.

   The second recommended that “we go forward with the remaining options for the Administration Building that are left on the table.”

   By general consent, the Executive Committee agreed that both recommendations will be included in Board agenda packet.

9. **Correspondence** – The Committee reviewed the resolutions considered by the advisory committees during April 2013. There was no other correspondence.

10. **Open Forum** – The following residents spoke on the topics indicated:

   - **Barbara Braswell**, MM - forwarding resolutions to the Board of Directors, action on the Government Affairs Advisory Committee recommendation.
   - **Jordan Harding**, M17B - conflict of interest letter regarding the General Manager, cost of
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living increase for employees, General Manager's salary, new LWMC position.
• Earl Gelcon, M20B — borrowing of funds.

11. Adjournment — There being no further business to come before the Executive Committee, the meeting adjourned at 10:10 a.m.

12. Next Meeting — The next meeting of the Executive Committee is scheduled for Friday, June 14, 2013, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #6
Friday, June 14, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Phil Marks; Larry Traynham; and Linda Wacha.

Members Absent: Neil Ross.

Management Present: Kevin Flannery, General Manager; Tim Course, Assistant General Manager; Jolene King; Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** -- Ms. Cronin called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks**

   **Appreciation** - Ms. Cronin thanked Mr. Frager and Mr. Jordan for chairing the Board and Executive Committee meetings while she was away.

   **Resignations from Advisory Committees**
   Astrid Cali, M13, Insurance
   Mary Mandeville, M17A, Emergency Preparedness
   Al Frumkin, M17, PPD
   Linda Silberg, MM, Public Relations

   **General Manager Evaluation** - Ms. Cronin reminded the members of the Executive Committee to return the questionnaire regarding the evaluation of the General Manager.

3. **Adoption of Agenda** -- The Agenda was accepted as amended: Add to New Business Item 8-b: 2014 proposed budget.

4. **Approval of Minutes** -- The Minutes of the Executive Committee meeting held May 17, 2013, were approved as written.

5. **General Manager’s Report** -- The General Manager’s report for June 2013 was received, noted, and made a part of the record. In addition, the following information was provided.

   **June 13 Storm Damage** - Mutual 11 sustained significant damage to two homes because of fallen trees. Fortunately, no injuries were reported. Mr. Flannery commended McFall & Berry for quickly removing trees which were obstructing traffic on South Leisure World Blvd. The golf course has been temporarily closed for clean-up.
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Cummings & Leeds Status – Mr. Flannery provided an update. Please see Agenda Item 7.a.

New Resident Orientation – In response to a request from Ms. Cronin, the New Resident Orientation scheduled for August 15th at 10:00 a.m. in the Chesapeake Room will be rescheduled because several members of the Executive Committee will be unable to attend. A new date or time will be announced.

Construction Gate at Villa Cortese – Mr. Flannery was asked to provide information about whether a resolution was made regarding the closure of the construction gate at Villa Cortese. He responded the gate is on Trust property and the operation is under the control of the Trustee.

6. Action Items

a. Insurance Renewal – Period 8/1/13 – 7/31/14

Copies of the following documents were distributed and discussed: Insurance Renewal Proposal for the term August 1, 2013 – August 1, 2014, and Coverage Comparison – Expiring vs. Renewal.

The Executive Committee agreed by general consent -

Resolution # 2 – 6/14/13
To forward the following motion from the Insurance Advisory Committee to the Board with the recommendation that the motion be approved:

The Insurance Advisory Committee recommends that the renewal of the Insurance Policy for the term August 1, 2013, to July 31, 2014, be accepted by the LWCC Board of Directors.

b. 2014 Schedule of Fees

Included in the packet was the 2014 Schedule of Fees. Resolutions from advisory committees recommending approval for their cost centers had been received in April and May. Those committees are: Education & Recreation, Golf & Greens, Restaurant and Security & Transportation. In addition, the Budget & Finance Advisory Committee reviewed the Schedule of Fees and made the following motion at its June 12, 2013, meeting:
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The Budget & Finance Advisory Committee recommends that the updated 2014 Schedule of Fees be forwarded to the LWCC Board of Directors for its review and action.

The Executive Committee agreed by general consent –

Resolution #3 – 6/14/13
To forward the 2014 Schedule of Fees to the Board of Directors with the recommendation that it be approved.

7. Updates

a. Cummings & Leeds

Accounting and Property Management Software –

Mr. Flannery reported that the agreement for the accounting and property management software has been signed. A planning meeting was held June 3rd with LWMC, the vendor, and C/L. The target date for completing the installation of hardware and software is August 5th. Training will begin in early August.

Human Resources Software – A conference call took place on June 12th to discuss strategy and to develop a schedule for this task. A follow-up meeting will take place the week of June 17th.

Telecommunication - The consultant, CTI, will provide a report of their last meeting with Comcast. A report of that meeting will be included in the June 25th Board package.

Mr. Flannery stated that C&L will provide an estimate of hours relative to the implementation of the software and that a separate proposal for Task 7, stage 2, will be included in the Board package.

A question was asked relative to whether additional funding is needed. Management was requested to provide the original resolution authorizing the expenditure of funds to C&L, since this resolution would need to be amended if additional funds are approved.

8. New Business

a. Leisure World of Maryland Facilities Enhancement Plan (FPF)
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Mr. Jordan reported that a preliminary Leisure World of Maryland Facilities Enhancement Plan will be provided to the Board of Directors and to the Community Planning Advisory Committee on June 25th. Other advisory committee chairs will receive a section of the FEP relative to their projects and will be asked to verify that there are no changes or errors to the FEP previously accepted by their committees. Those committees are Education & Recreation, Golf & Greens, Physical Properties, Restaurant, Security & Transportation and Tennis.

b. 2014 Proposed Budget

A request was made that advisory committees be asked to provide rationale for staffing requests to be included in the 2014 Operating Budgets. Ms. Cronin will contact chairs of the Security and Transportation Advisory Committee, Leisure World News Advisory Committee and Health Advisory Committee to ask for written rationale for the increase to staffing they have requested. In addition, Ms. Cronin will offer the advisory committees an opportunity to make an oral presentation at the Board meeting if they wish to do so. Ms. Cronin requested that Management also provide justification for the additional administration position it is requesting.

9. Correspondence

The Committee reviewed the resolutions considered by the advisory committees during May 2013. There was no other correspondence.

10. Open Forum — The following residents spoke on the topics indicated:

- Robert Namovicz, M10 — 2014 Fee Schedule. Timeliness of televised meetings and meeting minutes.
- Barbara Braswell, MM — Open Forum for Action Items.
- Joyce Temple, M17B — Audio problem on televised meetings.
- Jordan Harding, M17B - 2014 Budget.

11. Adjournment — There being no further business to come before the Executive Committee, the meeting was adjourned at 10:05 a.m.

12. Next Meeting — The next meeting of the Executive Committee is scheduled for Friday, July 19, 2013, in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #7
Friday, July 19, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Phil Marks; K. Neil Ross, Larry Traynham; and Linda Wacha.

Management Present: Kevin Flannery, General Manager; Tim Coursey, Assistant General Manager; Jolene King; Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. Call to Order – Ms. Cronin called the meeting to order at 9:00 a.m.

2. Chair’s Remarks

Advisory Committee Membership

Reminder of Upcoming Meetings:
• Wednesday, August 7 – 7:00 p.m., Ballroom, Clubhouse I – Budget Forum, 2014 Operating Budget
• Wednesday, August 14 – 7:00 p.m., Ballroom, Clubhouse I – Open Forum, Facilities Enhancement Plan

3. Adoption of Agenda – The Agenda was accepted, by general consent, as amended: Add to New Business, b-Impact Tax.

4. Approval of Minutes – The Minutes of the Executive Committee meeting held June 14, 2013, were, by general consent, approved as written.

5. General Manager’s Report – The General Manager’s report for July 2013 was received, noted, and made a part of the record. Additional information was provided as follows:

Mid-year Financial Position – For the first six months of 2013, there was an operating surplus of approximately $28,500.

2014 Budget – Advisory committees have reviewed the proposed operating budget. The budget will be posted on the website on July 26. Budget workbooks will be available to the
Budget & Finance Advisory Committee one week before their August 14th meeting. Copies of the budget workbooks will be available in the Clubhouses and the Administration Office.

**Community Facility Fee** - A list of 2013-2014 Budget Community Facilities, by cost center, was distributed. Mr. Flannery stated that the item, “Community Call System,” will be shown as a separate community expense line item.

The proposed 2014 monthly fee per unit is $158, an increase of $2.00 over 2013. This information has been released to the Mutuals.

**McFall & Berry Performance Survey** – Results of the performance survey will be available before the July Board meeting.

**Mid-Year Report on Expenditures from 2013 Facilities Maintenance Plan** – The report will be available before the July Board meeting.

**CTC – Telecommunications** – A CTC report regarding the enhancement of the LW communication system is currently being reviewed and will be available before the July Board meeting.

**Insurance Coverages** – All forms of coverage expiring 7/31/13 have been bound for an additional one year period (8/1/13 – 7/31/14).

6. **Action Items**

   a. **Recommendation to Engage Environmental Consultants – Golf Course Pond**

      The Executive Committee agreed by general consent.

      **Resolution #4 - 7/19/2013**

      To forward, from the Executive Committee, the following motion to the Board with the recommendation that it be approved.

      **RESOLVED**, FOR THE LWCC Board of Directors to approve funding of an amount not to exceed $10,000 to engage the services of an environmental engineer and geotechnical engineer for a preliminary study of the golf course irrigation pond in order to better determine the scope and processes for the dredging operation and refine the cost estimate included in the Facilities Enhancement Plan. Funding will be from Resales.

7. **Updates**
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a. Cummings & Leeds –

• Internal meetings regarding the implementation of accounting/property
  management software have been occurring weekly. Parallel testing of some
  departments and Mutuals will begin in August. CoreLogic/Jenark will provide
  consultation services.

• Human Resource operations are being reviewed. A meeting is scheduled for later in
  the day with the Executive Committee and Cummings & Leeds regarding the
  recruitment of a Human Resource director.

A member of the committee requested that, in the future, the financial system updates
be presented as a separate line item report rather than including it in the Cummings &
Leeds report.

b. Finalization of Facilities Enhancement Report

Immediately following the meeting, the Executive Committee will review comments
received by Board members and advisory committees about the Facilities Enhancement
Report.

c. Report on Informational Meetings re Deer and Next Steps

Approximately 150 residents attended the two recent informational meetings on the
deer population issue.

The Deer Committee has received information and proposals from various groups and
agencies regarding the deer population issue and will submit its final report to the Board
of Directors.

d. Overview of 2014 Budget Prior to Residents Forum – The General Manager and Michael
Schwartz, Chair of the Budget & Finance Advisory Committee, are meeting to discuss
the presentation of the budget at the Budget Forum scheduled for August 7.

Cost Center 10 – Because the Budget & Finance Advisory Committee will not formally
meet in July to review the proposed budget for Cost Center 10, the Executive
Committee has been asked to review it and to submit questions and comments to Mr.
Flannery.

8. New Business
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a. Request from Executive Committee Member to Discuss Distribution of Budget Workbook

Included in the agenda packet were emails from the General Manager and the Executive Committee regarding charging $70 to those Mutuals who request a copy of the budget workbook. A committee member questioned whether Mutuals should be charged that amount. Also included in the agenda packet was an excerpt from the 2014 Budget Assumptions stating that if Mutuals request a workbook, they would be charged for the cost of printing.

b. Impact Tax

The Executive Committee agreed by general consent –

Resolution #5 - 7/19/2013
To forward the following motion to the Board with the recommendation that the motion be approved.

Resolved, for the LWCC Board of Directors to direct the General Manager to retain the services of an experienced land-use and zoning law firm for the purpose of analyzing and developing language to amend the Montgomery County Code, Chapter 52, Development Impact Tax for the purpose of reducing and or/eliminating this tax on proposed construction projects inside the Leisure World community. The cost of services is not to exceed $5,000 and the source of funds is Administration Cost Center 10, Legal Services.

9. Correspondence

The Committee reviewed correspondence received and sent out during the past month as well as the resolutions considered by advisory committees during June 2013.

In response to a recommendation from the Public Relations Advisory Committee, the Executive Committee will advise Management to be judicious when purchasing logo-based materials because of the anticipated change of logo in late 2013 and early 2014.

10. Open Forum – The following residents spoke on the topics indicated:

- Dave Frager, M27 – carts on golf course at night
- Barbara Braswell, MM – clarity of June advisory committee resolutions
- Jackie Rabinsow, M14 – gratitude for get-well wishes - Comcast charges – deer issue - evening meetings
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- Phil Marks, M208 - deer issue
- Elaine Hurley, M7 - evening meetings - deer issue

11. Adjournment – There being no further business to come before the Executive Committee, the meeting was adjourned at 10:00 a.m.

12. Next Meeting – The next meeting of the Executive Committee is scheduled for Friday, August 16, 2013, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #8
Friday, August 16, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; K. Neil Ross, Larry Traynham; and Linda Wacha.

Members Absent: Phil Marks.

Management Present: Kevin Flannery, General Manager; Tim Courser, Assistant General Manager; Jolene King; Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Sue Velasquez, Administrative Assistant.

1. **Call to Order** – Ms. Cronin called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks**

   **Advisory Committee Membership**
   Community Planning - Phil Marks, M20B, is replacing Al Lukas.
   Government Affairs - Joyce Temple, M17B, has been appointed.
   Golf & Greens, Paul Slobotien, M5, has resigned and is being replaced by Ken Haser.
   Physical Properties - Judy Owens, M11, has been appointed.

   **September Executive Committee Meeting**
   The date of the September meeting has been moved to Thursday, September 12, at 9:00 a.m.

   **Facilities Enhancement Plan** – (FEP) **Upcoming Dates**
   *August 20* – Last date for submission of comments/suggestions for Board consideration
   *August 23* – Executive Committee and Management meet to review comments submitted
   *August 27* – Board of Directors meet in closed session to discuss General Manager’s evaluation at 9:00 a.m. Regular Board meeting follows - Afternoon FEP work session. (Lunch will be provided between regular session and work session.)
   *September 9* – All-day Board work session regarding timeline
   *September 12* – Executive Committee meeting and discussion of process by which the Board will take action
   *September 24* – Board meeting and vote on timeline

3. **Adoption of Agenda** – The Agenda was accepted, by general consent, as presented.

4. **Approval of Minutes** – The Minutes of the Executive Committee meeting held July 19, 2013, were, by general consent, approved as written.
5. **General Manager’s Report** – The General Manager’s report for August 2013 was received, noted, and made a part of the record. Additional information was provided as follows:

   **Financial Position** – The surplus in July was approximately $6,500. Year-to-date surplus is approximately $32,300.

   **2014 Budget** – On August 14th, the Budget & Finance Advisory Committee reviewed and accepted the 2014 Budget.

   **Telecommunications** – Management met with operational consultants Cummings & Leeds (C&L) and Columbia Telecommunications Consultants (CTC) to review their report. The report will be available to the Board before the August Board meeting.

   **Financial/Accounting Software Implementation**
   On-site testing began the week of August 12. An implementation schedule was distributed.

   **HR Recruitment** – Next week, Cummings & Leeds will report to Management regarding responses to the August 9th posting of the Human Resources Director position. The current Director of Human Resources will work through August 30, 2013.

5. **Status Reports**

   Distributed at the meeting were (1) Cummings & Leeds Status Report #11 dated July 25, 2013, and (2) Status of 2013 Five-year Plan through June 30, 2013.

6. **Action Items**

   a. **2014 Operating Budget** – Included in the meeting packet was a memorandum from the Budget & Finance Advisory Committee dated August 14, 2013, containing two recommendations.

      The Executive Committee agreed by general consent –

      **Resolution #6 – 8/16/2013**
      To forward the following proposed resolution from the Budget & Finance Advisory Committee to the Board of Directors.

      **RESOLVED** that the LWCC Board of Directors approve the 2014 Community Facilities Budget inclusive of the following:

      1) The Contingency Reserve Budget $ 80,000
      2) The Snow Chemicals Fund $ 80,000
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3) Facilities Maintenance Plan 1,325,000
4) Replacement Reserve 415,000
5) Operations Budget
   (Inclusive of a salary adjustment of $238,000) $11,049,411*

*It should be noted that there was an inaccuracy in the numbers as recommended by the
Budget & Finance Committee. This recommendation was corrected at the LWCC Board
of Directors meeting on August 27, 2013.

The Executive Committee agreed by general consent –

Resolution #7 – 8/16/2013
To forward the following proposed resolution from the Budget & Finance Committee to
the Board of Directors.

RESOLVED, that the LWCC Board of Directors approves the 2014 Combined Mutual
Operations Budget of $2,488,945, including salary adjustments.

b. Deer Committee Report

Two proposed resolutions regarding Leisure World deer were included in the meeting
packet. A final report from the Deer Control Special Committee was distributed at the
meeting.

The Executive Committee agreed by general consent –

Resolution #8 – 8/16/2013
To forward the following proposed resolution from the Executive Committee.

RESOLVED the Board acknowledges the work and receipt of the report from the Deer
Committee. The Board recognizes that more information is needed, and, therefore,
defers any further discussion or action until such time that objective documentation
indicating the actual impact on the Leisure World of Maryland community caused by
the deer population is obtained.

The Executive Committee agreed by general consent –

Resolution #9 – 8/16/2013
To forward the following proposed resolution from the Executive Committee to the
Board of Directors.
Management is directed, in collaboration with the Mutuals, to document all deer related incidents and costs both for prevention of and actual damage to Trust and Mutual property for the next 12 months and to report same to the Board no later than October 2014.

7. Updates

a. Bids for Salt Shed – Mr. King provided a report, “Proposed Construction of a New Salt Shed.”

The Executive Committee agreed by general consent—

Resolution #10, 8/16/2013
To forward the proposed resolution from the Physical Properties Advisory Committee to the Board of Directors.

RESOLVED, that Resolution #70, 11/27/2012, be amended to change the cost from “not to exceed $95,000” to “not to exceed $155,000.”

b. Telecommunications Contract – (See General Manager’s Report, Agenda Item 5.) At the Board meeting, this item will not be addressed in the General Manager’s Report but will be a separate agenda item.

c. Financial/Accounting Software – (See General Manager’s Report, Agenda Item 5.) At the Board meeting, this item will not be addressed in the General Manager’s Report but will be a separate agenda item.

d. Hiring of Human Resources Director – (See General Manager’s Report, Agenda Item 5.) At the Board meeting, this item will not be addressed in the General Manager’s Report but will be a separate agenda item.

8. New Business – There was no New Business.

9. Correspondence

The Committee reviewed correspondence received and sent out during the past month as well as the resolutions considered by advisory committees during July 2013.

10. Open Forum – The following residents spoke on the topics indicated:
Jackie Rabinow, M14 – attendance at evening meetings
Barbara Braswell, MM – notices of evening meetings
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Jay Harding, M17B – working group of Executive Committee – code of ethics statement –
editing of minutes signed by Mr. Jordan

11. Adjournment – There being no further business to come before the Executive Committee,
the meeting was adjourned at 10:00 a.m.

12. Next Meeting – The next meeting of the Executive Committee is scheduled for Thursday,
September 12, 2013, at 9:00 a.m. in the Sullivan Room.

______________________________________________
Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation
Executive Committee Meeting #9
Thursday, September 12, 2013

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; K. Neil Ross, Larry Traynham, and Linda Wacha.

Members Absent: Phil Marks.

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** – The Chair called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks**

   **Advisory Committee Membership**
   Government Affairs - Ann Jarell, M7, has been appointed.
   Leisure World News – Don Watson, M19A, has been appointed.
   Insurance – Robert Sloan, M17A, has resigned.

3. **Adoption of Agenda** – The Agenda was accepted, by general consent, as amended. Action items will follow Updates.

4. **Approval of Minutes** – The Minutes of the Executive Committee meeting held August 16, 2013, were, by general consent, approved as written.

5. **General Manager’s Report** – The General Manager’s report for September 2013 was received, noted, and made a part of the record. Additional information was provided as follows:

   **Financials** - The surplus in the month of August is estimated to be between $8,000 and $10,000. The year-to-date surplus is estimated to be approximately $40,000.

   **Healthcare Services** –

   **Phillips/Lifeline** - Phillips/Lifeline Implementation plan will be provided to the Health Advisory Committee on September 25. In addition, notification will be sent to the
approximately 800 subscribers about that time. The estimated conversion timeline is four to six months.

_Atlantic Physical Therapy_ - Atlantic Physical Therapy will vacate their space at the end of October. Renovations for the new occupant will begin after Atlantic Physical Therapy has begun moving out the last week of October. There may be approximately 7 to 10 days interruption of service before the new provider, National Rehabilitation Hospital, begins.

**Insurance**

*Health Insurance* – LWMC will comply with notification requirements due October 1, 2013, in conformance with the Affordable Care Act.

*Worker's Compensation Annual Audit* – Because of LWMC's good claims experience, there will be a 15% discount off the manual calculation from the state, a $43,150 savings.

5. **Updates**

a. **Cummings & Leeds** – Mr. Flannery stated that management is working with C&L regarding the recruitment of a Human Resources Director, processes used by H.R, and the financial/accounting software implementation. A report regarding funding will be provided at the September Board meeting.

b. **Telecommunications Status** – Prior to the meeting, a report from the consultant was provided to the Board. Mr. Flannery reported that conduits in one-fourth of the community installed by the previous developer will be tested to see if they are usable for the installation of fiber optics.

c. **Financial/Accounting Software Implementation** – Testing of basic functions is on-going, using a one-Mutual model. Partial Implementation is targeted for January 2014.

d. **Recruitment of Human Resources Director** – In-person interviews of final candidates will begin next week. It is expected that an offer will be extended within two weeks.

e. **Health Advisory Committee Reports** – Eleanor Friedenberg and Cathy Galano, Chair and
Resolved, the Board of Directors authorizes management to proceed with developing the PPD Customer Service Area plan which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolved, the Board of Directors authorizes management to proceed with developing the Fitness Center plan which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolved, the Board of Directors authorizes management to proceed with developing the Administration Building, Option 3, New Building, which was presented as part of the July 2013 Facilities Enhancement Project. Management is directed to come back to the Board for initial planning funds.

Resolved, the Board of Directors authorizes management to proceed with developing the Golf Course Pond project which was presented as part of the July 2013 Facilities Enhancement Project pending receiving the report and recommendations of the environmental consultants which is in progress. No funding other than that for the environmental study is authorized at this time.

Resolved, the Board directs management to return to the Golf and Greens Advisory Committee to investigate alternative strategies for enhancing the golf course that will cost less money than the project presented in the July 2013 Facilities Enhancement Plan. Management is directed to come back to the Board with a report and revised options.

Resolved, the Board directs management to return to the Restaurant Advisory Committee to investigate with an architect who specializes in food services facilities the development of a comprehensive plan for addressing the needs of the restaurants, kitchen capabilities, and catering needs that are part of the amenities in Club House I. The project should be in the $1.0 to $1.5 million range which is within the range of the figures presented in the July 2013 FEP. This funding range includes some funding that appears in the FEP text, Terrace Room Renovations Options Table. The current food service provider shall be included in all aspects of the development of the project. Management is directed to come back to the Board for initial planning funds.
Resolved, the Board directs management to develop a cash flow sheet based on the actions taken today relating to the July 2013 FEP. Management will update the Board on cash flow projections in November.

8. **New Business** - There was no New Business

9. **Correspondence**

The Committee reviewed the resolutions considered by advisory committees during August 2013. No correspondence was received or sent out during the month.

10. **Open Forum** - The following residents spoke on the topics indicated:
    Jackie Rabinow, M14 - Training of staff on new financial software
    Bob Namovicz, M10 - Community signage - Tenant leases
    Barbara Braswell, MM - Facilities Enhancement Plan

11. **Adjournment** - There being no further business to come before the Executive Committee, the meeting was adjourned at 11:35 a.m.

12. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, October 18, 2013, at 9:00 a.m. in the Sullivan Room.

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Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation  
Executive Committee Meeting #10  
Friday, October 18, 2013

Members Present:  Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Phil Marks; K. Neil Ross, Larry Traynham; and Linda Wacha.

Management Present:  Kevin Hannery, General Manager; Tim Coursan, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order — The Chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks

   Advisory Committee Membership
   Irv Eisen, M24, has resigned from the Public Affairs Advisory Committee.

   Advisory Committee Year-End Reports
   The year-end report forms have gone out to the advisory committee chairs to be returned in November. They will be shared with the Board in January.

   New Administration Building
   Ms. Cronin has asked a small group (David Frager and Henry Jordan representing the Board; and Carole Kennon and Marian Altman, representing the Community Planning Advisory Committee) to meet with Ms. King and Ms. Cronin to clarify the requirements and criteria for a new administration building. They plan to meet once and may present resolutions to the Board regarding the Facilities Enhancement Plan.

   Open House for Realtors
   The Public Relations Advisory Committee hosted an Open House for realtors on Wednesday, October 15, the purpose of which was to showcase the community. Mr. Marks was asked to give a brief summary of the function. A report will be presented to the Board at the October meeting.

3. Adoption of Agenda — The Agenda was accepted, by general consent, as presented.
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4. **Approval of Minutes**—The Minutes of the Executive Committee meeting held September 12, 2013, were, by general consent, approved as written.

5. **General Manager’s Report**—The General Manager’s report for October 2013, was received, noted, and made a part of the record. Mr. Flannery discussed the finances, which showed a strong month in September, with a surplus of approximately $32,500 and a year-to-date surplus of approximately $80,000. Additional information was provided as follows:

- **National Rehab Lease on Second Floor of Medical Center**—Comments from attorneys regarding the draft amendment to the lease with MedStar are due today. A meeting with MedStar’s leasing agent will be scheduled for the week of October 21.

- **Philips Lifeline Status Report**—On October 23, Management will provide to the Health Advisory Committee a report and financial analysis of the transition to Philips Lifeline new operating software. Mr. Flannery discussed finances, staffing requirements and a timeline for the transition.

- **Mutual 20A Fire Update**—Fifteen of the 18 units which were uninhabitable have been restored to “occupied” status. Work in common areas is approximately 75% complete. The report from the Fire Marshal has not yet been received. Mr. Flannery was asked to elaborate on the statement in the October General Manager’s Report about identifying areas where we can improve, such as communication, work coordination, and preparedness.

**Action Items**

a. **Recommendation from Golf & Greens Advisory Committee—Geese Management**—Included in today’s meeting packet was a memorandum from Scott Wager, Director of Golf, dated September 16, 2013, regarding cost estimates for the purchase and on-going expense of using a trained dog for the purpose of controlling/managing the goose population in the Community. (In August 2011, Resolution #70 authorized the purchase of a trained dog for the purpose of controlling the geese at a cost not to exceed $15,000.) The recommendation had a first year cost of $21,724 and a recurring cost of $3,724. The matter was postponed until March or April 2014.

6. **Updates**—Mr. Flannery reported on the following:

a. **Cummings & Leeds—Status Report #12** was distributed at the meeting. Mr. Flannery and the Committee discussed the CoreLogic/Jenark property and financial management software implementation.
b. **Telecommunications Status** – Management will meet with CDC the week of October 21 to review the in-house conduit inspection report.

c. **Financial/Accounting Software Implementation** – Vendor files will be imported this weekend. All members of the Accounting Department now have access to the system. Montgomery Mutual's chart of accounts has been merged into the software. Each Mutual accountant has two sets of accounts that have been merged. Training for all accountants and Accounts Payable begins October 21.

d. **Facilities Enhancement Plan** – Management is in the process of obtaining initial planning fund estimates from consultants on the following projects: Ballroom, PPD Customer Service Area, Fitness Center, and Administration Building. The proposals on the golf course pond are being reviewed. The timeline for the study is four weeks. Food service consultant, Streetsense, is preparing an estimate of the planning funds necessary. The Golf & Greens Advisory Committee will review a report from its subcommittee which will include a scaled-back plan of the plan presented in June 2013.

7. **New Business**

a. **Introduction of Human Resources Director (at LWCC Board of Directors meeting)** - Mr. Peter Loew's employment as Human Resources Director will begin November 18. Mr. Loew will be introduced to the Board at the October meeting.

b. **Staffing Requirements and Professional Services Associated with the Facilities Enhancement Plan** - A job description for a support person to the Assistant General Manager of Facilities is being developed and will be included in the October Board packet. Responsibilities for this new position will include project development, management, and oversight of FEP projects. In addition, it will be necessary to contract professional services for on-site management of large projects, such as the Administration Building.

c. **Proposed Resolution re Electric Cars Use** - Included in the meeting packet was a resolution regarding electric cars from Paul Eisenhaur, M10. The matter of electric cars was discussed by the Committee.

d. **Resolution #12 – 10/18/13**

**To forward the following resolution submitted by Paul Eisenhaur to the Board:**

Resolved, the LW Board of Directors instructs the Energy Advisory Committee to study all aspects of electric car use in this community. They are to report their findings and
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make recommendations of current use and a method to manage vehicle charging that
does not unfairly burden the Leisure World Mutuals from any related energy expense.
Also, Management is to devise a notation method, at Leisure World decal assignment,
of all-electric vehicles and plug-in hybrids and report this to the Energy Advisory
Committee annually. This report will be finalized and forwarded to the Board within
six months.

8. Correspondence

The Committee reviewed correspondence received during the past month as well as
resolutions considered by advisory committees during September 2013.

9. Open Forum – The following residents spoke on the topics indicated:
   Jay Harding, M17B – Project delays
   Sheryl Katzman, M/M – Smoking ban for patients on oxygen therapy
   Jackie Rabinow, M14 – High-rise emergency preparation plans

10. Adjournment – There being no further business to come before the Executive Committee,
    the meeting was adjourned at 10:25 a.m.

11. Next Meeting – The next meeting of the Executive Committee is scheduled for Friday,
    November 15, 2013, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation  
Executive Committee Meeting #1  
Friday, January 17, 2014

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenhaury; Joel Swetlow; Phil Marks; and Linda Wacha.

Management Present: Kevin Flannery, General Manager; Tim Coursey, Assistant General Manager; Jolene King, Assistant General Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks -

New Executive Committee members, Paul Eisenhaury and Joel Swetlow were welcomed.

Changes to Advisory Committee are as follows:
   Resignations -
      Restaurant - Lynn Butler, MM, and Geraldine Wintornyer, M19A
      Emergency Prep - Dave White, M27
   New Members -
      F&R - Elizabeth Leman, M14, and Cecil Uychara, M26
      Health - Sandra McLeskey, M26
      Insurance - Trudy Goudriaan, M20A

A 2014 advisory committee listing will be provided to the Board of Directors at the January Board meeting.

May Meeting of the Board of Directors - The May meeting will be held Thursday, May 29, 2014, at 9:30 a.m. in the Montgomery Room.

Advisory Committee Year-end Reports - At the January Board meeting, advisory committee year-end reports will be distributed for informational purposes only.

2014 General Manager Evaluation - The following people were appointed to the 2014 General Manager Evaluation Committee: Roy Dickstein, Chair; Paul Eisenhaury, David Frager, Leannx French and Linda Wacha. The evaluation will be presented at the July Board meeting.

Advisory Committee Chairs - A list of committee chairs and vice chairs will be provided to the Board of Directors.
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Meeting for Chairs and Vice Chairs of Advisory Committees- February 7, 2014, 10 a.m. - Montgomery Room - Advisory committee chairs and vice chairs have been invited to a meeting on February 7. The meeting will serve as an orientation to new chairs and vice chairs and a review for those returning.

Executive Committee Agenda Meeting Schedule - A 2014 Executive Committee agenda meeting schedule will be included in the Board packet.

2014 Board of Directors Handbook - The 2014 Board of Directors Handbook will be distributed at the January Board meeting. Directors will be asked to review the book before the February meeting.

Resident Groups to Meet with Human Resources Directors -
- Members of the General Manager Evaluation Committee will meet with Peter Loew, Director, Human Resources, to discuss templates and other tools available for the use of evaluating the General Manager.
- Public Relations Advisory Committee members, Bob Tablet and Maggi Cowan, will meet with Mr. Loew regarding the development of a job description for a Public Relations staff position.

Tony Anastasi, M20A - Ms. Cronin announced that Mr. Anastasi passed away in January. He had served many years as president of his Mutual Board and in many other capacities.

3. Adoption of Agenda — The Agenda was accepted, by general consent, as amended: 6-c (Creating Results Presentation) will immediately follow the adoption of the agenda.

4. Approval of Minutes — The Minutes of the Executive Committee meeting held November 15, 2013, were, by general consent, approved as written. A member of the Executive Committee asked if materials distributed at meetings should be included as part of the official Minutes. It was stated that, in the future, documents distributed will be attached to the official Minutes.

5. General Manager's Report — The General Manager's report for January 2014, was received, noted, and made a part of the record. Additional information was provided as follows:

2013 Financials - Staff is closing the books this weekend. The surplus for the year is estimated to be $139,000 (factoring in the allocation of an additional $6,000 to Creating Results. See 6-c). A complete summary will be given to the Board in January.

Eyre Tour and Travel Lease - In February, the R&R Advisory Committee will submit its recommendation regarding the Eyre lease which expires April 30, 2014.

Auditors - On-site field work begins January 27, 2014. Mr. Marks stated that the current auditors' contract expires after the completion of the 2013 audit and that the Audit Advisory
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Committee has discussed sending a Request for Proposal (RFP) to other auditors. A RFP will be brought to the Board, probably by mid-summer.

Recent Extreme Weather - Strategies to handle emergencies were developed prior to the recent snow and freezing temperatures. Mr. Flannery commended maintenance staff as well as staff from other departments who pitched in to meet various challenges. An article will be published in the Leisure World News informing residents what constitutes an emergency situation. An article will also be written about Leisure World's newly implemented emergency call system.

b. Action Items -

a. **RFP Actions - Approval of Architect**

The following four resolutions submitted by advisory committees will be incorporated into a single motion and forwarded to the Board.

**Resolution #1 - 1/17/14**
Resolved, that the Education and Recreation Advisory Committee approve that StreetSense be selected as the architect for the Fitness Center.

**Resolution #2 - 1/17/14**
Resolved, through an Action without a Meeting, the Restaurant Advisory Committee recommends to Management that the Committee prefers to continue its working relationship with StreetSense.

**Resolution #3 - 1/17/14**
Resolved, CPAC recommends to the LWCC Board of Directors that StreetSense be utilized for architectural services for the Administration Building.

**Resolution #4 - 1/17/14**
Resolved, the PPD Advisory Committee recommends to the LWCC Board of Directors, that StreetSense be the architect to design the PPD Customer Area Enhancements project.

b. **Standing Board and Committee Rules - Substantive Changes**

A document "Substantive Changes to the Board of Directors Standing Rules and the Committee Standing Rules" will be revised for clarity and forwarded to the Board for action.

c. **Creating Results - Presentation of Community Logo - Kathy East**

Bob Tabor, Public Relations Advisory Committee, introduced Kathy East, Vice President, Client Services, Creating Results, Inc.
Ms. East's presentation included a history of her company, the process by which branding is done, a communication strategy for Leisure World, and a proposed new logo for the community. Ms. East will present the new logo to the Board in January.

Following discussion, and upon motion by Ms. Cronin, the Executive Committee agreed by general consent -

Resolution #5 - 1/17/14
To forward the following draft resolution to the Board of Directors after Management has reviewed the resolution for appropriate language regarding the budget.

Resolved: The LWCC Board of Directors accepts and approves the new logo design for use and planned integration for all Leisure World of Maryland image and identification needs; and directs that the remaining tasks contracted and funded through the 2013 Creating Results, LLC agreement based on brand/logo approval, be completed and implemented. This remaining amount shall not exceed $6,000.

7. Updates -

a. Cummings & Leeds - Focus in 2014 - The current focus of C&L is the recruitment of a Project Manager and a Property Manager.

b. Human Resources Report - At the January Board meeting, Mr. Flannery and Mr. Loew will present a report on the first 75-90 days of the operational review of the Human Resources Department. A report about strategies for the Human Resource operation will be presented to the Board in February.

c. Telecommunications - A report will be made to the Board in February.

d. Financial/Accounting Software Implementation - The General Manager reported that all aspects of the implementation of the new software are on schedule.

e. Facilities Enhancement Plan
   i. Report on Room Usage, Clubhouse 1 and Sullivan Room - A report will be provided at the January meeting.
   ii. Golf Course Irrigation Pond, Environmental Study Update - A summary of a report will be available at the January Board meeting and will be discussed in February.

f. Health Advisory Committee - MedStar's third quarter Healthcare Services Report will be presented to the Board by the chair of the Health Advisory Committee in January. A year-end report will be presented by MedStar in March. Mr. Flannery stated that he represented Leisure World at a MedStar meeting.
8. New Business: There was no new business.

9. Correspondence: The Committee reviewed correspondence from December 2013 and resolutions considered by advisory committees during November and December 2013. (Ms. Cronin noted that a December resolution from the Community Planning Advisory Committee regarding the retention of the existing Administration Building was rescinded by CPAC at its January 6, 2014, meeting.)

10. Open Forum: The following residents commented on the topics indicated:

Sam Verna, M208 - second hand smoke
Jordan Harding, M17B - commendable work of Metall & Berry - commendable community service of Larry Traynham and Neil Ross - needed sidewalk repair - Board members serving on advisory committees

11. Adjournment: There being no further business to come before the Executive Committee, the meeting was adjourned at 10:45 a.m.

12. Next Meeting: The next meeting of the Executive Committee is scheduled for Friday, February 14, 2014, in the Sullivan Room.

Henry Jordan, Executive Secretary
LWCC Board of Directors
Leisure World Community Corporation  
Executive Committee Meeting #2  
Friday, February 14, 2014

Members Present: Barbara Cronin, Chair; Henry Jordan, Executive Secretary; Paul Eisenhauser; Joel Swellow; Phil Marks; and Linda Wacha.

Members Absent: David Frager, Vice Chair.

Management Present: Kevin Flannery, General Manager; Tim Couwen, Assistant General Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** -- The Chair called the meeting to order at 1:30 p.m.

2. **Chair’s Remarks**

   *Advisory Committee Membership* - Pat Lyddane, M20A, has joined the Golf & Greens Advisory Committee.

   *Mcfall & Berry* - Ms. Cronin thanked McFall and Berry for the work they have done to clear streets and sidewalks in the community during the various snow and ice events.

   *Advisory Committee Chairs and Vice Chairs Meeting - February 7* - The advisory committee meeting for chairs and vice chairs held February 7 was very interactive. Participants asked questions and shared information with one another. Ms. Cronin stated she received positive feedback about the meeting and that she is hopeful it will serve to help our various committees improve their effectiveness in support of the work of the Board and the needs and concerns of residents.

3. **Adoption of Agenda** -- The agenda was adopted, by general consent as amended:

   - Under Agenda Item 8-a, Mr. Eisenhauser will discuss his research on cell phone towers in addition to discussing LWMC web pages.

   - Mr. Marks requested that a LWCC Executive Committee closed session follow the regular LWCC Executive Committee meeting.

**Resolution #6 - 2/14/14**

A roll call vote of the Executive Committee was taken to go into closed session, in accordance with § 11B-111 (4) of the Maryland Homeowners Association Act, to discuss matters pertaining to personnel.
The motion was approved by the following members of the Executive Committee:

Barbara Cronin, David Frager, Henry Jordan, Paul Eisenhauer, Phil Marks, and Linde Wacha.

4. **Approval of Minutes** – The Minutes of the Executive Committee meeting held January 17, 2014, were, by general consent, approved as written.

5. **General Manager’s Report** – The General Manager’s report for February 2014, was received, noted, and made a part of the record. Additional information was provided as follows:

**Snow Storm** – Mr. Flannery expressed appreciation to McFall & Berry for clearing the snow, to Tim Courser for the robo-calls to the community announcing weather-related updates, and to those staff members who stayed on campus overnight to assist during the weather emergency. In particular, Mr. Flannery recognized Bill Carr, Director of Physical Properties, who stayed overnight in the Community both Wednesday and Thursday.

**Finances** – A memorandum and report dated February 12, 2014, from Management regarding the preliminary financial projection were distributed. These documents had been provided to the Budget & Finance Advisory Committee at their February meeting. In addition, the B&F Committee will take action on the disposition of anticipated operating surplus from 2013 and make their recommendation to the Board in March.

6. **Action Items**

   a. **Recommendation from Education & Recreation Advisory Committee** – **Extension of Travel Service Contract - Eyre Tour & Travel** - A memorandum from the chair of the E&R Advisory Committee regarding the Eyre contract was included in the agenda packet.

   **Resolution # 7 - 2/14/14**

   To forward the following draft resolution to the Board of Directors:

   The Education & Recreation Advisory Committee recommends to the LWCC Board of Directors, based on almost four years of very favorable responses on surveys taken of travelers, that Leisure World of Maryland continue with a contractual agreement of five years with Eyre Tour & Travel, to begin May 1, 2014, and end April 30, 2019.

   b. **Organizational Chart - Leisure World of Maryland Corporation** – A draft dated 12/23/13 of the organizational chart of LWMC was included in the agenda packet. It shows a new
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position, "Project Manager," under Assistant General Manager for Facilities and Services. There were no other additions or deletions. There were changes to some titles.

Regarding the new position, Management is currently interviewing candidates for the Project Manager position.

7. Updates -

a. **Pond Restoration Project** - Mr. Flannery reported that we are in the in the process of sharing the results of the engineering study with contractors and civil engineers to ascertain the process for sediment removal and associated costs. A meeting with the two adjacent Mutuals to discuss impacts of the removal process will be held in early March. The cost information will be included in the revised cash flow to be presented to the LWCC Board in March.

b. **Cumming & Leeds** - The primary areas of engagement for this year will be the Human Resource operation, telecommunications and information technology.

c. **Human Resources Report** - This agenda item will be postponed until the March Board meeting.

d. **Telecommunications Project** - Mr. Flannery reported that Eric Wirth, Senior Engineer, Columbia Telecommunications Corporation (CTC), will attend a meeting Thursday, February 20, of high rise presidents, at which a presentation regarding fiber optics will be made.

Mr. Flannery reported that he had requested a proposal from Columbia Telecommunications Corporation to proceed with developing a Request for Proposal to both engineer and install a fiber optic loop on Trust property. He advised that he hoped to have the proposal for the Board meeting in March.

e. **Financial Accounting Software Utilization** - Mr. Flannery reported that the financials will be published the week of February 17.

Discussions with third party providers are on-going. The companies and topics are as follows:

- **Association Voice** - Development of portals for Mutuals, LWMC and LWCC
- **HomeWiseDoes** - Development of a web-based solution for property transfer documents
- **ImpactOffice** - Strategy for "imaging" historical data/paper
f. **Facilities Enhancement Plan** -
   (i) **Joint Advisory Committee Meeting February 20, 2014 - StreetSense Presentation to Community Planning, Education & Recreation and Restaurant Advisory Committees** - Management will provide a report on the presentation to the Board.
   (ii) **Status Report on Expenditures versus LWCC Board Resolution** - A report, “Facility Enhancement Plan Funds approved by the Board of Directors between 7/26/11 and 11/26/13,” was included in the agenda packet. As requested by the Committee, Mr. Flannery will reformat the report by project at a later date.

**g. Report from Committee for Evaluation of General Manager** - Ms. Cronin will speak to the chair of the committee to determine if this report is to be included on the February Board agenda.

**h. Management Objectives** - Management Objectives will be distributed at the February Board meeting.

8. **New Business**

   a. **Upgrading of LWMC Web Pages and Discussion of Cell Phone Towers** -

      After a brief report about the Executive Committee’s work sessions regarding public relations, Ms. Cronin stated that a revised web page for prospective residents had been developed by the Public Relations Advisory Committee. Mr. Eisenhaur and Mr. Flannery will meet next week to discuss upgrading the website to include this web page.

      Mr. Eisenhaur discussed his research on cell phone towers and the feasibility of having one installed on campus. Also discussed was how fiber optics can be used to improve cell phone service in the community.

      This item will be listed under “Updates” on the February Board agenda.

   b. **Review of Board Representative Notebooks** - Board members will be asked for their questions and comments about the Board Representative Notebooks.

9. **Correspondence** - The committee reviewed resolutions considered by advisory committees during January and also reviewed January email correspondence.

10. **Open Forum** - Sheryl Katzman, MM, commented on chemicals used to treat roads.

11. **Adjournment** - The general session of the Executive Committee was adjourned at 3:05 p.m.

12. **Closed Executive Session** - A closed executive session followed the regular session of the Leisure World Community Corporation Executive Committee Meeting #2 in accordance with
the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act, to
discuss matters pertaining to personnel issues. The closed executive session was called to
order by the Chair with the following individuals present: Linda Wacha, MM; Paul
Eisenbaur, M10; Barbara Cronin, M17A; Philip Marks, M20B; Joel Swetlow, M18; and
Henry Jordan, M24, all of whom voted to go into closed session during the general meeting.

13. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday,
March 14, 2014, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Executive Committee Meeting #4
Friday, April 18, 2014

Members Present: Barbara Cronin, Chair; David Fragar, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenhaur; Phil Marks; and Linda Wacha.

Members Absent: Joel Swetlow.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Bern Sommer, Executive Assistant, and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks -

   a. Advisory Committee Membership -
      Landscape - Carol Thomas, M19B, is replacing Jude Howard.
      Emergency Preparedness - Jackie Rabinow, M14, is back on the committee.
      Government Affairs - Joyce Temple, M17B, has resigned.

   b. Public Relations and New Web Page -

      The Chair asked Mr. Eisenhaur to give an update on the new web page. Mr. Eisenhaur stated that a temporary website for prospective residents is now on the www.lwcc.com website.

      The Committee was asked to stay after the meeting to discuss extra funding requests for public relations and to set a date for a work session.

3. Adoption of Agenda – The agenda was adopted, by general consent, as amended:
   Mr. Marks requested that a closed session follow the regular LWCC Executive Committee meeting to discuss matters pertaining to personnel and that correspondence on Pages 39-g through 39-k be moved to the Executive Session.

The Executive Committee agreed by general consent -

Resolution #11 - 4/18/2014 -

Resolved, in accordance with § 11B-111 (4) (i) of the American Homeowners Association Act, the Executive Committee will conduct a closed session following the
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regular meeting of the Executive Committee to discuss matters pertaining to personnel.  
Correspondence on Pages 39-g to 39-K will be moved to that agenda.

A roll call vote of the Executive Committee was taken. The motion was approved by the following: Barbara Cronin, Henry Jordan, Paul Eisenhaur, Phil Marks and Linda Wacha. The motion carried.

4. **Approval of Minutes** - The Minutes of the Executive Committee meeting held March 14, 2014, were, by general consent, approved as presented.

5. **General Manager’s Report** – The General Manager’s Report for April 2014 was received, noted, and made a part of the record. Additional information was provided as follows:
   
a. **Lifeline** -
   * In approximately three to four weeks, 775 Lifeline devices will have been transitioned to the new platform.
   * Marketing will soon begin for a pendant device that detects falls.
   * GPS devices will be available mid-summer.

b. **Snow Survey** - Management is conducting a survey of Mutuals regarding snow removal operations.

c. **Shredding and Recycling Program**
   A Certificate of Environmental Accomplishment from Shred-it Company was distributed. Leisure World was congratulated for saving 620 trees from destruction in 2013 through its shredding and recycling program.

6. **Action Items** -

a. **FEP Actions - Site Plan for Administration Building and North Wing of Clubhouse I** -  
   Mr. Herb Heiserman, Managing Principal of Strooecase, will attend the Board meeting at which the site plan for the Administration Building and Clubhouse I will be presented.

b. **Revised Guidelines for Advisory Committees** - Ms. Cronin stated that Paragraph 6.4 of the Guidelines for Advisory Committees adopted in 2012 was revised in 2013. However, the revision was not brought to the Board for approval. The change is an editorial one and does not affect the intent of Section 6.4.

   The Executive Committee agreed by general consent -

**Resolution # 12 - 4/18/14**  
To forward the following resolution, as amended, to the Board of Directors:
Resolved, the Board of Directors accepts the editorial change made in Section 6.4 of the Guidelines for Advisory Committees, which were adopted originally in 2012. The change deletes the second paragraph of the Section, since the language it refers to is not what is currently used. This does not change the intent of the Section, which is to specify that open forums are to be part of all committee, subcommittee, or other meetings.

7. Updates -

a. **Pond Restoration Project** - Ms. King stated that there will be a status report on the pond restoration project at the Board meeting.

b. **Telecommunications Project Status** - Mr. Flannery stated that work to determine the usability of the existing conduits around Leisure World Boulevard will be completed next week. If the results are received before the Board meeting, they will be presented.

c. **Financial/Accounting Software Utilization** - Kevin Flannery
   - Feedback about the financial/accounting software has been positive. Two property managers with experience with Jenark software will provide their comments from a Property Manager's perspective.
   - Stage 2 will begin at the end of the month. This involves the scanning of documents. Website reorganization and the development of a portal system for accessing documents begin April 28, 2014.

d. **FEP Plan** - The following documents were included in the meeting packet and will be discussed at the Board meeting: Facilities Enhancement Plan Status dated April 18, 2014; PPD Customer Service Area Enhancements dated April 18, 2014; and Proposed Floor Plan of Physical Properties Department dated April 2014.

e. **Management Objectives Overview** - Management Objectives dated April 17, 2014, were distributed and will be sent to the Board. Mr. Flannery asked that comments about the document be sent to him.

f. **Preliminary Report on 2015 Budget Assumptions** - Included in the packet were a draft of the preliminary 2015 Budget Assumptions and related documents. They are being presented to appropriate advisory committees this month and will be presented to the Board for action in June. Residents will have an opportunity to ask questions and comment on the budget at an open forum scheduled for June 12 at 2:00 p.m.

A recommendation from the Budget & Finance Advisory Committee supporting the need for a full-time, professional, qualified editor for the LW News was included in the
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meeting packet. Consideration of this recommendation will take place when all advisory committees have submitted their recommendations.

g. Report from Security & Transportation Advisory Committee on Information Collected Relating to Deer - A six-month, interim report was included in the packet. A short presentation will be made to the Board in April. The final report, documenting all deer-related incidents and costs, both for prevention of and actual damage to, resident, trust and Mutual property will be reported to the Board no later than October 2014.

h. Report on 1st Quarter Financial Performance - Distributed at the meeting were LWCC Financial Statement Highlights for the first quarter ending 3/31/14. Net operating expenses are approximately $25,000 under budget for that period.

i. Impact Tax Exception Request - A response from Montgomery County regarding Leisure World’s request for an exemption from the impact tax has not yet been received. This will not be an agenda item at the April Board meeting.

8. New Business

a. Policy for Maintaining Pedestrian Crosswalks - A draft resolution was included in the meeting packet, transferring the responsibility of crosswalk painting from Mutuals to the Trust. Information regarding the justification of the transfer and the financial impact on residents was also included.

The Executive Committee agreed by general consent -

Resolution # 13 - 4/18/14
To forward to the Board of Directors the following resolution, as amended by the Executive Committee.

Resolved, transfer all parallel Boulevard crosswalk painting from the individual Mutual’s responsibility to the Trust.

Mr. Flannery stated that in May, Mutuals will be asked if they wish to give permission to the Trust to assume this responsibility.

b. Standing Rules Amendments -
A draft resolution regarding a proposed new rule (4.6) of the Board Standing Rules was included in the meeting packet. The resolution is regarding procurements with a value of $50,000 or more.

The Executive Committee agreed by general consent -
Resolution #14 - 4/18/14
To forward to the Board of Directors the following resolution:

Resolved, the Executive Committee recommends adding a new Standing Rule (4.6) to the Board Standing Rules to read, "The LWCC Board of Directors shall review and act on every procurement (new, renewal, extension, or modification) with a value of $50,000 or more. This will apply to procurements supported by any LWCC Fund. The appropriate advisory committee's review and recommendation will be considered prior to Board action. In the event there is no appropriate advisory committee for a review, the Board authorizes the Executive Committee to review the proposed procurement and submit their comments and recommendation to the Board of Directors."

A draft resolution regarding a proposed amendment to Rule 4.2 of the Committee Standing Rules was also included in the meeting packet.

The Executive Committee agreed by general consent.

Resolution #15 - 4/18/14
To forward to the Board of Directors the following resolution amending Rule 4.2 of the Committee Standing Rules:

Resolved, all contracts and purchases over $50,000, whether new or renewed, shall be given to the appropriate advisory committee for at least thirty days. The committee review shall include the procurement process, scope of work or services, cost of the procurement, and vendor selection process. Comments and recommendations must be forwarded to the Board and included in the Board packet for the meeting at which the contract or purchase will be brought forward for action.

c. Education & Recreation Committee Resolution Related to Trainers at Fitness Center

In response to an inquiry by Management, USI Insurance Services recommended in a letter dated April 9, 2014, that personal fitness instructors not be permitted to use the LW Fitness Center facility to conduct their business of providing private instruction to individual users.

The Executive Committee agreed by general consent.

Resolution #16 - 4/14/14
To forward to the Board of Directors the following resolution as amended by the Executive Committee:
Resolved, the LWCC Board of Directors accepts the Education & Recreation Advisory Committee recommendation that, as of June 1, 2014, only Motivational Fitness trainers are allowed to work with residents in the Fitness Center, due to insurance coverage.

d. **Transportation to Early Voting** - The Security & Transportation Advisory Committee will not go forward with this initiative because it is not financially feasible.

c. **Business Advisory Letter from Auditors (Management Letter)** - The Business Advisory Letter from Councillor, Buchanan & Mitchell dated April 7, 2014, was included in the meeting packet. The letter and Management's response will be provided to the Board in April.

d. **LWMC Inclement Weather Policy** - The LWMC inclement weather policy will be provided to the Board as an informational item.

e. **Time-Sensitive Emails from Advisory Committees** - Committee chairs have been advised to copy Berri Sommer and Nancy Gordon on time-sensitive emails to their recording secretary, so that if that person is out of the office, the matter can be addressed in a timely manner.

9. **Correspondence** - The Committee reviewed resolutions considered by advisory committees during March, a summary sheet of those resolutions, and correspondence received since the last meeting.

10. **Open Forum** - Residents commented on the following topics:
    - Jordan Harding, M17B - new evaluation procedures; management of Community; membership of Board members on advisory committees; maintenance of Community.
    - Joyce Temple, 17B - new busses.
    - Sheryl Katzman, MM - requested that 'justus' be able to respond to correspondence in Executive Committee packet.

11. **Adjournment** - The general session of the Executive Committee was adjourned at 10:30 a.m.

12. **Closed Executive Session** - A closed executive session followed the regular session of the LWCC Executive Committee Meeting #4, in accordance with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act, to discuss contractual and personal matters. The closed session was called to order by the Chair at 10:35 a.m. with the following individuals present: Linda Wacha, Paul Eisenhaut, Philip Marks, David Frager, and Henry Jordan.

    The closed session was adjourned at 11:15 a.m.
13. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, May 16, 2014, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Executive Committee Meeting No. 6  
Friday, May 16, 2014

Members Present:  
Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan,  
Executive Secretary; Paul Eisenhaure; Phil Marks; Joel Swetlow;  
and Linda Wacha.

Management Present:  
Kevin Flannery, General Manager; Tim Courson, Assistant  
General Manager; Jolene King, Assistant General Manager;  
Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager;  
Berri Sommer, Executive Assistant; and Nancy Gordon, Trust  
Assistant.

1. Call to Order - The Chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks - There will be a meeting which will go into closed session in accordance  
with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act  
following this meeting.

3. Adoption of Agenda - The Agenda was approved, by general consent, as presented.

4. Approval of Minutes - The Minutes of the Executive Committee meeting of April 18, 2014,  
were, by general consent, approved as written.

5. Approval of Minutes - The Minutes of the Executive Committee special meeting of April  
23, 2014, were, by general consent, approved as written.

6. General Manager's Report - The General Manager's Report for May 2014 was received,  
noted, and made a part of the record. Additional information was provided as follows:

   a. Finances  
      • Surplus in the month of April was approximately $10,000.  
      • Year-to-date surplus is approximately $35,000.

   b. Resignation - Stacy Sigler, Director of Education and Recreation, has submitted her  

   c. Phone System Update (Main Number: 301-598-1000) -

      Within the next 30 days, callers will be provided menu options for various LWMC  
      operations. Details will appear in the next General Manager’s report. In addition, notice  
      of the new phone system will be placed in the Leisure World News and in internal  
      distributions.
d. **Training** - The General Manager stated that he has met with Mr. Lowe, Director of Human Resources, to discuss an outline for leadership training. The training will include 10 hours of *pro bono* executive leadership coaching, offered by Katherine Farquhar, Ph.D., as part of Georgetown University's Leadership Coaching Certificate Program. Information about Ms. Farquhar's offer was distributed at the meeting.

7. **Action Items** -

   a. **Fitness Center** - Ms. Gerke distributed and discussed two reports dated May 16, 2014. The first addressed the Fitness Center expansion, and the second addressed lawn activities. These reports will be presented to the Board with additional information regarding the impact of the potential relocation of lawn activities.

   b. **Policy Change** - Mr. Flannery discussed a draft resolution included in the meeting packet which would require personal trainers who are not affiliated with Motivational Fitness to obtain approval from the Fitness Center site manager before providing training in the Fitness Center. Mr. Flannery stated that he will provide to the Board indemnification documents which residents and their outside trainers will be required to sign.

   The Executive Committee **agreed** by general consent -

   **Resolution #17 - 5/16/14**
   
   To forward the following resolution to the Board of Directors: (This is a substitute motion for a motion postponed at the April 29, 2014, Board of Directors meeting.)

   Resolved, any individual who provides training services to Leisure World residents at the Fitness Center at Clubhouse II must be approved by the site manager from Motivational Fitness, Inc.

   c. **Lease Renewal - Bank of America** - Included in the meeting packet was a motion authorizing the General Manager to negotiate an extension of the lease with Bank of America for two years.

   The Executive Committee **agreed** by general consent -

   **Resolution #18 - 5/16/14**
   
   To forward the following resolution to the Board of Directors:

   Resolved, the LWCC Board of Directors authorizes the General Manager to negotiate an extension of the lease for space in the Administration Building with Bank of America, for years 2015 and 2016.
d. **Government Affairs Advisory Committee - Modification to Year of Appointment**

Attached to the meeting packet was a memorandum from the chair of the Government Affairs Advisory Committee containing a resolution recommending that the members of that committee be appointed on July 1 and the chair and Vice Chair by August 1.

The Executive Committee **agreed** by general consent -

**Resolution #19 - 5/16/14**

To forward the following resolution to the Board of Directors:

Resolved, the Government Affairs Advisory Committee recommends the LWCC Board of Directors approves the following resolution: The annual Operating Year of the Leisure World Government Affairs Advisory Committee is hereby established to begin on July 1 and end on June 30 of the following year. Accordingly, the members of said committee will be appointed by July 1 and the Chair and Vice Chair by August 1.

c. **Establishment of a Rule - Candidate Signage on Trust Property** - Mr. Flannery stated that, in order to prohibit candidate signs on common areas of homeowners associations, restrictive language is required in a declaration, bylaws, policies or rules.

The Executive Committee **agreed** by general consent -

**Resolution #20 - 5/16/14**

To forward the following resolution to the Board of Directors:

Resolved, the Leisure World Community Corporation prohibits the placement of candidate signs on Trust property, except for the placing of signs at the polls on election days.

The Leisure World Community Corporation will adhere to state and local laws regarding candidate signs on election days.

f. **Tennis Advisory Committee Recommendation** -

Attached to the meeting packet was a memo dated May 12, 2014, from the vice chair of the Tennis Advisory Committee recommending that pickleball lines be painted on Tennis Court #2 as soon as possible. Mr. Flannery stated that Courts #1 and #2 are scheduled for resurfacing in the fall or winter. Therefore, the lines would have to be repainted after the resurfacing. The cost of painting lines on a court is $750. Courts #3 and #4 are not scheduled for resurfacing at this time.
Mr. Marks placed a motion on the floor.

**Resolution #21 - 5/16/14**
To forward the following alternative resolution from the Executive Committee to the Board of Directors:

Resolved, that the Leisure World Board of Directors approves that pickleball lines be painted on either Court #3 or #4.

The motion carried.

**g. Security & Transportation Advisory Committee Recommendations** -

Included in the meeting packet was a memorandum from the chair of the Security & Transportation Advisory Committee containing two resolutions approved by the committee on April 10. The committee will send a revised memo to the Board eliminating one of the motions, which had subsequently been withdrawn.

The resolution that will be sent to the Board recommends changes to sections of the Security & Transportation Advisory Committee's charter which relate to the operation of transportation services for Leisure World residents and to the committee's review of procedures and policies of security operations.

The Executive Committee agreed by general consent -

**Resolution #22 - 5/16/14**
To forward the following resolution to the Board of Directors:

Resolved, to recommend approval for changes to Items C and D in the current charter, as outlined in Handout 4-14 6a.

8. **Updates** -

a. **FEP Actions - A Facilities Enhancement Plan (FEP) Status Report** dated May 16, 2014, included in the meeting packet, listed information about the following: site plan for Administration Building and north wing of Clubhouse I, golf course enhancements; golf course pond rehabilitation; ballroom enhancements; and FEP Customer Service enhancements. The FEP Status Report will be forwarded to the Board.

b. **Telecommunications Project Status** -
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Mr. Flannery stated that the conduit from Connecticut Avenue to Pine Orchard  
(approximately 7,000 feet) has been tested and that the condition of the conduit is good.  
Other areas of the community have been explored. Additional conduit has been  
confirmed from Connecticut Avenue to Twin Branches (approximately 5,700 feet).  
Testing of the additional conduit will take place next week. It is anticipated that an RFP  
for fiber optics will go out mid-June.

c. Financial/Accounting Software Utilization (IT Projects)-

Mr. Flannery reported that a meeting was held with three property managers on May 9,  
2014, to begin development of Remote Access Capabilities (RAC). Those being trained  
have been issued passwords and view-only access.

Training of all property managers will be complete by June 30, 2014. "Job streaming,"  
the pushing of information from the accounting system to Mutual portal locations, is  
being tested with four Mutuals. It is anticipated that all Mutuals will go live in 60 days.

A security vendor, who partners with Jomark, has been selected. Beginning in June,  
testing will begin for applications—i.e. incident report writing, gate entry and remote  
access for resident-to-gate notification.

Electronic message boards, which were demonstrated to the Education & Recreation  
Advisory Committee on May 6, 2014, will be installed in the next 30 days in the  
Clubhouses.

Room reservation and event registration (point of sale) software is being tested and is  
targeted to go live in the third quarter of 2014.

d. 2015 Budget Assumptions - A Board of Directors work session to discuss budget  
assumptions will be held Wednesday, May 21, 2014, at 10:00 a.m. in the Montgomery  
Room. Prior to the meeting, Board members will receive a budget assumptions update,  
which was provided to the Budget & Finance Advisory Committee on May 14, 2014, by  
Ms. Peacock.

e. First Quarter Report from MedStar - Ana Alvarez, Director of Operations, Ambulatory  
Services, will present the First Quarter Report from MedStar at the Board meeting.

f. Business Advisory Letter Response - Included in the meeting packet was Management’s  
memorandum to the Audit Advisory Committee responding to comments in Councillor,  
Buchanan & Mitchell’s Business Advisory Letter.
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9. **New Business** - Mr. Flannery stated that the Board will be asked to acknowledge receipt of MedStar's change of hours notice. Effective, July 1, 2014, MedStar will be closed on Saturday.

10. **Correspondence** - The Committee reviewed resolutions considered by advisory committees during April and correspondence received since the last meeting.

11. **Open Forum** - Residents commented on the following topics:
   - Jackie Rabinow, M14 - Fitness Center trainers.
   - Sheryl Katzman, MM - Search on internet of Motivational Fitness, Inc.
   - Jordan Harding, M17B - Board members' comments regarding advisory committees; Ms. Sigler's resignation; Mr. Swetlow's expertise; General Manager evaluation process.

12. **Adjournment** - The general session of the Executive Committee was adjourned at 10:52 a.m.

13. **Closed Executive Session** - A closed executive session followed the regular session of the LWCC Executive Committee Meeting No. 6, to discuss contractual and personnel matters.

14. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, June 13, 2014, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation  
Executive Committee Meeting No. 7  
Friday, June 13, 2014  

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenhauer; Phil Marks; Joel Swetlow; and Linda Wacha.  

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Selene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** – The Chair called the meeting to order at 9:00 a.m.  

2. **Chair’s Remarks** -  
   a. **Advisory Committee Membership**  
      David Kipping, M21, has joined Community Planning.  
      Carol Thomas, M19B, has resigned from Landscape.  
   b. **Free Transportation for Early Voting** - Due to a lack of response, Jewish Council for the Aging (JCA) busses were cancelled for early voting for the primary. Ms. Cronin stated that they will try again for the general election and that better publicity may produce a greater response for this service.  
   c. **CCOC Newsletter** - On Thursday, the General Manager forwarded the latest CCOC newsletter to the Board of Directors. It contained some very important and interesting information relating to a decision made by the Commission. This information is available online. Ken Zajic, M20A, is a member of the CCOC and was involved in making the decision.  

3. **First Quarter Report from MedStar** - The First Quarter Report from MedStar will be presented at the Board meeting immediately following the Chair’s remarks.  

4. **Adoption of Agenda** – The Agenda was approved, by general consent, as amended:  
   Add: 9-a. Possible resolution from the Board to request information from McFell & Berry.  

A motion then was placed on the floor by Mr. Swetlow for the Board to go into closed session following the general session.  

**Resolution #23 - 6/13/14**
Resolved, following the regular session of the Executive Committee, there will be a closed session in accordance with the requirements of § 11B-111 (4) (i) of the Maryland Homeowners Association Act to discuss contracts and personnel matters.

A roll call vote was taken. The following Committee members approved the motion: Barbara Cronin, David Frager, Henry Jordan, Paul Eisenhaur, Phil Marks; Joel Swetlow and Linda Wacha. The motion carried.

5. Approval of Minutes - The Minutes of the Executive Committee meeting of May 16, 2014, were, by general consent, approved as written.

6. General Manager’s Report - The General Manager’s Report for June 2014 was received, noted, and made a part of the record. Additional information was provided as follows:

a. Finances - The May financial statements will be published next week. There is an estimated deficit of approximately $4,000 and a year-to-date surplus of approximately $31,000.

b. Leisure World News - Printing
Four bids for the printing of the Leisure World News have been received and will be reviewed. Members of the Leisure World News Advisory Committee will be present at a meeting today with to discuss printing options. A printing company will be selected the week of June 13.

c. Recruitment of Director of Education & Recreation - Management is reviewing the E&R Department’s organizational structure. An interim report will be provided to the E&R Advisory Committee in July. Hiring will be delayed, pending completion of a departmental review.

d. Leadership Training
In conjunction with CAI, an on-site accredited training program for property managers, property manager assistants and Mutual assistants is being developed. Training will begin in mid to late July.

e. Customer Service Program
A PPD customer service training program will begin in July.

f. Pro-Bono Leadership Training -
A program to provide pro-bono leadership training by Katherine Farquhar, Ph.D. will begin next week.

g. Accounting/Reporting Update - Management will develop an accounting process to document unspent funds from the Facility Maintenance Budget. The process
by which such a line item will be handled will be discussed with the Budget & Finance Advisory Committee in July.

7. **Action Items**

a. **FEP Actions**

(i) **Site Plan for Administration** - Distributed at the meeting was a report, "Site Plan 3A Proposed Access/Drop off Road and Impacts to Lawn Activities," dated June 13, 2014. Ms. King reported that the Education & Recreation, Community Planning, and Restaurant Advisory Committees have all endorsed the concept of the access/drop off road as presented in Site Plan 3A. Also included in the report were site options for the relocation of lawn activities.

The Executive Committee **agreed** by general consent -

**Resolution # 24 - 6/13/14**

To forward the following resolution to the LWCC Board of Directors:

Resolved, the LWCC Board of Directors accepts the concept of the access/drop off road as presented in Site Plan 3A.

Regarding lawn activities, the Education & Recreation Advisory Committee will provide additional information, such as the number of Leisure World residents who participate in lawn bowls and the number of bocce, shuffleboard and croquet players.

The Board will be asked to take action on a resolution regarding the relocation options for the lawn activities at the July Board meeting.

(ii) **Clubhouse 1 North Wing**

Distributed at the meeting was a report, "Clubhouse 1 North Wing Comprehensive Plan," dated June 13, 2014. Streetsense will attend the June Board meeting to present the plan and to discuss the proposed renovations.

Ms. King stated that a report on the design plans for the kitchen will be included in the June Board packet.

Ms. King stated that two draft resolutions will be presented to the Board in June. One will be to approve the concept of the North Wing, and the other will be a request for additional funding.
In response to a question as to why restrooms were not included in the Clubhouse I project, Ms. King stated that funds have been allocated in the maintenance plan for the refurbishing of the restrooms in the north wing. Ms. Cronin asked that this information be included in the Board packet.

Ms. Cronin also requested that information about restaurant serving tables and the resulting need for space and power be included in the Board packet.


A request for additional funding in the amount of $60,000 for engineering and design will be presented to the Board.

Ms. Cronin requested that the estimated cost of refilling the pond be included in the Board packet.

(iv) Golf Course Rehabilitation - Distributed at the meeting was a report, "Golf Course: Playable Area Enhancements Revised," dated June 13, 2014. A draft resolution will be presented to the Board in June for approval of the plan. A request for funding for the project will be presented to the Board in July.

b. Modifications to Fitness Facility Management Contract - A draft of the amended Motivational Fitness contract was distributed at the meeting. Changes to the contract related to the number of free sessions to which a resident is entitled (See Section 17-i) and the inclusion of a Personal Trainer Agreement (referenced in the contract under Section 20). A resolution to approve the contract will be presented to the Board in June. The resolution will state that the contract is not to be signed until it has been approved by the Education & Recreation Advisory Committee.

c. 2015 Budget Actions - The following documents were distributed and will be included in the Board packet.

(i) Budget Assumptions
(ii) Schedule of Fees
(iii) Capital Purchases
(iv) Facilities Maintenance Plan

Ms. Cronin requested that if there are questions about the four documents they should be sent to the General Manager so they can be addressed at the Board meeting.
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j. Insurance Renewal for 2014-15 - An Insurance Renewal Proposal was distributed. It will be presented to the Board in June, pending its approval by the Insurance Advisory Committee on June 23.

8. Updates -

a. Fiber Optics Project - Mr. Flannery stated that Management is working with counsel and a contact at Verizon to secure an agreement regarding Leisure World's use of 5,700 linear feet of conduit originally installed by a public utility company.

b. IT Projects

Remote Access Capabilities (RAC)
A second meeting was held with property managers on June 6 to demonstrate and provide initial RAC training. A final training meeting for property managers will be held June 20. Training for Mutual Assistants will be scheduled for July.

Job Streaming - "Job streaming," the pushing of information from the accounting system to Mutual portal locations, is being tested with four Mutuals. It is anticipated that all Mutuals will go live in 60 days.

Security Vendor - A security vendor has been selected. An initial on-site meeting was held June 10. Testing of applications will begin in June in the following areas: incident report writing system; gate entry (resident, guest, and vendors); and remote access for residents to gate.

Clubhouse Operations - Electronic message board equipment has been delivered and will be installed in Clubhouse I in about a week and in Clubhouse II, at the end of June. Room reservation software and event registration (point of sale) software is being tested. The target date for going live is the third quarter of 2014.

c. Facilities Enhancement Plan - A status report of the 1) Administration Building; 2) Fitness Center; 3) PPD Customer Service Enhancements; and 4) Clubhouse I Crystal Ballroom Enhancements was included in the meeting packet. Anticipated costs for each project will be provided at the Board meeting.

Ms. King stated that the topic of permeable surfaces and their effect on the "rain" tax was discussed at recent Physical Properties and Community Planning Advisory Committee meetings. As information is available, it will be provided by Management.
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9. New Business -

a. Possible Resolution from the Board to Request Information from McFall & Berry
Prior to the renewal of the landscape contract, the Board stated it would like
information about the types of chemicals used in Leisure World, their costs and
the criteria used in their selection. Ms. Cronin asked Marian Altman, Chair,
Landscape Advisory Committee, how the Board should proceed in requesting this
information. Ms. Altman stated that a written request should be sent to McFall &
Berry.

10. Correspondence - The Committee reviewed May resolutions considered by advisory
committees and correspondence sent and received since the last meeting.

11. Open Forum - Residents commented on the following topics:
   • Bob Namovicz, M10 - Use of space in Administration Building
   • Jordan Harding, M17B - vandalism - stagnation of a Fountain - sidewalks - employee
     morale - auditors - monthly financial report
   • Sheryl Katzman, MM - permeable surfaces - geese chasing dog

12. Adjournment - The general session of the Executive Committee was adjourned at 11:30
     a.m.

13. Closed Executive Session - A closed executive session followed the regular session of the
    LWCC Executive Committee Meeting No. 7, to discuss contractual and personnel
    matters.

14. Next Meeting - The next meeting of the Executive Committee is scheduled for Friday,
    July 18, 2014, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Executive Committee Meeting No. 8
Friday, July 18, 2014

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenhaur; Phil Marks; Joel Swellow; and Linda Wacha.

Management Present: Kevin Flannery, General Manager; TimCoussen, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Steve Wischmann, Property Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks -
   a. Advisory Committee Membership
      Ken Zajic, M20A, has resigned from Government Affairs.
      Sally Newcomb MacDonald, MM, has joined Government Affairs.
      Marian Altman, M12, has resigned from Community Planning.
      Allen Ett, M25, has resigned from Security & Transportation.
   b. Board of Directors Membership
      Richard Carlson, M15, has resigned from his position as Mutual representative to the Board and will be missed. Virginia Pace will take his place in August.

3. First Quarter Report from MedStar - The First Quarter Report from MedStar will be presented at the Board meeting.

4. Streetsense Presentation - Streetsense will present the Fitness Center Concept Plan at the Board meeting.

5. Adoption of Agenda – The Agenda was approved, by general consent, as amended: Add 10-b - Discussion of WSSC Street Repairs.

6. Approval of Minutes – The Minutes of the Executive Committee meeting of June 13, 2014, were, by general consent, approved as written.

7. General Manager’s Report – The General Manager’s Report for July 2014 was received, noted, and made a part of the record. Additional information was provided as follows:
   a. 2015 Budget - All 2015 proposed budgets will be presented to the appropriate advisory committees by July 23. The printed budgets will be available to the Budget & Finance Committee one week prior to their August meeting.
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The increase in funding is approximately $240,000: $138,000 on the Combined Mutual Operations (on average $2 per unit per month), and approximately $101,000 on the Community Facility ($1.50 per unit per month).

The Chair of the Budget & Finance Advisory Committee will summarize the 2015 budget at the Board meeting.

b. **Rezoning - Route 28 and Georgia Avenue** - Notification has been received that a hearing for the rezoning of the Small's Nursery project has been moved from July to October. The rezoning would be for the construction of townhouses. This information will be relayed to the Government Affairs Advisory Committee.

c. **Roadwork on Georgia Avenue** - Notification has been received from Maryland State Highway Administration that work on Georgia Avenue, north of the community, will be ongoing for about 60 days.

d. **Commission on Common Ownership Communities Publication** - A summary of all CCOC decisions, "Staff's Guide to Procedures and Decisions," is on the LWMC website.

e. **Med Star Reports** - Ana Alvarez, MedStar, will present the first quarter report at the July Board meeting, the second quarter in August; the third quarter in November; and the annual report in February.

f. The results of the McVall & Herry Survey will be distributed at the Board meeting.

8. **Action Items**

   a. **FEP Actions**

      (i) **Golf Course Rehabilitation** - Bill Love, architect for the golf course, is reviewing the revised plan which was approved by the Board.

      (ii) **Fitness Center** - Attached to the meeting packet were the following documents related to the Fitness Center Expansion: (1) a proposed Board resolution; (2) Clubhouse II: Fitness Center Expansion, dated July 18, 2014; (3) floor plans by Streetsense; and (4) an equipment list.

      Streetsense has reviewed the plan with the E&R Advisory Committee and will consider their comments. In addition, trainers will have an opportunity to meet with Streetsense to review the plan.
h. **Motivational Fitness Contract Revisions** - A revised Motivational Fitness contract will be included in the July Board packet along with a recommendation from the E&R Advisory Committee. The rationale for changing the number of no-charge sessions with trainers will also be provided. A representative from Motivational Fitness will be present at the Board meeting.

c. **Amending an Action Previously Taken (Resolution #38, 5/29/14) re Pickleball Lines** -

Following a Board action in May approving the painting of pickleball lines on either Court 3 or 4, the Tennis Advisory Club taped pickleball lines on a tennis court to determine if they would be a distraction to tennis players. They determined that they were not. The Tennis Advisory Committee and the pickleball players are agreeable to having lines for two pickleball courts painted on Court #2 in the fall when the court is scheduled to be repaired and repainted. Ms. Cronin stated she was pleased that members of the Tennis Advisory Committee and the pickleball players came to this amenable agreement.

The Executive Committee agreed by general consent -

**Resolution #25, 7/18/14**
To forward to the Board of Directors the following resolution amending Resolution #38, 5/29/14.

Resolved, that pickleball lines be painted on Court #2. - The motion carried.

9. **Updates** -

a. **Fiber Optics Project** - Rather than agreeing to convey to Leisure World 5,700 linear feet of conduit (from Connecticut Avenue to Twin Branches) originally installed by a public utility company, Verizon has stated that it will lease it for approximately $3 a linear foot annually.

By the end of July, Management should know if further discussions yield a more desirable response from Verizon. If not, a new strategy will be developed for the fiber optics project.

b. **IT Projects** -

(i) **Technical** - Remote Access Capabilities (RAC) training for staff will be complete in July. Property Managers are being surveyed about RAC utilization.
In response to a question, Mr. Flannery stated that the IT Department has completed its configuration management review of software and equipment.

(ii) **IT Functional Administrative Functions** -

- **Electronic Message Board** - An electronic message board is now operational in Clubhouse I. Clubhouse II will be wired for the electronic message board within the week. Consideration will be given to installing a message board in the Administration Building Lobby.

- **Security Software Program** - IT and Security personnel were given a demonstration of security software. Security personnel are being surveyed to determine which aspects of the software they consider useful to Leisure World.

(iii) **PPD Integration** - Ms. King will provide an update at the Board meeting.

c. **Facilities Enhancement Plan** - Ms. Geike discussed the Facilities Enhancement Plan Status Report included in the meeting packet. The report addressed the following projects: Administration Building; North Wing Clubhouse I; Golf Course Irrigation Pond Rehabilitation; Crystal Ballroom Renovations; PPD Customer Service Enhancements; and the Salt Storage Shed.

d. **Goose Management** - Mr. Flannery stated that a proposal from a goose management company will be included in the July Board packet with a recommendation from the Golf & Greens Advisory Committee that it be accepted.

c. **Budget Update** - A presentation by the Chair of the Budget & Finance Advisory Committee will be made at the Board meeting.

10. **New Business** -

a. **Request from Mutual 7 for Exemption to LWCC Bylaws - Qualifications of Directors** - Included in the meeting packet was a letter from the president of Mutual 7 requesting an exemption to the Bylaws of LWCC to allow a non-owner to serve on the Board of Directors. Ms. Croan stated that she will contact the president to get further clarification of the request.

b. **WSSC - Street Repairs** - Steve Wischmann, Property Manager, was asked to speak to the committee about WSSC. Mr. Wischmann reported that Management has been meeting with WSSC to discuss many issues, including unacceptable and sub-standard work, lack of accountability, and lack of communication regarding work schedules, water shut offs, etc.
Mr. Wischmann stated that Delegate Ben Kramer, District 19, has offered his support to Leisure World. Delegate Kramer agrees that when repairs are complete, Leisure World's environment should be reinstated to its original condition.

Mr. Flannery stated that all avenues—including legal, if necessary—will be taken to resolve the many complaints against WSSC. Mr. Flannery stated that a communication to the affected Mutuals will go out next week about the matter and that progress reports will be made.

The matter will be brought to the Board in July.

11. **Correspondence** - The committee reviewed June resolutions considered by advisory committees and correspondence sent and received since the last meeting.

12. **Open Forum** - Residents commented on the following topics:
   - Darlene Hamilton - M11 - a resolution by the Landscape Advisory - telecast of Executive Committee Meetings - Juniper Slope
   - Joyce Temple, M17B - S&T bus survey
   - Bob Nanovier - Weichert Realty lease
   - Sheryl Katzman, MM - Humane and sustainable water fowl management program
   - Jay Harding, M17B - concerns within the community
   - Barbara Braswell - LW News Advisory Committee meeting on proposed budget

13. **Adjournment** - The meeting was adjourned at 11:15 a.m.

14. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, August 15, 2014, at 9:00 a.m. in the Sullivan Room.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Executive Committee Meeting No. 9
Friday, August 15, 2014

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenhour; Phil Marks; Joel Sweltem; and Linda Wacha.

Management Present: Kevin Flannery, General Manager; Tim Courses, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks
   a. Advisory Committee Membership
      Judy Owen, M11, has resigned from Physical Properties.
      Susan Eisenhour, M6B, has joined Security & Transportation.
      Rosemary Marks, M23, has resigned from Security & Transportation.
      Norvoen Potter, M8C, has joined Restaurant.
      Mort Selar, M6A, Shirley Kirchenbaum, M20B, and Murray Grant, M23 are no longer on Health.
   b. Resident Bus Guidelines - The Security & Transportation Advisory Committee has approved "Resident Bus Guidelines." They will be published in the Leisure World News and sent to Mutuals. The Chair thanked the S&T Committee for their hard work and effort to create a written set of guidelines to assist residents on how to safely use the mini busses.

3. Second Quarter Report from MedStar - The Second Quarter Report from MedStar will be presented at the Board meeting.

4. Adoption of Agenda – The Agenda was approved, by general consent, as presented.

5. Approval of Minutes – The Minutes of the Executive Committee meeting of July 18, 2014, were, by general consent, approved as written.

6. General Manager’s Report - The General Manager’s Report for August 2014 was received, noted, and made a part of the record. Additional information was provided as follows:
   a. Finances - The surplus in July was approximately $26,000. Year-to-date surplus is approximately $89,000.
b. **Voice Mail System** - Implementation of an updated voice mail system in the Administration Building has been delayed due to a back order of equipment upgrade. An update will be given to the Board.

c. **Fires** - Two fires in the community occurred recently— in Montgomery Mutual on Friday, August 9, and in Mutual 12 on Saturday, August 10. There were no injuries. Mr. Flannery commended staff for their assistance during the incidents.

7. **Action Items**

   a. **Motivational Fitness Contract** - A draft resolution approving the change in the Motivational Fitness Contract (provided as a separate attachment along with the Personal Trainer Agreement and Fitness Center Rules) will be presented to the Board.

The Executive Committee **agreed by general consent** -

**Resolution #26, 8/15/14**
To forward to the Board of Directors a draft resolution to approve the changes to the Motivational Fitness contract.

b. **Review of 2015 Operating Budget** - The 2015 Operating Budget, which was approved by the Budget & Finance Committee on August 13, was discussed.

The Executive Committee agreed to continue the discussion at a closed meeting.

Upon motion by Mr. Marks, and by roll call vote, the Board unanimously **agreed**:

**Resolution #27, 8/15/14**
Resolved, in accordance with § 11B-111 (4)(i) of the Maryland Homeowners Association Act, the Executive Committee will conduct a closed session following the regular meeting of the Executive Committee to discuss contractual and personnel matters.

c. **Security & Transportation Advisory Committee and Government Affairs Advisory Committee Revised Charters**

Included in the meeting packet were revised charters for the Security & Transportation and Government Affairs Advisory Committees, which incorporate changes that were approved in May 2014.

8. **Updates** -
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Appendix H

a. Fiber Optics Project - Mr. Flannery discussed a timeline for the project. The timeline included completed major milestones, a current status update, and estimated completion times for the remaining tasks. Mr. Flannery stated that the project should be fully operational by the end of the first quarter of 2015.

The potential impact on Mutual budgets for the Mutuals to connect to existing conduits was discussed. Mr. Flannery stated that he will arrange to have CTC meet again with high-rise presidents to provide additional information.

b. IT Project -

S&T Module - Management provided a report to the Security & Transportation Advisory Committee. After reviewing the report, a S&T subcommittee will send their comments to Management.

Clubhouse Module - Mr. Flannery stated that management's objective was to find an all-in-one software solution for the E&R staff to manage Clubhouse facilities and conference room reservations, track facility usage, and manage front desk point-of-service across the campus. An agreement with EZFacility was signed on August 8. Training and implementation will take place August 15 through September 15.

c. Facilities Enhancement Plan -

Included in the meeting packet was a "Facilities Enhancement Plan Status Report," dated August 15, 2014. In addition, the following handouts were distributed: "Golf Course Playable Area Enhancements" and "PPD Customer Service Area Enhancements."

After extensive discussion regarding the escalating cost of the PPD Customer Service Area Enhancements, it was suggested that management review the increased costs for this project in view of the other costs of the other community-desired FHP projects and do some cost containment.

d. Status Report - WSSC Restoration Work - Included in the meeting packet was a "WSSC Update" dated August 4. Ms. King reported that a meeting between affected Mutuals and WSSC will be held on Friday, August 22, at 2:00 p.m., location to be determined.

e. Management Objectives Update - A Management Objectives update will be provided to the Board.

f. Lifeline Update - Mr. Flannery stated that the transition has been completed. There are 777 active subscribers. Eight residents have fall-detection buttons.
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GoSafe, the personal emergency response system (PERS) is slated to be available the end of September and launched in October. Two employees, Brianna Aldrich, Lifeline Coordinator, and Elisabeth Hamilton, Administrative Assistant, will be attending a training conference on August 21 for certification to receive the product when it is available. Mr. Flannery commended Ms. Aldrich for revamping the Lifeline brochure, which is now in production. Property Managers’ input is being sought regarding the need for emergency alert communication systems in their offices.

9. **New Business** -
   
a. **Green Alternatives** - Ms. King stated that a report about green alternatives for use by McFall & Berry may be ready for the Board in August.
   
b. **Pepeo Demand Response Audit** - Ms. King stated there will be a demand response audit event on Wednesday, August 20, 2014, from 2:00 p.m. to 4:00 p.m. for residents on water meter accounts. The community will be advised in advance of the audit. The results of the audit could result in a rebate to the community.

10. **Correspondence** - The Committee reviewed July resolutions considered by advisory committees and correspondence sent and received since the last meeting.

11. **Open Forum** - Jay Harding, M17B, commented about concerns within the community.

12. **Adjournment** - The meeting was adjourned at 10:45 a.m.

13. **Closed Executive Session** - A closed executive session followed the regular session of the LWCC Executive Committee Meeting No. 9 to discuss contractual and personnel matters.

14. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, September 19, 2014, at 9:00 a.m. in the Sullivan Room.

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Henry Jordan, LWCC Executive Secretary
Leisure World Community Corporation
Executive Committee Meeting No. 10
Friday, September 19, 2014

Members Present: Barbara Cronin, Chair; David Frager, Vice Chair; Paul Eisenhaur; Phil Marks; Joel Swetlow; and Linda Wacha.

Members Absent: Henry Jordan, Executive Secretary.

Management Present: Kevin Flannery, General Manager; Tim Coursey, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** - The Chair called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks**

   **Advisory Committee Membership** -

   Energy - John Goolkasian, M25, has joined the committee, replacing Jim Cooper, who resigned. Frank Roddy, M23, has also joined the committee.

   Education & Recreation - Leah Weisman, M23, has joined the committee, replacing Judy Schwartz, who resigned.

   Government Affairs - Priscilla Schwab, MM, has joined the committee.

   Restaurant - Linda Charles, M9, has resigned.

   **Lawn Activities** - Several letters from residents opposing current discussions about relocating lawn activities have been sent to the E&R Advisory Committee. The letters will be in the correspondence section of the full Board packet.

   **October Executive Committee** - The October meeting will be held on Thursday, October 16, at 1:00 p.m., in the Sullivan Room.

3. **Adoption of Agenda** - The Agenda was approved, by general consent, as amended: to Action Items, add "Presentation of Audit Advisory Committee - Recommendation of Audit Firm."

A motion was placed on the floor by Mr. Marks for the Board to go into closed session following the general session.

**Resolution #28 - 9/19/14**
Resolved, following the regular session of the Executive Committee, there will be a closed session in accordance with the requirements of § 11B-111 (4) (i) and (vi) of the Maryland Homeowners Association Act to discuss personnel and contract negotiations. A roll call vote was taken, and the motion carried, with all members present voting in the affirmative.

4. **Approval of Minutes** – The Minutes of the Executive Committee meeting of August 15, 2014, were, by general consent, approved as written.

5. **General Manager’s Report** – The General Manager’s Report for September 2014 was received, noted, and made a part of the record. Additional information was provided as follows:
   
a. **Finances** - The surplus in August was approximately $59,000. Year-to-date surplus is approximately $148,000.

   b. **Breast Cancer Awareness Month** - To recognize Breast Cancer Awareness Month, a pink bow will be placed on the globe during October. A quote for the cost of the six-foot bow will be received today. The cost (estimated at approximately $400-$500) will be charged to Board Expenses.

   c. **Risk Management** - Statistics for the period August 1, 2013 through July 31, 2014, are as follows:
      
      - **Premiums paid:** $1,507,300
      - **Property loss:** $957,000
      - **Liability loss:** $17,300
      - **Total losses incurred:** $974,000
      
      The loss ratio of approximately 64% was impacted by the September 2013 high-rise fire loss of $835,000.

   d. **Meeting with Montgomery County Council President Craig Rice, D-2nd District** - On September 22, Mr. Flannery, Mr. Marks and Leisure World legal counsel will meet with Council President Craig Rice to discuss the impact tax. Also discussed will be Leisure World’s displeasure with the change in Metro service.

6. **Action Items** -

   a. **Recommendation from Audit Advisory Committee**
      
      Frank Tell, Vice Chair of the Audit Advisory Committee, reported that the Audit Advisory Committee is recommending a new auditor, Malvin Riggins +Company, for the audit and tax preparation for the Trust and the Retirement Plan for the years 2014-2018.
Mr. Teti stated that a Request for Proposal (RFP) was sent to ten firms and that five submitted proposals. Mr. Teti described the process by which the firm was selected.

The Executive Committee agreed by general consent -

.Resolution # 29 - 9/19/14
To forward to the Board of Directors a resolution to approve the engagement of Malvin Riggins Company for the audit and tax preparation for the Trust and the Retirement Plan for the years 2014-2018.

b. Job Description for New Director of Communications Position
A job description for Director of Communications was distributed. The Chair thanked Martha Robinson, Chair of the Leisure World News Advisory Committee, Joel Swellow, M18, Kevin Flannery, and Peter Lowe, for developing the job description in a timely manner.

The Executive Committee agreed by general consent -

.Resolution # 30 - 9/19/14
To forward to the Board of Directors a job description for Director of Communications.

c. Leisure World News Guidelines

The Leisure World News Guidelines, included in the agenda packet, were discussed.

The Executive Committee agreed by general consent -

.Resolution # 31 - 9/19/14
To forward to the Board of Directors new Leisure World News Guidelines, which will replace previous guidelines, with the recommendation that they be approved.

It was suggested that the Board establish an effective date of implementation.

d. Fitness Center - Approval of Concept Plan to Move Forward with Design Development

Ms. Gerke discussed a document, which was included in the agenda packet, "Clubhouse II: Fitness Center Expansion dated September 19, 2014," and an updated Fitness Center Floor Plan dated August 12, 2014, which plan had been
approved the E&R Advisory Committee. Ms. Gerke stated the plan shows the
general location of departments rather than square footage of each.

The Executive Committee agreed by general consent -

**Resolution # 32 - 9/19/14**
To forward to the Board of Directors a draft resolution recommending
approval of the revised Fitness Center Floor Plan dated August 12, 2014.

e. Administration Building - Funding to Continue Design through Construction
Documentation

The Committee discussed the following documents, which were provided as a
separate attachment.
- Administration Building Design Fees dated September 19, 2014;
- Administration Building Programming Phase dated September 19, 2014;
- Streetsense’s memorandum regarding Leisure World Administration Building
  meeting room programming, dated September 4, 2014; and
- Streetsense’s diagram of the Administration Building dated August 28, 2014.

The Committee questioned the amount requested for funding the design of the
new Administration Building and associated Site Plan with Clubhouse I.
Management stated that it would meet with Streetsense to address the
Committee’s concerns.

7. Updates -

a. Fiber Optics Project - The target date for completion of the draft RFP is mid-
October. It is expected that a recommendation of a vendor will be presented to
the Board in November. It is estimated that we will have service by the end of the
first quarter of 2015.

b. IT Projects -

**Security and Transportation** - It is expected that an agreement with a vendor for
the Security and Transportation module will be signed next week. Management
will develop a timeline for the project and review it with the S&T Advisory
Committee.

**Clubhouse Operations** - The objective is to find an all-in-one software solution for
B&R staff to manage Clubhouse facilities and conference room reservations, track
facility usage, and manage front desk POS across campus.
Training was provided to LWIT staff on August 15. Daytime Clubhouse staff attended a web-based training session on August 29. Second stage training with the E&R director and Clubhouse 1 staff is scheduled for September 23.

c. Facilities Enhancement Plan - Ms. Gerke discussed a Facilities Enhancement Plan report dated September 19, which was included in the meeting packet. Ms. Gerke stated that Streetsense will be reporting on the Crystal Ballroom, the Administration Building and the Fitness Center at the Board meeting.

d. WSSC Restoration Work - Ms. King discussed the WSSC Update dated September 12, which was included in the agenda packet.

e. Status of Contractors - Mr. Flannery discussed a status report on contracts for pool management and housekeeping. The status report was included in the General Manager's Additional Notes distributed at the meeting.

f. Staff Training - Mr. Flannery commended Peter Lowe, Director of ER, for the development of the staff training program, which includes: PPD training; property management training; building maintenance team training; company orientation; department expectation/information training session; OSHA training; and leadership meetings. Mr. Flannery elaborated on the training, which information was contained in the General Manager's Additional Notes and distributed at the meeting.

8. New Business - There was no new business.

9. Correspondence - The Committee reviewed August resolutions considered by advisory committees.

10. Open Forum - The following residents spoke on the topics indicated:

   • David Fraser, M27 - Deer population problem.
   • Bob Namovicz, M10 - The need to clarify rules regarding an "Action without a Meeting."
   • Timeliness of committee actions relative to Board meetings.
   • Jordan Harding, M17B - Project Oversight by Management.

11. Adjournment - The meeting was adjourned at 10:40 a.m.

12. Closed Executive Session - A closed executive session followed the regular session of the LWCC Executive Committee Meeting No. 10 to discuss personnel and contractual matters.
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13. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Thursday, October 16, 2014, at 1:00 p.m. in the Sullivan Room.

David Frager, Vice Chair
Leisure World Community Corporation
Executive Committee Meeting No. 11
Thursday, October 16, 2014

Members Present: Barbara Cronin, Chair; David Prager, Vice Chair; Henry Jordan, Executive Secretary; Paul Eisenbaur; Phil Marks; and Joel Swetlow.

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

Communi-k, Inc. Laura Nickle, President; and Chris Douthat, Media Coordinator.

1. Call to Order - The Chair called the meeting to order at 1:00 p.m.

2. Communi-K, Inc. -

Ms. Cronin introduced Ms. Nickle and Mr. Douthat. Ms. Nickle discussed Communi-k’s outreach to the press, plans for social media, the website, and other initiatives to promote Leisure World of Maryland. Communi-k will speak at the Board meeting in October.

3. Chair’s Remarks -

- Facilities Enhancement Plan (FEP) Meeting - Tuesday, November 18, at 3:00 p.m. in the Crystal Ballroom
  Information on projects that are part of the FEP will be presented, and residents will have an opportunity to ask questions. It is hoped that Executive Committee members will attend.

- Correspondence - A response to an October 3, 2014, email from a resident was sent on October 10, 2014. It is not confidential, but out of respect to the individuals named in the letter, it is not part of the packet. Any director who would like to read the response may contact me about it.

- Metro Meeting - A meeting with Metro and County officials regarding the Y3 bus schedule was held October 15. Beginning October 13, a schedule was implemented that provides bus service from Leisure World to MedStar Montgomery Medical Center until December 10. A permanent schedule will be announced at a future date.

4. Adoption of Agenda - The Agenda was approved, by general consent, as amended.
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6-h should read: Recommendation from Community Planning Advisory Committee -
Reconsider including the Post Office in the new Administration Building. Add 8-a,
Motion from Executive Committee: Benchmarks from the General Manager's Specific
Development Plan.

A motion was placed on the floor by Mr. Marks for the Board to go into closed session
following the general session.

**Resolution # 33 - 10/16/14**
Resolved, following the regular session of the Executive Committee, there will be
a closed session in accordance with the requirements of § 11B-111 (4) (i) and (iii)
of the Maryland Homeowners Association Act to discuss personnel and legal
matters. A roll call vote was taken with the following members voting in the
affirmative: Joel Swerlow, Phil Marks, Henry Jordan, David Frager, Linda
Wacha, Paul Eisenhaur, and Barbara Crotin.

The motion carried.

5. **Approval of Minutes** – The Minutes of the Executive Committee meeting of
September 19, 2014, were approved as written.

6. **General Manager’s Report** – The General Manager’s Report for October 2014 was
received, noted, and made a part of the record. Additional information was provided as
follows:

   a. **Flu Shots** - The final make-up day for flu shots is Thursday, November 13th, from
      9:00 a.m. to 12:30 p.m., in Clubhouse I.

   b. **Finances** - The surplus in September was approximately $8,000. Year-to-date
      surplus is approximately $156,000.

   c. **Debris at Route 28** - The State Highway Administration (SHA) will remove
      debris at Route 28/Norbeck corridor by October 17.

   d. **Park and Ride Lot at Routes 97 and 28** - Management has filed a complaint with
      SHA about the condition of the Park and Ride lot at Routes 97 and 28.

   e. **Receptionist** - Yasmeen Owens is the new receptionist in the Administrative
      Offices.

7. **Action Items** -

   a. **Closed Circuit TV Channels** - A document, “Policy on Use of Closed Circuit TV
      Channels,” was included in the meeting packet. There was discussion about the
      number of channels available to I.W and the appropriate use of these channels.
The Executive Committee agreed by general consent -

Resolution # 34 - 10/16/14
To forward to the Board of Directors, acting as Trustee, a resolution to adopt the following policy: All programming provided by use of the closed circuit channels must be of interest to the residents at large and be of a non-commercial nature. Programming is limited to events that take place on the Leisure World of Maryland property.

b. Recommendation from Community Planning Advisory Committee - Reconsider including the Post Office in the new Administration Building.
A memo dated October 8, 2014, from the Community Planning Advisory Committee was included in the agenda packet. The memo states that on October 6, 2014, CPAC approved a motion recommending that the Board reconsider including the Post Office in the new Administration Building. The memo will be included in the Board packet.

8. Updates -

a. Fiber Optics Project - A staff meeting is scheduled for Thursday, October 23, 2014, to review a RFP for the fiber optics project.

b. IT Projects - Management will provide the Board with an update on the IT projects.

c. Facilities Enhancement Plan - Ms. Gorke discussed a Facilities Enhancement Plan update dated October 16, which was emailed to the committee prior to the meeting and distributed at the meeting. It will be revised to include the Fitness Center and presented to the Board. Resident Elsie Maxam, MSc, will address the Board regarding the possible relocation of lawn activities.

d. Financial Report - 3rd Quarter Summary - The Financial Report for the 3rd quarter will be provided to the Board.

e. Report from Landscape Advisory Committee/McFall & Berry on Use of Chemicals - The report was presented to the Board in September. Questions and comments regarding the report will be addressed at the October Board meeting.

9. New Business -

a. Motion from Executive Committee: Benchmarks from the General Manager's Specific Development Plan

The Executive Committee agreed by general consent -
Resolution #35 - 10/16/14

To forward the following motion from the Executive Committee: The Board directs that the areas of focus, tasks, and benchmarks laid out in the General Manager's Specific Development Plan, developed as part of the 2014 evaluation process, will be used to monitor the General Manager's performance and be part of the 2015 evaluation process.

10. Correspondence - The Committee reviewed September resolutions considered by advisory committees.

11. Open Forum - The following residents spoke on the topics indicated:

- Jordan Harding, M17B - Possible court injunction against Facilities Enhancement Plan; Policy regarding Board membership by non-residents.
- Bob Namovicz, M10 - "Leisure World Living" brochure; Leisure World logo; Board actions regarding B-ratings.

12. Adjournment - The meeting was adjourned at 2:30 p.m.

13. Closed Executive Session - A closed executive session followed the regular session of the LWCC Executive Committee Meeting No. 11 to discuss personnel and contractual matters.

The closed session was called to order at 2:40 p.m. It immediately recessed because two guests were delayed. The session reconvened at 4:00 p.m. The following members were present: Joel Swetlow, Phil Marks, Henry Jordan, David Frager, Linda Wacha, Paul Eisenhaur, and Barbara Cronin. The closed session adjourned at 6:05 p.m.

14. Next Meeting - The next meeting of the regular Executive Committee is scheduled for Friday, November 14, 2014, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
Leisure World Community Corporation  
Executive Committee Meeting No. 12  
Friday, November 14, 2014

Members Present: Barbara Cronin, Chair; David Fraser, Vice Chair; Henry Jordan, Executive Secretary; Linda Wacha; Paul Eisenhauer; Phil Marks; and Joel Swetlow.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:00 a.m.

2. MedStar Third Quarter Report - The report will be reviewed by the Health Advisory Committee at its November 19th meeting and presented at the November Board meeting.

3. Chair’s Remarks -
   
a. The Executive Committee plans to transition out of the PR oversight business as soon as it is reasonable, once the new Communications Director is in place. Until then, the Board will receive regular updates on the work Communi-K is doing.

b. The Board ratified the negotiated employment contract with the General Manager for the calendar years 2015 and 2016.

c. Beginning in December 2014, the bus schedule going north to Olney from Leisure World is being restored, at least until sometime in the spring. Informational meetings will be held after the first of the year on transportation options for residents who can no longer drive. We will also seek input from residents regarding what bus service is desired going forward. The Chair thanked former delegate Hank Heller for all the work he did to get this service restored.

d. A hearing is scheduled the evening of November 19th at the County Council Office Building on setting priorities for state road projects. Mr. Flannery has arranged for two Leisure World buses to take interested residents to the hearing.

e. Ms. Cronin thanked Billie Saunders for her hard work planning and coordinating the Veterans Day luncheon. It was a huge success. Billie has announced that she is stepping down from this effort after five years.

f. Mike Schwartz, M23, has had to resign from the Budget & Finance Advisory Committee due to ill health. We wish him a speedy recovery.
4. **Adoption of Agenda –**

A motion was placed on the floor by Mr. Swetlow for the Board to go into closed session following the general session.

**Resolution #36 - 11/14/14**
Resolved, following the regular session of the Executive Committee, there will be a closed session in accordance with the requirements of § 11B-111 (4) (i) and (ii) of the Maryland Homeowners Association Act to discuss personnel and legal matters. A roll call vote was taken with the following members voting in the affirmative: Joel Swetlow, Phil Marks, Henry Jordan, David Frager, Linda Wacha, Paul Eisenhaur, and Barbara Cronin.

The motion carried.

The Agenda was approved, by general consent, as amended.

5. **Approval of Minutes –** The Minutes of the Executive Committee meeting of October 16, 2014, were approved as written.

6. **General Manager’s Report –** The General Manager’s Report for November 2014 was received, noted, and made a part of the record. Additional information was provided as follows:

   a. **Finances** - In October, there was a deficit of approximately $6,000. The year-to-date surplus is approximately $150,000.

   b. **Contracts** - Management will provide a summary sheet of bids and copies of RFPs for janitorial services and for pool maintenance to the Board in advance of the November Board meeting. Licenses or other necessary certifications will be provided by the companies to whom the contracts are awarded. In response to a question, Mr. Flannery stated that both contracts were competitively bid.

   c. **Articles of Incorporation of the LWCC** - It is anticipated that the Board will need to consider amending the Articles to reflect the impact of the final building in Villa Cortese.

   d. **Employee Benefits Meeting** - Meetings are scheduled for the week of December 1. The objective is to improve the understanding of qualifying employees of benefits and associated value.

   e. **Community Phone Books** - The company that has printed community phone books will no longer be doing so. Other options to provide phone books to residents will be explored.
f. Health Club - A Committee member asked Mr. Flannery to discuss the budget classification of the Health Club benefit for employees. Mr. Flannery will include this topic in his remarks at the Board meeting.

7. Action Items -

a. FEP Actions - Included in the agenda packet were reports on the Lawn Activities/Access Road, Administration Building Design, North Wing of Clubhouse I, and Crystal Ballroom.

Resolutions drafted by the Chair were distributed. Ms. Cronin stated that the resolutions do not reflect the position of the Executive Committee but are intended to serve as a starting point for discussion.

- Lawn Activities/Access Road

The Executive Committee agreed by general consent -

Resolution #37 - 11/14/14

To forward to the Board of Directors the following resolution: Resolved, that the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated.

The Executive Committee agreed by general consent -

Resolution #38 - 11/14/14

To forward to the Board of Directors the following resolution: Resolved, that Resolution #79 dated 10/29/13 will be amended to increase the amount by $15,000, for a total allocation of $65,000.

Resolution #79, 10/29/13 – Whereas the Board authorized a new Administration Building with a conceptual project budget of $5.3 million and a comprehensive plan for the food services wing of Clubhouse I with a conceptual project budget of $1.0 to $1.5 million. Management is directed to interview and recommend qualified architects and consultants to produce a master site plan of the Administrative Building/Clubhouse I site area which addresses how these can be part of an overall conceptual site plan, identifies any other options with regard to site design, and, if necessary, considers the phasing of implementation. The Board authorizes $50,000 for the preparation of a comprehensive conceptual site plan.
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- **Administration Building**

  The Executive Committee agreed by general consent -

  **Resolution # 39 - 11/14/14**
  To forward to the Board of Directors the following resolution: Resolved, that $35,000 be allocated from the Resale Fund to complete the programming phase to determine the actual square footage needs for the Administration Building. (This needs to be done no matter what final decision is made regarding a new, expanded or renovated building.)

  The Executive Committee agreed by general consent -

  **Resolution # 40 - 11/14/14**
  To forward to the Board of Directors the following resolution: Resolved, that an amount not to exceed $150,000 be allocated from the Resales Fund to conduct an invasive facility condition assessment on the current Administration Building.

- **North Wing of Clubhouse I**

  The Executive Committee agreed by general consent -

  **Resolution # 41**
  To forward to the Board of Directors the following resolution: Resolved, that $60,000 be allocated from the Resales Fund to cover the design phase of the North Wing of Clubhouse I project.

- **Crystal Ballroom**

  The Executive Committee agreed by general consent -

  **Resolution # 42 - 11/14/14**
  To forward to the Board of Directors the following resolution: Resolved that the crystal chandelier be retained as a focal point in the Crystal Ballroom.

  The Executive Committee agreed by general consent -

  **Resolution # 43 - 11/14/14**
  To forward to the Board of Directors the following resolution: Amend Resolution #93 dated 11/26/13 to increase the amount by $20,000 for a total allocation of $50,000.
b. **Janitorial Contract** - The Physical Properties Advisory Committee will present its recommendation to the Board regarding the janitorial contract. (See 6-b.)

c. **Pool Contract** - (See 6-b.) This agenda item was not addressed. The following resolution regarding the pool contract was distributed with other draft resolutions to be forwarded to the Board, but was not voted on: Resolved, that the proposal for pool management services submitted by Community Pool Services, L.L.C., Rockville, MD, be accepted.

d. **Advisory Committee Appointments** - A list of 2015 advisory committee members will be provided to the Board for their approval.

e. **Fiber Optics Contract** - Mr. Flannery reported that bids are due in early December. As the Board will not meet until January, a draft resolution delegating authority to the Executive Committee to award the contract will be presented to the Board in November. The Executive Committee will meet December 19 regarding the awarding of the contract, if required.

f. **Deer Report Recommendations from the Security & Transportation Advisory Committee.**

A report, "Leisure World Deer Report 10/2013 - 10/2014" from the Security & Transportation Advisory Committee was discussed.

The Executive Committee **agreed** by general consent -

**Resolution # 44 - 11/14/14**

To forward to the Board of Directors the following resolution: Resolved, the Board of Directors directs Management, specifically the Security & Transportation Department, to continue to log deer incidents. Resident reporting will continue. The Security & Transportation Advisory Committee will report deer incidents to the Board of Directors on a semi-annual basis.

Ms. Cronin expressed her appreciation to the Security & Transportation Advisory Committee for all the work they have done this past year and for the work they will continue to do.
8. **Updates**

a. **Fiber Optics Project** - See 7-e.

b. **IT Projects** -

   - **Security and Transportation Module** - An agreement was signed yesterday.
   - **Clubhouse Room Reservation Project** - The target date for the project going live has been moved to the first quarter of 2015.
   - **Records Imaging** - Management will be contacting an imaging company recommended by a property management company that has gone through the process. Additional information will be provided at the Board meeting.

c. **Facilities Enhancement Plan**

   A Facilities Enhancement Plan Status report dated November 14 was included in the agenda packet and discussed. It addressed:

   - Comprehensive Site Plan
   - Fitness Center Expansion
   - Golf Course Irrigation Pond Rehabilitation
   - Golf Course Playable Area Enhancement
   - Physical Properties Customer Service Renovation
   - Salt Storage Shed

d. **FR Report or Training** - A written report will be provided to the Board on the training. It will address:

   - Customer Service - PPD
   - Event Management - Clubhouse Operations
   - Webinars - Property Management Division

9. **New Business** - Mr. Flannery stated that the chair of the Golf & Greens Advisory Committee expressed concerns about possible liability issues resulting from pedestrian traffic on the golf course. The Golf & Greens Advisory Committee is meeting this morning and may have a recommendation for the Board of Directors.

10. **Correspondence** - The Committee reviewed October resolutions considered by advisory committees and correspondence received since the last meeting.

11. **Open Forum** - The following people made comments on the topics indicated:

   - Ms. Cronin, Chair - Thanked Billie Saunders for her work on the Veterans Day luncheon.
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- Dave Kipping, M21 - Thanked the Committee for forwarding motions to the Board regarding the Facilities Enhancement Plan. An invasive study of the Administration Building may not be needed, depending on the results of the space study.
- Phil Marks, M20 - Asked if the November 19th FEP Forum is going to be recorded. Will robocalls be made in advance of the FEP Forum?
- Jordan Harding, M17B - Asked if press will be invited to the FEP Forum.
- Bob Ardke, M5 - Residents are not asking for a date for the renovation or rebuilding of the Administration Building. Press should be allowed to attend the FEP Forum if they wish to be there.

12. **Adjournment** – The meeting was adjourned at 10:45 a.m. Ms. Cronin expressed thanks to the Executive Committee for serving during the 2014 session. Ms. Cronin stated that the Committee worked well together as a team and that she appreciated the support given her.

13. **Closed Executive Session** - A closed executive session followed the regular session of the LWCC Executive Committee Meeting No. 12 to discuss personnel and contractual matters.

The closed Executive Session was called to order by the Chair at 10:55 a.m., with the following individuals present: Linda Wacha (MM), Paul Eisenhaure (M10), Barbara Cronin (M17A), Joel Swetlow (M18), Philip Marks (M20B); David Frager (M27); and Henry Jordan (M24).

The members present had voted in the earlier Executive Committee Meeting to go into closed session. Mr. Kevin Flannery (LWMC General Manager) was invited to attend.

Mr. Swetlow and Mr. Flannery provided information relative to the E & R Department candidate for Communication Director and related employment issues.

Legal issues were discussed relative to the LWCC Articles of Incorporation and the Trust documents.

The Executive Committee closed session adjourned at 11:53 a.m.

14. **Next Meeting** – The next meeting of the regular Executive Committee is scheduled for Friday, January 16, 2015, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary
Leisure World Community Corporation  
Executive Committee Meeting No. 2  
Friday, February 13, 2015

Members Present:  
David Frager, Chair; Joel Swetlow, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Barbara Cronin; and Paul Eisenhauer.

Members Absent:  
Phil Marks.

Management Present:  
Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

1. Call to Order—The chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks

   a. Adds/Drops from Advisory Committees - There have been no changes to advisory committees since the last meeting.

   b. Government Affairs Advisory Committee - The committee has been working on bills regarding:

      - Election campaigning at Common Ownership communities. (Hearing is 2/24/15.)
        It was pointed out by Ms. Cronin and Mr. Flannery that, in addition to the Government Affairs Committee stating Leisure World’s position against the bill, Mutuals should also state their positions.
      - Governing documents and the right of residents to sue.
      - Election fairness.
      - Redistricting law enforcement.

   c. LW 50th Anniversary - Mr. Frager stated that he is encouraged that some long-time residents have indicated they are willing to assist in the writing of the history of Leisure World.

   b. Signing of Ethics and Conflict of Interest Forms for 2015 - Mr. Jordan was asked to speak about the responsiveness of the Board members and Advisory Committee Chairs to return the signed forms. Four members of the Board and approximately half of the advisory committee chairs have not yet returned the signed forms. A reminder will go out again this week.

3. Adoption of Agenda – The Agenda was approved, by general consent, as presented.
4. Approval of Minutes — The Minutes of the Executive Committee meeting of January 16, 2015, were approved as written.

5. MedStar 2014 Annual Report — A report to the Board will be made at the February meeting.

6. General Manager’s Report — The General Manager’s Report for February was received, noted, and made a part of the record. Additional information was provided as follows:

a. State of the Community — A report will be presented at the February Board meeting and will be sent to the members of the Board prior to the meeting.

b. Finances — In January, there will be a deficit of approximately $6,000.

c. Audit — The draft audit for the Trust should be available early next week. After it is reviewed by Management, it will be released to the Audit Advisory Committee, who will review the report and make a recommendation to the Board to accept the report. The Budget & Finance Advisory Committee will then make a recommendation to the Board regarding the disposition of the surplus. Mr. Flannery stated that there will be audit adjusting entries, but none will affect the surplus.

d. Councilmember Sidney Katz — Councilmember Sidney Katz, who was helpful in discussions regarding the Impact Tax, will be speaking in the Crystal Ballroom on Wednesday, March 23, at 2:00 p.m. More information about his presentation will be in the Leisure World News.

e. Maryland Bar Association — A seminar at Leisure World will be held on Friday, April 24, on how seniors should protect themselves from scams. The time and location are to be determined.

f. Board of Directors’ Binders — At the February Board meeting, a calendar of important 2015 Leisure World topics/events will be provided.

g. February Updates re Advisory Committees — Distributed at the meeting was a document, "February Updates." The intent of the document is to provide the Board updates from Management’s perspective as to what is happening in the Community. The document contains information about the activities of the following advisory committees: Energy, Physical Properties, Education & Recreation and Security & Transportation.

h. Director of Human Resources — An offer letter was sent to a candidate who will start mid-March, pending results of a background check.
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7. **Action Items** -

a. **Standing Rule on Retention of Ballots** -

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved -

**Resolution # 3 - 2/13/15**

That the ballots used and counted for any vote taken by the Board shall be maintained in a secure location for one year from the date of the vote or until any challenge to the vote has been settled, at which time said ballots shall be destroyed.

b. **Approval of Funds for Civil and Geotechnical Services for the Administration Building and North Wing Clubhouse 1**

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved -

**Resolution # 4 - 2/13/15**

That the Board of Directors approves up to $155,000 to undertake the next phases of civil and geotechnical engineering services to continue the progress of the Administration Building and North Wing Clubhouse 1 projects. Funds to come from the Resales Fund as part of the Site Plan design fees.

A memo dated February 11, 2015, from the Chair of the Community Planning Advisory Committee was distributed. The memo stated that the Community Planning Advisory Committee endorsed the resolution.

c. **GM Evaluation Committee** -

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved -

**Resolution # 5 - 2/13/15**

That the General Manager’s 2015 Evaluation Committee will be chaired by Paul Eisenhaur with members Barbara Croxin, Linda Wacha, Phil Marks, Henry Jordan, Joel Swetlow, and David Frager. A report to the LWCC Board will be provided prior to the approval of the 2016 budget.

d. **50th Anniversary Program - Appointment of Special Committee**

A draft resolution regarding the appointment of a Steering Group for the 50th Anniversary celebration in 2016 was included in the meeting packet. After discussion, it was the consensus of the Executive Committee that a substitute
motion to approve a (regular) special committee will be drafted by Mr. Swallow and provided to the Board prior to the February Board meeting for action at the February meeting.

In response to a question, Mr. Flannery stated he and the chair of the Budget & Finance Advisory Committee are scheduled to meet in March to discuss options for the disposition of the 2014 surplus and that the option to provide funding for the Anniversary Program will be discussed.

c. **Policy on Preparation and Transmittal of Documents to Governmental Bodies**

The need to expand Rule 4.3 was discussed. (The expansion to the current rule is the addition of language highlighted in the following resolution.)

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved:

**Resolution # 6 - 2/13/15**

That Standing Rule 4.3 be amended as follows:

The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of the Board of Leisure World on legislation being considered by the state legislature and county council and rules and regulations proposed by the state and county executive branch and administrative agencies when time is of the essence, provided that any positions are approved by the LWCC Chair and/or Vice Chair.

d. **Delegation of Authority by the LWCC Board to the Executive Committee - Engaging Legal Counsel**

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved:

**Resolution # 7 - 2/13/15**

That the LWCC Board of Directors delegates the authority to the Executive Committee to spend up to $10,000 of the legal funds budget line item for any legal matters where the Leisure World Community Corporation or its component bodies are the subject of a legal issue.

8. **Updates**

   a. **Fiber Objects Project**
Ms. Gerke reported utility markings have been made. Drilling will begin for connections to the Gates, the Golf Maintenance Building, the Clubhouses, PPD Building and the Administration Building. There will be a pathway from the PPD Building to the Medical Center.

b. **IT Projects** - A comprehensive report will be provided to the Board in March. Mr. Flannery gave a status report on the following:
- Clubhouse 1 - Scheduled to go live March 16.
- Parallel training of Clubhouse II Staff - Scheduled for March 2.
- Security - A baseline for incident-report-writing software requirements has been developed.
- Association Voice Platform - IT has provided Association Voice with templates for Mutual portals.
- Social Services
- Leisure World News

c. **Facilities Enhancement Plan - Report from Management on Board Feedback** - A document dated February 13, 2015, "Responses to Comments and Questions related to Facilities Enhancement Plan Report dated January 27," was distributed. The report will be updated and distributed to the Board of Directors and will be posted on the website and placed in the Leisure World Library and in Clubhouse II. There will be a special meeting to discuss the report on Tuesday, February 17 at 2:00 p.m.

d. **Impact Tax** - Mr. Frager commended the efforts of Mr. Marks and Mr. Flannery to obtain an exemption to the Impact Tax for Leisure World. There were questions from visitors about obtaining a refund of Impact Taxes paid in 2005.

9. **New Business** - There was no new business.

10. **Correspondence** - The Committee reviewed January resolutions considered by advisory committees.

Mr. Frager read his letter dated February 12, 2015, to Montgomery County Council members and to the chair of the CCOC regarding an email dated January 31 sent to them from "JustUs." Mr. Frager's letter and the email from "JustUs," will be included in the February Board packet.

11. **Open Forum** - The following people made comments on the topics indicated:

- Bob Namovich, M10 - Upcoming Comcast hearings held by the Community
- Martha Robinson, 6C and Chair, Leisure World News Advisory Committee - Leisure World News coverage of FEP
- Bob Ardike, M5 - Communication to Montgomery County Council
- Jackie Rabinow, M14 - Apathy of some residents
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- Jordan Harding, M17B - Thanked Mr. Frager for his leadership - Need for Board to
go on weekend retreat to review how business is done - Strengthening of CCOC
oversight - Leisure World's Ethics Code

12. **Adjournment** – The meeting was adjourned at 10:50 a.m.

13. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday,
March 20, 2015, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation
Executive Committee Meeting No. 3
Friday, March 20, 2015

Members Present: David Frager, Chair; Joel Swetlow, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Barbara Cronin; Paul Eisenhaur; and Phil Macks.

Management Present: Kevin Flannery, General Manager; Tim Courten, Assistant General Manager; Julene King, Assistant General Manager; Ron Pancoitti, Director of Human Resources; Jennifer Peacock, Comptroller, and Nancy Gordon, Trust Assistant.

1. Call to Order - The chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks -
   a. Adds/Drops from Advisory Committees

   Community Planning - Barbara Cronin, M17A, is a new member.
   Health - Glen Rahnmoeller, M24, is a new member.
   Restaurant - Virginia Childress, M15, has resigned and was replaced by Diane Klein, M15.
   Physical Properties - The following are no longer on the committee: Clarise Fruit, M12; Philip Sumet, M13; and Dick Carlson, M15.

   b. Appointees to 50th Anniversary Committee

   Mr. Frager announced the names of the appointees to the 50th Anniversary Committee.

   - Members: Sandy Marks, Chair; Yolanda Hunt, Vice Chair; Marian Altman; John Carr; Faye Freedman; Ruth Freedman; Shirley Henderson; Marti Jacobs; Henry Jordan; David Kipping; Sally MacDonald; Ida Lou Peleari; Billie Saunders; Bud Tardiff; and Leah Weisman.
   - Community-K: Laura Nickles.
   - Board Liaison: Joel Swetlow.
   - LWMC: Dee Martymska; Victoria Valentine; and Gayle Shackleford.

   Members of a "History and Accomplishments" subcommittee are: Bud Tardiff, Chair; Marian Altman; Faye Freedman; David Kipping; Bob Namovitz; and Billie Saunders.

   c. Appointment of Advisory Committee Chair - Gerry Sommer, M27, has been appointed chair of the Insurance Advisory Committee.
d. **Conflict of Interest Forms** - Mr. Jordan stated that four people have not yet returned their signed conflict of interest forms. The vendor list, attached to the form, will be updated for the March Board meeting.

3. **Adoption of Agenda**

- Add 6-a - Approval of Action without a Meeting.
- Change 7-i to 6-k.
- Change 6-c to read: "Committee for Study of Strategic Technology Plan."

4. **Approval of Minutes**

a. The Minutes of the regular meeting of the Executive Committee of February 13, 2015, were approved as written.

b. The Minutes of the closed session of the Executive Committee of March 5, 2015, were approved as written.

5. **General Manager’s Report**

Mr. Flannery introduced Ron Puncochi, Director of Human Resources, who gave highlights of his professional history.

The General Manager’s Report for March was received, noted, and made a part of the record. Additional information was provided as follows:

**Finances** - For the two-month period ending February 28, 2015, LWMC was at budget. A summary of 2014 and the forecast for 2015 will be presented to the Board in March.

6. **Action Items**

a. **Action Without A Meeting**

An action was taken by the Executive Committee by email on February 28, 2015, which gave the LWCC Chair authority to expend funds for legal support.

The Executive Committee agreed by general consent to approve an action without a meeting authorizing the expenditure of funds for legal support.

**Resolution # 8 - 3/20/15**

Resolved, that an Action without a Meeting dated February 28, 2015, regarding the expenditure of funds for legal support be approved.

b. **FP2 Workshop and Subsequent Actions** - Draft motions regarding the Facilities
Enhancement Plan were included in the agenda packet and discussed.

The Executive Committee agreed by general consent to forward the following motions to the LWCC Board with the recommendation that they be approved.

**Resolution #9 - 3/20/15**


**Resolution #10 - 3/20/15**

Resolved, the interior construction of the North Wing of Clubhouse I shall be rescheduled so as to have the restaurants and Maryland Room available for the Leisure World 50th anniversary celebrations.

**Resolution #11 - 3/20/15**

Resolved, the LWCC Board of Directors authorizes a comprehensive study of the use of the green space/Golf Course for the future use of the LW community for the purpose of determining operational alternatives to reduce/eliminate the current annual financial subsidy. With the exception of the irrigation pond project, the FEP golf project is suspended until the LWCC Board evaluates and acts on the comprehensive study results.

**Resolution #12 - 3/20/15**

Resolved, the Irrigation Pond project/Golf Course project, as indicated in the schedule and Facilities Enhancement Plan cash flow, and as presented in the Facilities Enhancement Plan Status Report dated January 27, 2015, be modified so that the funds allocated for the Golf Course only be used to repair the course that was damaged by construction requirements for the irrigation pond repair or are connected to the dredging and maintenance of the pond (Hole #4 - Green, Hole #6 - Green/Bunker, and Hole #7 - All).

The committee discussed a draft motion regarding the cash flow for the new Administration Building/Exterior of Clubhouse I project. It was the consensus of the committee that the motion was premature and that it would not be forwarded to the Board at this time.

Committee for Study of Strategic Technology Plan
The Executive Committee agreed by general consent to forward the following motion from the Community Planning Advisory Committee to the LWCC Board.

**Resolution #13 - 3/20/15**

CPAC recommends that the Board of Directors commit to the development of a LWCC Strategic Technology Plan for the acquisition and use of technology for business activities, communications, education, recreation, and security purposes, etc. as part of the 2015 management work plan. To facilitate this work, the CPAC recommends two phases:

1) The Board of Directors immediately establish an Ad Hoc Technology Review Committee made up of 5 to 10 Leisure World residents who have education and experience enabling them to identify and evaluate needs and opportunities to improve the operation and services of Leisure World through modern technologies and prepare a report by no later than September 30, 2015, consistent with the Facilities Enhancement Plan and Strategic Plan for LWM. This report should make recommendations on whether or not a more permanent advisory committee on technology should be established.

2) CPAC recommends that Management work with the Ad Hoc Technology Review Committee and representatives of other advisory committees, as appropriate, to develop an RFP for consultants to assist in evaluating the recommended technologies, providing cost estimates, and identifying the stages necessary to implement a LWCC Strategic Technology Plan for 2015-2020 if the Ad Hoc committee believes such a plan is needed.

d. Security & Transportation - Revision of Metro Entry/Exit times

The Executive Committee agreed by general consent to forward the following motion from the Security & Transportation Advisory Committee to the LWCC Board with the recommendation that it be approved.

**Resolution #14 - 3/20/15**

Resolved, that the WMATA buses be allowed into Leisure World from 6:00 a.m. to 9:00 p.m.

c. 50th Anniversary Program - Appointment of Members
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The Executive Committee agreed by general consent to forward the following motion to the LWCC Board.

Resolution #15 - 3/20/15

That the following membership to the 50th Anniversary Committee Roster be approved.

Members: Sandy Marks, Chair; Yolanda Hunt, Vice Chair; Marian Altman; John Carr; Faye Freedman; Ruth Friedman; Shirley Henderson; Marri Jacobs; Henry Jordan; David Kipping; Sally MacDonald; Ida Lou Polcari; Billie Saunders; Bud Taniff; and Leah Weisman.
Committie-K: Laura Nickle.
LWMC: Dee Mattynuska, Victoria Valentine, and Gayle Shackleford.
Board Liaison - Joel Sweetlow.

f. Recommendation from Audit Committee

The Executive Committee agreed by general consent to forward the following motion from the Audit Advisory Committee to the LWCC Board.

Resolution #16 - 3/20/15

That the Board of Directors accepts the Malvin Riggins & Company 2014 Financial Audit and Financial Statements as modified. The Audit Committee chair or vice chair will approve the modifications.

g. Recommendation on 2014 Operating Surplus

The Executive Committee agreed by general consent to forward the following motion from the Budget & Finance Advisory Committee to the LWCC Board.

Resolution #17 - 3/20/15

Resolved, to approve the recommendation of the disposition of the 2014 Operating Surplus of approximately $195,000 as follows: $60,000 to the Snow Storm Fund, $35,000 restricted to the Contingency Fund for the funding of the celebration of the 50th Anniversary of the Community, and $100,000 to be refunded to the Mutuals based on their percentage of contribution.

h. Permit Funding for PPD Customer Service
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The Executive Committee agreed by general consent to forward the following motion from the Physical Properties Advisory Committee to the LWCC Board with the recommendation that it be approved.

Resolution # 18 - 3/20/15

Resolved, that the LWCC Board of Directors approves $20,000 to fund the Building Permit Phase of the PPD Customer Service Enhancements project. Funds to come from the Resales Fund.

i. North Wing Clubhouse I Design Funding

The Executive Committee agreed by general consent to forward the following motion from the Restaurant Advisory Committee to the LWCC Board with the recommendation that it be approved.

Resolution # 19- 3/20/15

Resolved, that the LWCC Board of Directors approves $70,000 to fund the design documents for the North Wing of Clubhouse I renovation project. Funds to come from the Resales Fund.

j. Energy Advisory Committee Recommendation - E-Rating Change Process Guidelines for Master Metered Units.

Ed Nicosia, Vice Chair of the Energy Advisory Committee, spoke about the need to change the E-rating process.

The Executive Committee agreed by general consent to forward the following motion from the Energy Advisory Committee to the LWCC Board.

Resolution # 20 - 3/20/15

Resolved, that the LWCC Board of Directors:

1. Approve the attached document, “E-RATING CHANGE PROCESS GUIDELINES FOR MASTER METERED UNITS,” as binding guidance for requesting E-Rating changes, applicable to unit owners in Mutually obtaining electricity through the Master Meter.

2. Distribute these Guidelines, including attachments, to all Master Meter Mutual Boards, the Leisure World (LW) Physical Properties Department (PPD), and LW Accounting.

3. Make these Guidelines, including attachments, available wherever an Application for Building Modifications Form is obtained, including from the LW website, from the Administration Office.
Receptionist, and from the PPD front desk.

4. Include these Guidelines with attachments in the New Resident Orientation Package, for units on the Master Motor.

5. Grant approval to the EAC to make changes to the Guidelines, including attachments which improve clarity, correct errors, or enhance accuracy. The EAC will seek approval from the LWCC for any future changes in policy or substantive changes in procedures.

Ms. King stated that PPD will be advised to forward Applications for Building Modifications to the Energy Advisory Committee.

k. **Budget Process - 2016**

A draft of a memo from the LWCC Board of Directors to advisory committee chairs dated March 11, 2015, regarding a new budget development process was included in the agenda packet. The memo contained a calendar for the 2016 budget development, a budget change request form, and cost center information.

The Executive Committee agreed by general consent to forward the following motion from the Budget & Finance Advisory Committee to the LWCC Board with the recommendation that it be approved.

**Resolution #21 - 3/20/15**

Resolved, the Budget & Finance Advisory Committee recommends that the LWCC Board of Directors adopts the Annual LWMC Budget Development Process and the process to be utilized by Leisure World advisory committees and Leisure World of Maryland Corporation Management in the 2016 Budget processes.

7. **Updates -**

a. **Fiber Optic Project and Fund Expenditure Balance**

It is estimated that the installation of the fiber optic will be completed mid-May. After the field work on the project is completed, approximately $118,900 will remain in the telecommunications fund and will be used to fund Stage 2.

b. **IT Projects** - Mr. Hannon gave a brief update on the IT projects and discussed future applications for the software. A written report will be provided at the Board meeting.

c. **Crystal Ballroom and Maryland Room Audio-Visual Technology**

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8. New Business -

a. "Best of Montgomery County" Award

Mr. Flannery presented The Gazette’s 2014 "Best of Montgomery County" plaque to the chair. It will be displayed in the lobby of Clubhouse I. This is the second consecutive year that Leisure World has received the award.

b. Shredding Day - A community shredding day will be held Saturday, May 2, from 9:00 a.m. to 1:00 p.m. Mr. Flannery stated that as a result of this program and the lawn waste
management program, dumping fees paid by Leisure World have been reduced by $45,000-50,000 since 2010.

9. **Correspondence** - The Committee reviewed February resolutions considered by advisory committees and correspondence received since the last meeting.

10. **Open Forum** - The following people made comments on the topics indicated:

    Bob Namovicz, M10 - CPAC resolutions - CPAC charter.
    Barbara Braswell, MM - residents' right to influence how money is spent.
    Bob Ardlec, M5 - gratuitous remarks by committee.
    Jay Harding - M17B - commendable leadership of chair - oversight of management and spending.
    Sheryl Katzman, MM - contract administration - rules, policies and governing documents on the website - Four-Acre Site and property at Glen Eagles Drive and South Leisure World Boulevard.

11. **Adjournment** - The meeting was adjourned at 11:20 a.m.

12. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, April 17, 2015 at 9:00 a.m. in the Sullivan Room.

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Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation
Executive Committee Meeting No. 4
Friday, April 17, 2015

Members Present: David Frager, Chair; Joel Swetlow, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Barbara Cronin; Paul Eisenhauer; and Phil Marks.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Jennifer Peacock, Comptroller; Victoria Valentine, Communications Director; Nicole Clarke, Project Manager; Berni Sonnen; Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order - The chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks -

a. Adds/Drops from Advisory Committees

   Government Affairs - Priscilla Schwab, MM, has resigned.
   Golf & Greens - Robert Warr, M19A, has been appointed.
   50th Anniversary - Billie Saunders, M13, and David Kipping, M21, have resigned.

b. Residents' Cooperation - Mr. Frager thanked members of the community for their cooperation in discussing and resolving community issues. Mr. Frager stated that this enables the Board to get its work done in a reasonable manner.

3. Adoption of Agenda - The agenda was approved as presented.

4. Approval of Minutes -

a. The Minutes of the regular meeting of the Executive Committee of March 20, 2015, were approved as written.

5. General Manager's Report -

The General Manager's Report for April was received, noted, and made a part of the record. Additional information was provided as follows:

a. Finances - The first quarter ended with an approximate surplus of $12,000 in spite of a loss of productivity due to weather. It is expected that productivity in the Maintenance Division will improve in the second quarter.
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b. **Human Resources**
   - Ron Pancotti, Director of Human Resources, is developing a recruitment strategy for the new position of Assistant Executive Secretary. The position will be posted this month.
   - Re-organizational structure options for the Accounting Department are being developed.

c. **Risk Management** - A meeting was held with USI and representatives of the Travelers Insurance Company on April 19 to begin renewal discussions. An update on premium renewals will be provided at the April Board meeting.

Safety/risk management training will be scheduled the second and third quarter.

d. **General Manager Benchmarks** - An update will be provided at the April Board meeting.

e. **Fiber Optic Project** - Ms. Gerke was asked to present an update -
   - Installation of handholds and manholes connecting underground conduit around the Boulevard loop is expected to be completed by April 24.
   - Lateral conduit connections from the Boulevard loop to Trust buildings and gatehouses will begin the week of April 20.
   - Testing of underground conduit around the Boulevard loop will begin the week of April 20.
   - Landscape and asphalt repairs will begin when the testing of the conduit is complete.

Mr. Flannery stated that a proposal from Columbia Telecommunications Corp. for the second stage of the project is being reviewed.

6. **Action Items**

a. **Recommendation from E&R Advisory Committee - Motivational Fitness**

   Included in the agenda packet was a proposed resolution to extend the current contract for three years starting June 1, 2015, through May 31, 2018.

   The Executive Committee agreed by general consent to forward the following motion from the E&R Advisory Committee to the LWCC Board with the recommendation that it be approved -

   **Resolution # 22 - 4/17/15**

   Resolved, that the LWCC Board of Directors approves the Motivational Fitness contract extension dated April 7, 2015, for the operation of the Fitness Center.
The motion will be reworded for clarification.

b. **Recommendation from E&R Advisory Committee - Change in Hours of Operation of Fitness Center.**

The Executive Committee agreed by general consent to forward the following motion from the E&R Advisory Committee to the LWCC Board -

**Resolution # 23 - 4/17/15**

The Education & Recreation Advisory Committee recommends the earlier opening, 4:00 a.m., of the LW Fitness Center on a trial basis. The trial period will be for three (3) months, to be followed by a report from the Fitness Center Subcommittee to the E&R Advisory Committee detailing the degree of use of this earlier opening. The request for a later closing time will be made at a later date.

A letter from USI regarding business risk when the Fitness Center is not monitored will be included in the Board agenda packet.

The trial period began on April 7. The motion will be reworded to specify the beginning and end of the trial period.

c. **50th Anniversary**

i. **Funding** - Because the Anniversary Committee has not yet developed a budget, the need for start-up funds was discussed.

The Executive Committee agreed by general consent to forward the following motion with the recommendation that it be approved -

**Resolution # 24 - 4/17/15**

The Executive Committee recommends to the Board of Directors that the $35,000 transferred into the Contingency Fund from the 2014 operating surplus be transferred to a separate restricted fund for the 50th Anniversary. In addition, the 50th Anniversary Committee is authorized to spend up to $5,000 for the initial planning of the anniversary celebration. All expenditures must be approved by the Secretary-Treasurer of the LWCC Board of Directors.

A rationale for this motion will be provided to the Board.
ii. **Fund Raising**

The committee discussed the need to identify who can represent Leisure World when soliciting funds for the 50th Anniversary and the need to develop a methodology for soliciting funds.

The Executive Committee agreed by general consent to forward the following motion to the LWCC Board with the recommendation that it be approved:

**Resolution # 25 - 4/17/15**

Resolved, the LWCC Board of Directors will approve a fund raising strategy as developed by the 50th Anniversary Committee, which will identify organizations and individuals who may solicit funds for the 50th Anniversary Celebration on behalf of the community. Only those organizations and individuals approved by the Board of Directors may identify themselves as officially representing the LWCC 50th Anniversary Celebration fund raising.

To clarify the role of the Board of Directors in this matter, the language in the second sentence of the rationale will be changed from "to clearly articulate a fund raising strategy..." to "to have a clearly articulated fund raising strategy..."

The LWCC Board of Directors will be informed that the Foundation of Leisure World, Inc. has a 501-(c)(3) status and is independent of LWCC and does not report to the LWCC Board of Directors.

7. **Updates -**

a. **Technology Report - Status of Projects and Consultant Engagement**

Mr. Flannery stated that project work continues in the following operations -

- **Accounting** - The digitizing of accounts payable invoices has begun at the Mutuals.
- **Clubhouse Operations** - Training has begun at Clubhouse II for event management/room reservations.
- **Social Services** - Work has begun to identify potential software solutions.
- **Clubhouse Buildings** - Plans are being developed to complete Wi-Fi capabilities in both Clubhouses. This effort is tied to the fiber optic project.
- **Security - Programming and design of incident report writing has been completed. Full implementation of enhancement to resident services is tied to the fiber optic project.**
- **Leisure World News** - Plans for billing by the LW News has begun.
Resolution #26 - 4/17/15

Resolved, that the current update will not go forward until there is a special committee meeting, with upper management present (Mr. Flannery, Mr. Courson, Ms. King and Ms. Gerke) so that the committee can ask questions raised by the report and, if possible, obtain more detailed information before that special meeting.

g. Irrigation Pond Impact Areas - Ms. Gerke reported that the Maryland Department of the Environment will be the regulatory agency which will be the primary reviewer of documents and issues of permits. A preliminary plan of the outline of the pond which shows the areas of construction, "area of disturbance," and impact on the golf course was discussed. A status report on the project will be given to Mutuels 20A and 20B next week. It was requested that the report also include the impact to the walking path.

8. New Business -

a. Deer Report - Included in the meeting packet was a Deer Incident Report from the Security & Transportation Advisory Committee for the period of November 1, 2014, through March 31, 2015. It will be presented to the Board in April.

9. Correspondence - The Committee reviewed March resolutions considered by advisory committees and correspondence received since the last meeting.

10. Open Forum - The following people made comments on the topics indicated:

   • Jay Harding - M17B - Ms. Peacock's valuable service to the community - sidewalk work between the Administration building and Clubhouse I - GM Evaluation Committee and report -
   • Sheryl Katzman, MM - vendor list - fund raising by Foundation.

11. Adjournment - The meeting was adjourned at 11:10 a.m.

12. Next Meeting - The next meeting of the Executive Committee is scheduled for Friday, May 15, 2015, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary-Treasurer
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Leisure World Community Corporation
Executive Committee Meeting No. 7
Friday, June 19, 2015

Members Present: Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Barbara Cronin; Paul Eisenhour; and Phil Marks.

Members Absent: David Frager, Chair; Joel Swetlow, Vice Chair

Management Present: Kevin Flannery, General Manager; Tim Coursey, Assistant General Manager; Jolene King, Assistant General Manager; Richard Jones, Grounds Director; Victoria Valentine, Communications Director; Nicole Gerke, Project Manager; Beth Sommer, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. Call to Order - The chair called the meeting to order at 9:30 a.m.

2. Chair’s Remarks -

Changes to Advisory Committee Rosters -

   Anniversary
   Add: Marcia Hahn, M26, and Norcen Potter, M66.
   Remove: Ida Mac Polesani, M25.

   History and Accomplishments
   Add: Fred Shapiro, M24.

   Budget & Finance
   Add: Arlene Brooke, M17A.

   Energy
   Remove: Arthur Hooker, MM.

   Restaurant
   Remove: Arthur Hooker, MM.

3. Adoption of Agenda - The agenda was approved as amended. Add: 7g - Proposed addition for the New Administration Building - Space Allocation. Delete: 7b - Crystal Ballroom Contract; and 8a - Report on Ballroom Renovations Bids.

4. Approval of Minutes - May 15, 2015 - The Minutes of the regular meeting of the Executive Committee of May 15, 2015, were approved as written.

5. Approval of Minutes - May 27, 2015 - The Minutes of the closed session of the Executive Committee of May 27, 2015, were approved as written.
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6. **General Manager's Report**

The General Manager's Report for June was received, noted, and made a part of the record. Additional information was provided as follows:

- **Finances** - The year-to-date surplus is approximately $63,000.
- **Risk Management** - With one-quarter remaining in the current cycle, there is a loss ratio of approximately 29.6%.
- **June Property Transfers** - As of June 18, there have been 38 property transfers, resulting in $141,000 in contributions.
- **Golf Course Cost Comparisons** - A "Golf Course Cost Comparisons" report is attached to the "Additional Notes" document.
- **New Resident Orientation** - The New Resident Orientation was held yesterday. It was well attended, and feedback was positive.

7. **Action Items**

   a. **2016 Budget** - Mr. Marks stated that at its June 10, 2015, regular meeting, the Budget & Finance Advisory Committee reviewed the following documents, all of which were provided at today's meeting: 2016 Schedule of Fees; 2016 Facilities Maintenance Plan; 2016 Capital Purchases proposal; and the Facilities Reserve Plan.

   The Executive Committee agreed by general consent to forward the following resolutions from the Budget & Finance Advisory Committee to the Board of Directors, with the recommendation that they be approved:

   **Resolution #29 - 6/19/15**
   That the LWCC Board of Directors adopts the 2016 Schedule of Fees as presented by the LWMC Management.

   **Resolution #30 - 6/19/15**
   That the LWCC Board of Directors adopts the Facilities Maintenance Plan for Trust Properties-2016 as presented by the LWMC Management.

   **Resolution #31 - 6/19/15**
   That the LWCC Board of Directors adopts the 2016 Capital Purchases Proposal as presented by the LWMC Management.

   **Resolution #32 - 6/19/15**
   That the LWCC Board of Directors adopts the 2016 Facilities Reserve Plan as presented by the LWMC Management.
b. **Golf & Greens Report**

The Golf & Greens Advisory Committee conducted a comprehensive study of the use of the green space/golf course for the purpose of determining operational alternatives to reduce/eliminate the current annual financial subsidy.

Their findings, contained in the report, "Joint Golf Club and Golf & Greens Advisory Study Group," dated June 12, 2015, were distributed. The Board will be asked to take action on the recommendations contained in the report at its July meeting.

c. **Recommendations from the Landscape Advisory Committee**

**Tree Removal**

The Executive Committee discussed a memo from the Landscape Advisory Committee dated June 19, 2015. The memo contained a recommendation that McFall & Berry reimburse LWMC $12,825 for the removal of dead or diseased-beyond-recovery trees, which work the Landscape Committee believed is covered by the specifications of the contract.

A memo from Jolene King, dated June 15, 2015, provided information as to why the tree removals, referred to in the Landscape Advisory Committee’s memo, were charged to LWMC.

The vice chair of the Landscape Committee explained the process by which the committee approves the removal of declining trees, which removal is done at the expense of LWMC.

The Executive Committee agreed by general consent to forward the following motion from the Landscape Advisory Committee:

**Resolution #33 - 6/19/15**

That the LWMC/McFall & Berry Landscape Company contract requires contractor responsibility to care for, inspect and remove all Trust property trees identified as "dead or diseased beyond recovery," at contractor expense and that McFall & Berry shall issue a $12,825 refund to LWMC.

The Executive Committee does not support the resolution.

**Exclusion of Clover from Chemical Applications**

The Executive Committee discussed a memo from the Landscape Advisory Committee dated June 19, 2015. The memo contained a recommendation that clover be excluded from all chemical applications on LW Trust properties. A memo from
Jolene King, dated June 15, 2015, provided information about why clover should be included in the application of chemicals.

The Executive Committee agreed by general consent to forward the following motion from the Landscape Advisory Committee -

**Resolution #34 - 6/19/15**
That clover be excluded from all chemical applications in Leisure World of Maryland Trust properties.

The Executive Committee does not support the resolution.

d. **Fitness Center Permit Funding** -
Ms. Gerke presented a "Fitness Center Expansion - Permit Funding Report" dated June 19, 2015. The report contains a resolution requesting funding for the Building Permit Phase of the Fitness Center Expansion Project.

The Executive Committee agreed by general consent to forward the following motion with the recommendation that it be approved -

**Resolution #35 - 6/19/15**
That the LWCC Board of Directors approves $50,000 to fund the Building Permit Phase of the Fitness Center Expansion project. Funds shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund).

e. **Government Affairs Advisory Committee - Membership for July 2015-June 2016** -

The names of the Government Affairs Advisory Committee members for the period from July 1, 2015, through June 30, 2016, were included in the agenda packet.

The Executive Committee agreed by general consent to forward the following motion with the recommendation that it be approved -

**Resolution #36 - 6/19/15**
That Government Affairs Advisory Committee membership for the period of July 1, 2015, through June 30, 2016 is as follows:

- **M20B** Hank Heller, Chair
- **MM** Sally MacDonald
- **M17B** Jay Harding
- **M21** David Kipping
- **M23** Lee Ann Kaye
- **M23** Steve Kline
- **M24** Glenn Rahmoller
- **M26** Kenneth Muir
- **M27** Richard Riseberg
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f. New Administration Building - Space Allocation -

Distributed at the meeting was a memo dated June 19, 2015, to the Board from the Community Planning Advisory Committee. The memo contained four resolutions recommending Board action.

The Executive Committee agreed by general consent to forward the following resolutions from the Community Planning Advisory Committee with the recommendation that they be approved -

Resolution #37 - 6/19/15
That the new Administration Building includes a dedicated 1,680 square foot room (which can be divided) as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

Resolution #38 - 6/19/15
That the two shared meeting rooms, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015, be reduced to one, thereby cutting square footage by approximately 400 square feet.

Resolution #39 - 6/19/15
CPAC accepts the shared/collaboration small conference rooms as a total of three, a total of 360 square feet, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

Resolution #40 - 6/19/15
That the Communications/Leisure World News Department be included in the new Administration Building, occupying approximately 400 square feet.

The Executive Committee recommended that the motions be reformatted to be more explicit and that each resolution have a rationale for the June Board of Directors meeting.

8. Updates -

a. Report on Clubhouse Operations - The General Manager will provide a written report at the June Board meeting.

b. Report on Leisure World News - Organizational Structure - The General Manager will provide a written report at the June Board meeting.

c. PHP Status Report/Update - A Facilities Enhancement Plan status report dated June 19, 2015, was distributed. It will be provided to the Board at its June meeting as an
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interim status report. A complete FBP six-month report including financial
Statements for each project will be provided to the Board in July.

9. **New Business** - There was no new business.

10. **Correspondence** - The Committee reviewed May resolutions considered by advisory
committees and correspondence received since the last meeting.

11. **Open Forum** - There were no visitor comments during Open Forum.

12. **Adjournment** - The meeting was adjourned at 9:55 a.m.

13. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, July
17, 2015, at 9:00 a.m. in the Sullivan Room.

______________________________________________
Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation  
Executive Committee Meeting No. 8  
Friday, July 17, 2015

Members Present:  Henry Jordan, Executive Secretary-Treasurer; Joel Swetlow, Vice Chair; Linda Wach; Barbara Cronin; Paul Eisenhaur; and Phil Marks.

Members Absent:  David Frager, Chair

Management Present:  Kevin Hauncry, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Beri Sonnen, Executive Assistant; and Nancy Gordon, Trust Assistant.

1. **Call to Order** - The chair called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks** -

   **Changes to Advisory Committee Rosters** -

   **Health Advisory Committee**  
   Cathy Galano, M21, is stepping down as chair but will remain on the committee. Paul Spiegel, M20B, has resigned.

   **50th Anniversary Committee**  
   Sally MacDonald, MM, has resigned.

   **LW News**  
   Martha Robinson, M6C, is resigning after the July 18th meeting.

   **S&T**  
   Joan Jenkins, M23, has stepped down as vice chair but will remain on the committee. Herman Cohen, M17A, has been appointed vice chair.


4. **Approval of Minutes** - The Minutes of the regular meeting of the Executive Committee of June 19, 2015, were approved as written.
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5. General Manager’s Report –

The General Manager’s Report for July was received, noted, and made a part of the record. Additional information was provided as follows:

Finances - Year-to-date operating surplus is approximately $95,000-$100,000. A written financial report will be in the Board packet.

Property Transfers - As of July 16th, there were 35 transfers, generating $132,000 in contributions.

Budget Update –

- To date, six committees have reviewed the Operating Budget. Five of the committees have approved the budgets. The Leisure World News Advisory Committee did not approve the budget. Meetings with other committees to review budgets will conclude on July 21st.
- The Budget Forum will be held on August 20th at 3:00 p.m. in the Maryland Room.

6. Action Items -

a. Golf & Greens Report -

Included in the meeting packet were resolutions from the Golf & Greens Advisory Committee. (No action was required on the resolution regarding approval of fees because those fees were included in the Schedule of Fees approved by the Board in June.)

The Executive Committee agreed by general consent to rewrite the following resolutions from the Golf & Greens Advisory Committee and forward them to the LWCC Board of Directors.

Resolution 41 - 7/17/15
That the Golf & Greens Advisory Committee recommends that Management, in collaboration with the Golf & Greens Advisory Committee, develop an internal marketing and promotion plan for the golf course.

Resolution 42 - 7/17/15
That the Golf & Greens Advisory Committee recommends to the LWCC Board of Directors that the current play and tee time restrictions for the Associate Program be removed.

- Note: Current restrictions are as follows: If an associate member wishes to play before 11:00 a.m. on any day, they must play with a resident of Leisure World.
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Resolution 43 - 7/17/15
That the Golf & Greens Advisory Committee recommends to the LWCC Board of Directors that the number of Associates be increased from 50 to 100.

Resolution 44 - 7/17/15
That the Golf & Greens Advisory Committee recommends to the LWCC Board of Directors that the golf facility can be made available to outside events on a limited basis. The Golf Professional, in conjunction with the Director of Golf and the General Manager, will determine availability of the facility.

Resolution 45 - 7/17/15
That the Golf & Greens Advisory Committee recommends to the LWCC Board of Directors that the Golf Professional, in conjunction with the Director of Golf and the General Manager, has authority to negotiate Greens Fees and Cart Fees for outside events.

The Executive Committee agreed by general consent to forward the following motion to the Board with the recommendation that it be approved -

Resolution #46 - 7/17/15
That the LWCC Executive Committee recommends that the Board of Directors postpone action on Resolution #18, 3/31/15, until the Board receives a report from Management on funds for golf maintenance that are being held in reserve, pending approval on the FEP golf related changes.

(Resolution #18 - 3/31/15 - The LWCC Board of Directors authorizes a comprehensive study of the use of the green space/Golf Course for the future use of the LW community for the purpose of determining operational alternatives to reduce/eliminate the current annual financial subsidy. With the exception of the irrigation pond project, the FEP Golf project is suspended until the LWCC Board evaluates and acts on the comprehensive study results.)

b. Landscape & Snow Removal Contract Extension - Included in the agenda packet was a memo from Jolene King regarding Resolution #40 - 5/29/15, which authorized a one-year extension of the Landscape and Snow Removal Services contract with McFaul and Berry and directed Management to negotiate a one-year contract to December 31, 2016, under the terms of the existing contract.

The Executive Committee agreed by general consent to forward the following motion to the Board with the recommendation that it be approved -
Resolution # 47 - 7/17/15
That the LWCC Board of Directors approves Addendum C to the Landscape and Snow Removal Contract with McFall & Berry, dated 8/22/12, for a period of one year beginning 1/1/16 and ending 12/31/16, at a 4% increase in the fee.

c. Recommendation from E&R Committee - Fitness Center Hours - Included in the agenda packet was a memo from the chair of the E&R Advisory Committee and the chair of the E&R Advisory Committee Fitness Subcommittee dated July 5, 2015, regarding the Fitness Center.

The Executive Committee agreed by general consent to forward the following motion from the E&R Committee to the Board with the recommendation that it be approved -

Resolution # 48 - 7/17/15
That the LWCC Board of Directors approves that the 4:00 a.m. opening of the Leisure World Fitness Center be extended indefinitely past the previous July 6, 2015, deadline of the trial period, pending guidelines to be established for the opening of the new Fitness Center.

d. Permit Funding - North Wing Clubhouse I - Included in the meeting packet was a resolution regarding permit funding for the North Wing of Clubhouse I.

The Executive Committee agreed by general consent to forward the following motion to the Board with the recommendation that it be approved, pending approval by the Restaurant Committee on July 20, 2015 -

Resolution # 49 - 7/17/15
That the LWCC Board of Directors approves an amount not to exceed $30,000 to fund the Permit Phase of the North Wing of Clubhouse I project. Funds shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund).

Ms. Gerke stated that an application for the permit will be submitted in August.

c. Hartman Advisory Engagement - Fiber Optic Stage 2 - Included in the meeting packet was a resolution regarding a "Service Order Agreement for Network Engineer Services" with Hartman Executive Advisory dated 7/7/15.

The Executive Committee agreed by general consent to forward the following motion to the Board with the recommendation that it be approved -
Resolution # 50 - 7/17/15
That Management is authorized to execute "Service Order Agreement for Network Engineer Services" with Hartman Executive Advisors dated 7/7/15. The fee for services will not exceed $22,000. Funds to be provided by the Telecommunications Fund.

Management has been requested to provide timeline identifying key elements relative to this engagement.

f. 2016 Goose Management Program
Last year, LWMC contracted with a goose management service, which program was funded by the Contingency Fund. Inasmuch as the program has been effective and will be on-going, it will be added to the Facility Maintenance Plan which was approved by the Board in June 2015.

The Executive Committee agreed by general consent to forward the following motion to the Board with the recommendation that it be approved:

Resolution # 51 - 7/17/15
That the LWCC Board of Directors approves the addition of an item to the Facility Maintenance Plan previously approved by the Board in June, at a cost of $17,400, for funding of the goose management program.

7. Updates -

a. Budget Presentation - A presentation of the 2016 Budget will be made at the July Board meeting by the Chair of the Budget & Finance Committee.

b. FEP Report - A report will be provided to the members of the Board on Tuesday, July 21. It will include: status of each project; cash analysis at project level - approved vs. disbursed; cash flow/timeline at the plan level. In addition, information will be provided on current projects outside of the FEP. Board members will be requested to email any questions to Nicole Gerke prior to the Board meeting.

c. Financial Performance Report - First Half 2015 - The report will be sent electronically to the Board prior to the meeting.

8. New Business - There was no new business.

9. Correspondence - The Committee reviewed June resolutions considered by advisory committees and correspondence received since the last meeting.

10. Open Forum - The following residents spoke on the topics indicated:
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- Barbara Braswell, MM and M13 - LW News Committee's reason for not approving 2016 Budget.
- Bob Namovicz, M10 - Crosswalk painting - Closed circuit TV coverage of Board and Executive Committee meetings.
- Jackie Rabinow, M14 - Categorizing Board resolutions.
- Jay Harding, M17B - How well Mr. Jordan conducted the meeting - LWCC Board business practices.
- Sheryl Katzman, MM - Personnel issue.

11. Adjournment – The meeting was adjourned at 10:30 a.m.

12. Next Meeting – The next meeting of the Executive Committee is scheduled for Friday, August 14, 2015, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation
Executive Committee Meeting No. 10
Friday, September 18, 2015

Members Present: David Frager, Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Paul Eisenhaur; Barbara Cronin; and Phil Marks.

Members Absent: Joel Swetlow, Vice Chair.

Management Present: Kevin Flaimery, General Manager; Tim Coursen, Assistant General Manager; Julene King, Assistant General Manager; Dawn Gaynor, Director of Finance and Accounting; Berri Summer, Executive Assistant; and Marlene Smith, Assistant Executive Secretary.

1. Call to Order - The Chair called the meeting to order at 9:00 a.m.

2. Chair’s Remarks -

   • Advisory Committee Changes – Ida Lou Polcari, M25, has resigned from the Education & Recreation Committee. Grace Cooper, M19A, has resigned from the Leisure World News Committee.

   • Pesticide Bill – Marian Altman is preparing a paper to be provided to the Board at the meeting on September 29th.

3. Adoption of Agenda – Mr. Eisenhaur added item “e” under Updates – “Impact of Montgomery County Bill 52-14.”

Ms. Cronin moved that the Executive Committee go into executive session at the conclusion of the regular meeting, in accordance with the requirements of § 11B-111 (4) (iv) of the Maryland Homeowners Association Act, to discuss legal matters. A recorded roll call vote was held of all members present, as listed above. The vote was unanimous in favor of adding a closed executive session at the conclusion of the regular meeting.

The agenda was approved by general consent, as amended.

4. Approval of Minutes – The Minutes of the Executive Committee meeting of August 14, 2015, were approved as written.

5. General Manager’s Report – The General Manager’s Report for September (revised 9/15/15) was received, noted, and made a part of the record. The General Manager provided additional information on the following topics:
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Finances – An operating surplus in August of approximately $11,000 places the year-to-date surplus at approximately $122,000.

Property Transfers – With 20 transfers for September through 9/14, contributions have surpassed the $1 million mark. A chart of resales by month for 2015 was attached to the General Manager’s Additional Notes.

Status of Fire – Twelve units were involved (two of which are vacant). Target dates for resident return to units are as follows: four units by 9/30; four units by 12/31; and the remaining four units by May 2016.

Mr. Flannery reported that the Riderwood community had contacted him and offered their help with temporary housing for displaced residents.

Mr. Flannery and Steve Wischmann, Montgomery Mutual property manager, along with Delegate Kramer, are working with the Montgomery County Department of Health and Human Services.

Of the 10 occupied units that were involved, five did not have homeowners insurance. Mr. Flannery is working with the insurance broker to put together an educational program on this topic.

6. Action Items –

a. 50th Anniversary Committee – Policy Guidance – Mr. Jordan moved the committee’s resolution, included in the agenda packet on page 10. He stated that the information on Sponsorship Opportunities included on page 15 was requested by a Board member at the meeting on August 25th.

Discussion followed, and Ms. Marks, chair of the committee, stated that the intention of the resolution was to have the Board take a position before the committee moves forward.

Upon motion by Mr. Jordan, the Executive Committee voted unanimously to forward the 50th Anniversary Committee’s resolution to the Board, as follows:

Resolution # 57, 9-18-15
The LWCC Board of Directors authorizes the 50th Anniversary Committee as part of its fund raising activities to offer a sponsor the opportunity to place a banner on the globe announcing its support for our community celebration. The banner would have the following information: Forward@50! Logo and the top sponsor’s name.
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The banner will comply with all State & County sign regulations and would be in place from April 1, 2016-October 1, 2016.

7. Updates –

a. Report from Strategic Technology Committee – Dr. Leong, chair of the committee, reviewed direction the committee had previously received from the Board, which resulted in the following two resolutions that were approved by the committee and included in their report:

- Resolved, the Strategic Technology Committee recommends that its Ad Hoc or Special status remain unchanged.

- Resolved, the Strategic Technology Committee will develop a 2016-2020 LWCC Strategic Technology Plan – including alternative analysis for solutions, cost estimates and implementation stages – to be completed by March 31, 2016.

Dr. Leong reviewed a report from Hartman Advisors, which was distributed at the meeting. He indicated that the goal of the committee is to be integrated with both management and Hartman.

Mr. Flannery stated that management and a Hartman Advisors representative will address the Technology Committee at their October meeting and will provide more substantive budgetary estimates.

Dr. Leong also reviewed the Technology Committee’s report. He stated that the committee plans to talk to residents as much as possible, in order to assess their needs – both to groups in cluster meetings and to Mutual Presidents and Board Presidents individually.

There was consensus that no action was necessary on the committee’s proposed resolutions until at least March when the committee submits its report.

Mr. Marks stated that it would be helpful if the Technology Committee could schedule a time in the next two months to come to the Budget & Finance Committee and talk about their thoughts from a capital perspective and an operating budget perspective.

b. Update on the Hartman Engagement – Mr. Flannery reviewed the information provided in the General Manager’s Additional Notes.
c. **Update on HEP and Other Projects** – Ms. King stated that the Community Planning Advisory Committee will meet on September 24th to further discuss the Administration Building Site Plan.

She reported that the salt shed project was completed in July, at $5,200 under budget.

Construction was completed on the Crystal Ballroom, which is scheduled to reopen on September 19th.

d. **LWNAC/Management/Board Representatives Progress on Roles and Responsibilities** – Mr. Jordan summarized the committee’s meeting on September 17th, which was attended by representatives from management and the Board. It was agreed that the parties will look at the committee’s charter and review the language, in an attempt to build a consensus during the next few months.

e. **Impact of Montgomery County Bill 52-14** – Mr. Eisenhauser stated that the impact of the bill will be significant. He noted that the Leventhal Bill involves large sums of money, but that they have no budget appropriation requests yet. He quoted from a letter from the President of Mutual 10, which noted that it is particularly important for the master meter mutuals since they are the mutuals with the most land around their houses.

Mr. Eisenhauser discussed the difficulties associated with the referendum requirement included in the Berliner amendment.

Mr. Frager stated that he had received a message from Ms. Altman, who had attended a Montgomery County workshop on County Bill 52-14. Voting on the Bill takes place on October 6th, which gives the LWNAC Board time to voice their opinion at this month’s Board meeting. Ms. Altman is preparing a cover memo, along with both versions of Bill 52-14, to be included in the Board agenda packet.

Mr. Frager acknowledged that educating residents about this bill and about the topic will be difficult.

Ms. Crotia stated her concern about having a yearly referendum of every owner to decide what the organization will do. She has no idea how it would affect the ability to have a long-term landscaping contract, and she has not seen any discussion of this issue.

Mr. Marks questioned whether, if there are serious objections to any parts of the Bill, or things that are not clear, we are supposed to obtain a vote of owners or residents. These are things that need to be clarified.
8. **New Business** –

   a. **Visit from Japan Contingent** – Mr. Flannery reported that, on September 17th, the Community was visited by a group from Japan, accompanied by the Executive Director of the Association of Japan for Continuing Retirement Care. The group is interested in developing retirement care housing in Japan.

   This was the group’s second visit to Leisure World; the first visit was about five years ago. Mr. Flannery noted that the community has also been visited by groups from Brazil and from Latvia.

   The Chair commented that this was a very positive event for Leisure World’s image. The Director of Communications was involved, and pictures and information about the visit will be forwarded to Communi-k.

9. **Correspondence** – The Committee reviewed August resolutions considered by advisory committees and correspondence received since the last meeting.

   It was pointed out that a landscape resolution was omitted from the summary, and that the landscape resolutions relating to changing the names of three parks should have been shown in the “Board Action” column. These items will be corrected in the Board packet.

10. **Open Forum** – The following residents spoke on the topics indicated:

   - Jay Harding, M17B – Closing meetings for executive session – need to state the issue. Proliferation of advisory committees with Board members as chair or vice-chair.
   - Sheryl Katzman, MM – Motion missing from landscape resolutions. Referendum requirement was removed from original pesticide bill but was added to Berliner amendment.
   - Barbara Braswell, MM/M13 – Clarify role of Executive Committee that Executive Committee will pass a resolution on to the full Board with or without a recommendation.
   - Bob Namovicz, M10 – Need to look at turnover in Leisure World overall could have an impact on technology that is suggested. Wood shop has its open house today and tomorrow.

11. **Adjournment** – The regular meeting was adjourned at 10:20 a.m.

12. **Next Meeting** – The next regular meeting of the Executive Committee is scheduled for Friday, October 16, 2015, at 9:00 a.m. in the Sullivan Room.

13. **Executive Session** – The meeting resumed at 10:25 a.m. with the following Board members present:
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David Frager, Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Paul Eisenhaur; Barbara Cronin; and Phil Marka.

Members Absent: Joel Swetlow, Vice Chair.

Guests: Kevin Flannery, General Manager

A report was made by the General Manager on legal matters concerning personnel and the legality of disclosure of specific information.

14. Adjournment of Closed Session The closed session adjourned at 11:00 a.m.

Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation
Executive Committee Meeting No. 12
Friday, November 13, 2015

Members Present: David Frager, Chair; Joel Swetlow, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Barbara Cronin; Paul Eisenhaur; and Phil Marks.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Victoria Valentine, Director of Communications; Steve Wischmann, Montgomery Mutual Property Manager; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; Mathew Smith, Executive Secretary; and Nancy Gordon, Trust Assistant.

Morgan-Keller Construction Team: Kevin Contardi, Director of Specialty Contracts Operations; and Michael Maher, Construction Services Manager.

1. Call to Order - The Chair called the meeting to order at 9:00 a.m.

2. Chair's Remarks -

Advisory Committee Membership - There were no reported changes to the 2015 Advisory Committees.

Governor’s Award - Herman Cohen, M17A, and Morton Davis, M203, members of the Security & Transportation Advisory Committee head the County’s "KISS" program (Keeping Seniors Safe) and will be receiving the Governor’s Award for 2015.

Veterans Day Lunch - The luncheon held in the Crystal Ballroom was a success. It was sponsored by Morgan Stanley and a veterans group.

E-mail to Montgomery County Council and Outside News Publications - A resident’s email regarding security issues, which was sent to County Council and several outside news publications, was forwarded to Mr. Frager. Mr. Frager requested that the Security & Transportation Advisory Committee Chair and the General Manager provide information to the Leisure World News about safety in Leisure World. He also requested that the fact that Leisure World is a secure community be publicized outside the community.

3. Adoption of Agenda – The agenda was approved as amended with the following additions:

9-f - 2017 Budget Process
9-g - Purchase of IT Equipment from Capital Equipment Fund
10-d - Senior Forum
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4. Request for Closed Session -

Upon motion by Ms. Cronin, The Executive Committee unanimously agreed, by a roll call vote of each member present -

**Resolution # 63 - 11/13/15**
That a closed session be held following the regular meeting to discuss personnel and contract matters, in accordance with the requirements of § 11B-111 (4) (i) (iv) of the Maryland Homeowners Association Act.

5. Approval of Minutes - The Minutes of the regular meeting of the Executive Committee of October 16, 2015, were approved as written.

6. Morgan-Keller Construction Team - Ms. King introduced Kevin Contardi, Director of Specialty Contracts Operations, and Michael Maher, Construction Services Manager of Morgan-Keller. Ms. King stated that, as reflected in the 2016 Budget Assumptions, a need had been identified for additional support for the management of IBP Projects.

Ms. King stated that Morgan-Keller has been retained to assist in the construction management for the Terrace Room renovations. Their well-regarded reputation in the industry and their experience with senior communities were demonstrated by their work in the Ballroom. They worked well with our team and showed respect for our interests, our priorities, our residents and our property.

Mr. Contardi stated that Morgan-Keller, in business for 60 years, has 3,000 subcontractors in its database and that all projects are competitively bid. Mr. Contardi stated that teamwork with, and the interests of, Leisure World are of primary importance.

7. General Manager’s Report -

The General Manager’s Report for November was received, noted, and made a part of the record.

Additional information was provided as follows:

**Recognition** - Elizabeth Schultz, Property Manager of Overlook, has been elected to the Board of Directors of the Washington Chapter of Community Associations Institute (CAI).

**Finances** - Year-to-date operating surplus is approximately $131,000. Highlights were sent out on November 10.

8. MedStar 3rd Quarter Report - The report will be presented to the Board in November.
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9. Action Items -

a. 2016 Advisory Committees - A copy of the 2016 Advisory Committees Roster was distributed. It will be updated with any changes received before the November Board meeting and presented to the Board for confirmation.

b. MedStar Pilot Program -

i. Report from Health Advisory Committee - Mr. Flannery stated that, at its October meeting, the Health Committee took an action supporting the MedStar Pilot Program. As a result of comments from the Board of Directors in October, Ana Alvarez, of MedStar, has updated the report on the program. It will be presented to the Health Advisory Committee on November 18. The Health Advisory Committee will submit its comments to the Board in November.

ii. Report from Security & Transportation Advisory Committee - At its November 12th meeting, the S&T Committee voted against the proposed Pilot Program, pending additional information. Mr. Eisenhaur, Chair of the Security & Transportation Committee, will submit the S&T Committee comments to Ana Alvarez, MedStar, prior to the November Board meeting.

c. Administration Building Site Plan - Included in the agenda packet was a memorandum from the chair of the E&R Committee dated November 3, 2015, recommending the elimination of three of the four shuffleboard courts. The recommendation will be included in the Board packet.

Also included in the November Board packet will be a recommendation from the Community Planning Advisory Committee. The committee's recommendation is that staff continue refining the development of the Preliminary Layout Study of the Site Plan discussed and reviewed at CPAC's November 9th meeting. The site plan included one shuffleboard court.

Upon motion by Mr. Marks, the Executive Committee unanimously agreed to forward the following motion from the E&R Advisory Committee to the LWCC Board with the recommendation that it be approved -

Resolution # 64 - 11/13/15
That the LWCC Board of Directors approves the recommendation of the Education & Recreation Committee and the Community Planning Advisory Committee to eliminate three of the four shuffleboard courts in order to improve handicap parking in the Administration/Clubhouse I parking lot.

d. Clubhouse I North Wing Terrace Room Construction Funding and Contract with Morgan Keller - At its meeting on November 16th, the Restaurant Advisory
Committee will make a recommendation regarding funding for the Clubhouse I North Wing Terrace Room construction, which recommendation will be included in the November Board packet.

e. Books/Records Policy and Associated Forms - Included in the agenda packet was a memorandum from Mr. Flannery, dated November 24, 2015, regarding "Requests for Information - Policy and Procedures." The document reflects a change to the Requester’s Form and will be presented to the Board for approval.

The Policies and Procedures document will also be amended to include cost information for the copying of books and records.

Upon motion by Ms. Cronin, the Executive Committee unanimously agreed to forward the following motion to the LWCC Board with the recommendation that it be approved -

Resolution #65 - 11/13/15
That the Board approves the amended, revised "Requests for Information - Policy and Procedures."

f. 2017 Budget Process - Distributed at the meeting were the following documents regarding the 2017 Budget Process:

- proposed resolution
- memo to the chair of the LWCC Board of Directors from Phil Marks, Chair of the Budget & Finance Advisory Committee
- proposed memo to Advisory Committee chairs from the LWCC Board of Directors
- calendar for 2017 budget development
- budget change request form
- list of advisory committee budget responsibility by cost center

Mr. Marks stated that the Budget & Finance Advisory Committee and Leisure World Management developed a formal Budget Development Process for the 2016 Budget. The process was successfully used for the 2016 Budget. The Budget & Finance Committee recommends approval of the 2017 Budget Development Process.

Upon motion by Mr. Marks, the Executive Committee unanimously agreed to forward the following motion from the Budget & Finance Advisory Committee to the LWCC Board with the recommendation that it be approved -

Resolution #66 - 11/13/15
That the LWCC Board of Directors adopts the 2017 Budget Development Process as recommended by the Budget & Finance Advisory Committee for use by Advisory Committees and LWMC Management.
g. **Purchase of IT Equipment from Capital Equipment Fund** - Distributed at the meeting was a memo from the chair of the Budget & Finance Advisory Committee to the chair of the LWCC Board of Directors, dated November 11, 2015, recommending a capital expenditure for IT equipment.

Mr. Marks stated that replacements and upgrades are necessary in order to address aged equipment and to develop an integrated network system throughout LWMC's various operating locations.

Upon motion by Mr. Marks, the Executive Committee unanimously agreed to forward the following motion to the Board of Directors with the recommendation that it be approved -

**Resolution #67 - 11/13/15**
That the LWCC Board of Directors approves the capital expenditure of $266,000 for information technology equipment replacement and network enhancements. Funding to come from the Capital Equipment Fund.

10. **Updates**

   a. **Hartman Engagement - RFP Status** - Mr. Flannery stated that the RFP for network engineering service will be finalized on November 10. The Technology Committee reviewed the RFP at its meeting on November 3.

   Mr. Coursey stated that property managers and Mutual assistants are testing Association Voice software.

   Mr. Wischmann stated that meetings with IT and Mr. Coursey confirm that Association Voice migrates well with Jenark. Testing will continue to determine if it is the platform that will best provide a robust web-based resident database for Montgomery Mutual as well as for the other Mutuals.


   c. ** Benchmarks (General Manager)**

   Benchmark reports on Clubhouse Operation, Administrative Support Services, and Hartman Report on Staffing will be included in the November Board meeting packet.

   d. **Senior Forum** - Mr. Marks distributed a flyer for Montgomery County Senior Forum, scheduled for Wednesday, November 18, in the Crystal Ballroom. The Forum is for
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all Montgomery County residents. A Resource Fair will begin at 10:00 a.m., followed by the program from 10:30 a.m. to at 12:00 p.m. Speakers are John McCarthy, State's Attorney; Eric Friedman, Director of Montgomery County Office of Consumer Protection; and Kathleen Meaney Siobie, Director of RSVP Program of Montgomery County Volunteer Center.

11. **New Business** - There was no new business.

12. **Correspondence** - The Committee reviewed October resolutions considered by advisory committees and correspondence received since the last meeting.

Included in the correspondence was a photo of a fireman, the dog he resuscitated after the recent fire in Montgomery Mutual, and the dog's owner. It was suggested that a certificate of appreciation be awarded to the fireman.

13. **Open Forum** - The following residents spoke on the topics indicated:

- Sharon Borgogni - M20A - robocalls
- Jay Harding, M17B – governor's commitment to senior programming - open agenda meetings - discrimination complaint - MedStar Pilot Program.

14. **Adjournment** - The meeting was adjourned at 10:10 a.m.

15. **Next Meeting** - The next meeting of the Executive Committee is scheduled for Friday, January 15, 2015, at 9:00 a.m. in the Sullivan Room.

Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation
Executive Committee Meeting No. 4
Friday, March 18, 2016

Members Present: David Frager, Chair; Barbara Cronin, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha; Paul Eisenhour; Phil Marks; and Joel Swetlow.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Inlene King, Assistant General Manager; Victoria Valentine, Director of Communications; Richard Jones, Director of Grounds; Dawn Gaynor, Director of Finance and Accounting; Nicole Garke, Project Manager; Maureen Freeman, Senior Editor; Marlene Smith, Assistant Executive Secretary; and Nancy Gordon, Trust Assistant.

1. **Call to Order** – The Chair called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks** –
   
a. **Advisory Committees** -
   
   * New members are as follows: Golf & Greens - Brenda Curtis-Heiken, M27; Physical Properties - Janet Martin, M10; and Restaurant - Jean Hitselberger, M26.
   
   * As of March 31, Susan Eisenhour will represent M17A instead of M6B on Security & Transportation.

   b. **Community Association Institute (CAI)** – Mr. Frager attended a CAI seminar this week. He stated that a Legislative Session Summary, which the Institute publishes, will be provided to the Government Affairs Committee in the future.

3. **Adoption of Agenda** – The Agenda was approved as presented.

4. **Approval of Minutes** – The Minutes of the regular meeting of the Executive Committee of February 19, 2016, were approved as corrected. The date of the meeting should read “February 19, 2016.”

5. **General Manager’s Report** – The General Manager’s Report for March 2016 was received, noted, and made a part of the record. Additional comments regarding the report are as follows:
   
a. **Finances** – The year-to-date operating surplus is approximately $20,000.
b. **Property Transfers** - There were 22 property transfers as of March 12, generating contributions of approximately $45,000. At this time, inventory in the community is low.

c. **Staff Training/Annual Meetings** - Property Managers and Mutual Assistants attended a training session on March 15 on annual meetings processes, changes in laws, etc. The training session was conducted by Tom Schild, attorney.

6. **Action Items** –

   a. **2015 Audit Report** - At its March meeting, the Audit Committee met with auditors to review a draft of the 2015 Financial Audit and Financial Statements. Mr. Marks stated that it was a “clean,” audit and that only minor modifications will be made. The final report will be made available to the members of the Board prior to the March Board meeting.

   The Executive Committee **agreed**, by general consent, to forward the following motion from the Audit Committee to the LWCC Board, with the recommendation that it be approved –

   **Resolution #5 – 3/18/16**
   Resolved, the LWCC Board of Directors accepts the Malvin, Riggins & Company 2015 Financial Audit and Financial Statements.

   b. **2015 Operating Surplus** - At its March meeting, the Budget & Finance Committee approved Management’s recommendation regarding the disposition of the 2015 Operating Surplus.

   A motion was placed on the floor by Mr. Marks. The Executive Committee **agreed**, by general consent, to forward the following motion to the LWCC Board, with the recommendation that it be approved –

   **Resolution #6 – 3/18/16**
   Resolved, the LWCC Board of Directors approves that the 2015 Operating Surplus of $155,000 be returned to the Mutuals.

   c. **Food Service Contract** - The Restaurant Committee will meet on March 21. It will submit a recommendation to the Board regarding the current contract.
d. **Landscape Contract Request for Proposal (RFP)** - The Landscape Committee approved an RFP for landscape and snow removal services at its recent meeting. It will be available today for review by the Board of Directors and by the community. Ms. King stated that approval of a contract by the Board of Directors is scheduled for July.

e. **Fitness Center Construction Funding and Contract Approval** - A resolution regarding construction funding and contract approval will be submitted to the Board in March. Ms. Gerke stated that there have been discussions with the County about requirements for the road at the construction site and that the road may be made more permanent.

f. **Correspondence from Metro Bus Subcommittee** - A proposed letter to the Washington Metropolitan Area Transit Authority from the LWCC Board chair and LWMC general manager was included in the meeting packet. Mr. Marks suggested that copies of the letter also be sent to two additional District 19 delegates and to Maryland representatives on the Metro Board.

A motion was placed on the floor by Mr. Jordan. The Executive Committee agreed, by general consent, to forward the motion to the LWCC Board, with the recommendation that it be approved.

**Resolution #7 – 3/18/16**

Resolved, that the LWCC Board of Directors approves the proposed letter to the Washington Metropolitan Area Transport Authority, as amended.

The letter will be mailed in April.

7. **Updates**

   a. **Technology Committee** - The Technology Committee’s Strategic Plan will be made available to the Board of Directors prior to the Board meeting. Mr. Flannery provided a summary of Comcast’s presentation to the Technology Committee on March 1.

   b. **IT Projects** - A status report of IT projects will be provided to the Board.

   c. **Public Relations Report** - The report was provided at the February Board meeting. Budget recommendations related to the report will be submitted to the Board.
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d. **Administration Building Update** – Streetsense presented the Administration Building exterior design concept and interior floor plan to the Community Planning Committee (CPAC) on March 14. Ms. Gerke stated that CPAC approved the concept and requested that some modifications be made. Those changes will be brought to CPAC in April. The exterior design concept and interior floor plan will then be brought to the Board for approval.

e. **Benchmarks (GM) Report** - Mr. Flannery stated that the report will be available to the members of the Board prior to the March meeting.

8. **New Business**

   **Education & Recreation Department Policies and Procedures Revised April 2016** – The E&R Policies and Procedures document has been made available to the Board and to members of the community for comments. After comments are reviewed by the E&R Committee, the Policies and Procedures document will be presented to the Board for approval.

9. **Correspondence** – The Committee reviewed February resolutions considered by advisory committees and correspondence received since the last meeting.

10. **Open Forum** – There were no remarks made during Open Forum.

11. **Adjournment** – The meeting was adjourned at 9:50 a.m.

12. **Next Meeting** – The next meeting of the Executive Committee is scheduled for Friday, April 15, 2016, at 9:00 a.m. in the Sullivan Room.

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Henry Jordan, Executive Secretary-Treasurer
Leisure World Community Corporation  
Executive Committee Meeting No. 10  
Friday, September 16, 2016

Members Present: David Frager, Chair; Barbara Cronin, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Paul Eisenhaur, At Large and Phil Marks, At Large.

Members Absent: Joel Swetlow, At Large; Linda Wacha, At Large.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant; and Marlene Smith, Assistant Executive Secretary.

1. **Call to Order** — Mr. Frager, Chair, called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks** — Mr. Frager reported that Dave Maxam would no longer serve as the Chair of the Energy Committee. Lee Jones will become the Chair until the end of the year. The General Manager’s contract and compensation has been handled. Management is negotiating with Sandy Spring Bank on the new bank contract. The LW News Committee will be conducting a survey to improve the newspapers. Mr. Frager has a copy of the survey if anyone wants a copy. Mr. Frager felt the week had been amazing due to the 50th Anniversary events. Mr. Frager commended Ms. Marks and her committee on a job well done. Mr. Frager likes the new signage throughout the community. Mr. Frager stated that the 50th Anniversary Year Book is a wonderful book and has a lot of factual information. 400 copies of the book have been sold.

Ms. Marks thanked everyone for the opportunity to chair the 50th Anniversary Committee and events. She would like to see similar activities on a routine basis at Leisure World in the future.

a. **Add/Drops from Advisory Committees** — Resignation from the LW News Advisory Committee, Accele Swartz (M17B).

3. **Adoption of Agenda** — The agenda was approved as presented.

4. **Approval of Minutes** — The Minutes of the meeting of August 18, 2016 were approved as presented.

5. **General Manager’s Report** — Mr. Flannery reported on the following:

   * **Finances** — Year-to-date, net operating expenses are approximately $102,000 under budget. In the month of August, net operating expenses were approximately $18,600 under budget. There were 37 transfers, with a contribution of $135,354.03.
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- Bank update—Management met with bank representatives from Sandy Spring Bank on 09/16/16. The draft lease will be reviewed. LWMC is providing information requested by Sandy Spring Bank and also working with leasing agent for Bank of America.

- Clubhouse I—Clubhouse Grille opened on Thursday, 9/15. Comcast completed installing cable and converter box in the ballroom providing broadcast capability. Wi-Fi usage reports indicate strong utilization.

- MedStar—Letter of intent will be included in the LWCC Board package.

Mr. Flannery responded to questions from the Executive Committee members.

6. Action Items
   a. Contract Approval for Pond Project—

Ms. Gerke reported on the Pond Project. The permit has been secured. Approval from M20A and M20B was received to use their property to access the path to the pond. We are documenting existing conditions to make sure that all is in place at the end of the project. We are asking for the funding portion of the project.

Ms. Gerke addressed questions from the Executive Committee members.

Barbara Cronin made the following motion, which was seconded.

Resolution #30, 09/16/16

RESOLVED, The Executive Committee recommends that the LWCC BOD approve a contract for construction with Environmental Quality Resources, LLC for the Golf Course Irrigation Pond Rehabilitation Project in an amount not to exceed $389,560 and project allowance/contingencies in an amount not to exceed $288,000. Funding shall come from the Facilities Enhancement Plan Reserve Fund (Resales Fund).

The Motion carried

b. Request for Funding for IT Projects—Recommendation at Board meeting

Mr. Flannery reported on the request for funding for the upcoming IT Projects. The IT Projects Funding is as follows:
   - Website development, not to exceed $32,000—Capital Equipment Fund
   - Payroll and Human Resource Information System, not to exceed $16,000—Contingency Fund
   - Telephony System, not to exceed $24,000—Telecommunications Fund
   - Clubhouse Event Management software, not to exceed $8,000—Contingency Fund

The recommendation and documentation will be presented at the LWCC Board meeting.
c. Approval of Administration Building Site Plan –

Ms. Gerke reported that the resolution on page 28 has been slightly modified.

Ms. Kennon made mention of a cover memo that the CPAC Committee approved that will be distributed along with the site plan. Ms. Kennon read the memo to the Executive Committee members and Management. The memo and site plan will be distributed to Board members prior to the Board Meeting.

No action required

7. Updates.
   a. FEP Update – A written report will be distributed at the Board meeting.
   b. IT Project Update – A written report will be distributed at Board Meeting.

8. New Business – None. (Note: Request to form a Special Committee to identify Professional Consultants for an Organizational Analysis has been withdrawn).

9. Correspondence – Mr. Frager referenced pages 29a-29c of the meeting package.

10. Open Forum -
    Harry Stooff (M15) – Questioned if residents will be allowed to provide further comments on the Administrative Site Plan.

    Sheryl Katzman (MM) – Questioned when copies of the site plan would be ready.

    Jay Harding (17B) – Questioned the final cost of the new Administrative Building.

    Sam Verma (20B) - Commented on speeding in Leisure World. He has noticed some cars driving too fast in the Leisure World community.

11. Next Meeting: October 14, 2016, at 9:00 a.m. in the Sullivan Room.

12. Adjournment: The meeting was adjourned at 9:55 a.m.

Henry Jordan
LWCC Executive Secretary
Leisure World Community Corporation
Executive Committee Meeting No. 11
Friday, November 18, 2016

Members Present: David Frager, Chair; Barbara Cronin, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; Linda Wacha, At Large; Paul Eisenhaur, At Large; and Phil Marks, At Large.

Members Absent: Joel Swetlow, At Large.

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Berri Sommer, Executive Assistant, Marlene Smith, Executive Secretary; and Ellen Solomon, Trust Assistant.

1. **Call to Order** - Mr. Frager, Chair, called the meeting to order at 9:00 a.m.

2. **Chair’s Remarks** –

   - Mr. Frager commended Marian Altman and Billie Saunders for their efforts in making the Veterans Day celebration successful.
   - **Adds/Drops from Advisory Committees** – There were no adds/drops for this month.

3. **Adoption of Agenda** – The agenda was approved amended as follows: add 7 (h) Bradford Landing.

4. **Approval of Minutes** – The Minutes of the meeting of October 14, 2016, were approved as presented.

5. **General Manager’s Report** – Mr. Flannery reported on the following:

   - **Finances** – The deficit in the month of October was approximately $13,700. Year-to-date surplus was approximately $94,600.
   - **Bank Update** – Neither party has elected to maintain an ATM in the lobby. Sandy Spring will install an ATM when the space is occupied. On November 4, comments by legal counsel for Leisure World and Leisure World management were forwarded to Sandy Spring Bank for their review. Bank of America plans to vacate the space by December 9.
6. **Action Items**

   a. **E&R Policies and Procedures—Revised October 2016**—A copy of the revised Policies and Procedures was provided to the committee. Mr. Jordan placed a motion on the floor.

   **Resolution #33 — 11/18/16**

   RESOLVED, the Executive Committee recommends that the E&R Policies and Procedures, revised October 2016, be forwarded to the Board of Directors for approval. **The motion carried.**

   The revised Policies and Procedures will become effective the day they are approved by the Board of Directors.

   b. **Confirmation of 2017 Advisory Committee Members**—A list of 2017 advisory committee nominees was provided to the committee. Mr. Marks placed a motion on the floor.

   **Resolution #34 — 11/18/16**

   RESOLVED, the Executive Committee recommends that the list of 2017 Advisory Committee nominees, as amended, be forwarded to the Board of Directors for their approval. **The motion carried.**

   c. **Letter of Support for MC 16-17**—A letter of support for local bill MC 16-17 regarding conducting bingo games was included in the agenda packet. Mr. Muir of M26 briefly discussed the bill. Ms. Cronin placed a motion on the floor.

   **Resolution #35 — 11/18/16**

   RESOLVED, the Executive Committee recommends that a letter of support for local bill MC 16-17 be forwarded to the Board of Directors for approval. **The motion carried.**

7. **Updates**

   a. **FEP Update**—Updates on the Administration Building, Fitness Center Expansion and Irrigation Pond were included in the agenda packet and will be provided to the Board of Directors in November. Information about the landscape plan for the Administration Building will also be provided.

   b. **IT Project Update**—A year-end report will be provided at the November Board of Directors meeting.

   c. **Forward@50! Final Report**—A full report will be provided at the November Board meeting.
d. MedStar 3rd Quarter Report - The report was provided to the Health Advisory Committee this week. Information about services will be published in the Leisure World News.

e. Status of 2016 Management Objectives - Management Objectives will be posted on the Leisure World website mid-December.

f. Golf Operations – Year-end Report - A year-end report will be presented to the Board of Directors this month.

g. E-Rating Program – A report will be provided at the Board meeting. Ms. King reported that management has processed 25 requests.

h. Bradford Landing - Mr. Marks discussed a preliminary site plan of Bradford Landing. He reported that 244 units - townhouses and single family homes - have been proposed for the 29-acre site. Mr. Marks discussed the storm water management program and traffic implications. The project will probably go before the Montgomery County Park & Planning Board during the first quarter of 2017.

i. IT Project - A year-end report will be provided at the November Board of Directors meeting.

8. New Business –

e. Mutual 14 Request for Waiver of Community Facility Fee - Included in the agenda packet was a memorandum from Mutual 14 requesting the waiver of the community facilities fee for a resident whose unit was damaged and uninhabitable because of a burst water pipe in the unit above. A resolution requesting approval of the request was placed on the floor. After discussion, Mr. Marks placed a substitute motion on the floor:

   Resolution #36 – 11/18/16
   RESOLVED, that in the absence of a policy, the LWCC Board of Directors deny the request for a waiver of community facilities fee for a unit in Mutual 14. The motion carried.

b. Deer Population Control - Doris DeSantis, chair of Mutual 20B Landscape Committee, discussed the deer problem in the Mutual. Documents justifying deer management were provided to the Executive Committee.

c. Correspondence - The committee reviewed October resolutions considered by the advisory committees and correspondence received during the month of October.

9. Open Forum –
   Elaine Hurley, M7, expressed her opinion about methods to control the deer population.
10. **Next Meeting** — The next regular meeting will be held January 20, 2017, at 9:00 a.m. in the Sullivan Room. A work session is scheduled for December 9, 2016, at 9:30 a.m. in the Sullivan Room.

11. **Closed Session** — Upon motion by Mr. Jordan, the committee agreed to convene in a closed session immediately following the regular session.

**Resolution #37 — 11/18/16**

RESOLVED, the Executive Committee will meet in a closed session in accordance with the requirements of §11B-111(4) (i) of the Maryland Homeowners Act, to discuss personnel matters. The motion carried.

______________________________  
Henry Jordan  
LWCC Executive Secretary
Leisure World Community Corporation

Executive Committee Meeting No. 2
Friday, February 17, 2017

Members Present: David Frager, Chair; Paul Eisenhaur, Vice-Chair; Henry Jordan, Executive Secretary-Treasurer; Phil Marks, At Large; Jim Olsen, At Large; David Polinsky, At Large; and Robert Trupp, At Large.

Management Present: Kevin Flannery, General Manager; Tim Courson, Assistant General Manager; Jolene King, Assistant General Manager; Dawn Gaynor, Director, Finance and Accounting; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Crystal Castillo, Executive Coordinator, Melissa Palaez, Director of Mutual Services, Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. Call to Order — Mr. Frager called the meeting to order at 9:00 a.m.

2. Chair’s Remarks — Mr. Frager commented on concerns regarding 2018 being a tough year due to a loss of rental income. Steps will need to be taken to inform the Advisory Committees and others to let them know what 2018 will entail financially.

3. Adoption of Agenda — The agenda was approved amended as follows: add 8 (b) CPAC Resolution (Community Planning Process).

4. Approval of Minutes of January 20, 2017 — The Minutes of the meeting of January 20, 2017 were approved as presented.

5. General Manager’s Report — Mr. Flannery reported on the following:

   - January 2017 financial statements will be released the week of February 13th. Preliminary data indicates a deficit estimated to be between $8,000 - $10,000.
   - Resales were good for the month of January. There were 28 transfers.
   - The main kitchen project started as planned on the 15th.
   - The New Resident Orientation dates are:
     - Thursday, March 16th
     - Thursday, June 22nd
     - Thursday, September 14th
This will be the last month that we mail out invitations. New Resident Orientation information will be included in the Welcome Packages during the registration process.

- Management is developing a prospective resident orientation via the new L.W website. The L.W News department is evolving into a communications department due to expanding roles.
- Corporate office telephone service via the fiber optic network was delayed. Verizon has delayed their portion of the hook up to the third week of March instead of the first week of March.

6. Action Items

a. Review of Administration Building Alternatives – Invasive Study

Ms. King reported that she is preparing responses to questions asked at the January LWCC Board of Directors meeting regarding the invasive study of the structure and systems of the existing Administration Building. The responsive documentation will be included in the February LWCC Board of Directors packet.

b. Contents of Exec. Comm./LWCC Board Packets

Mr. Jordan reported on the status of this action item.

Mr. Jordan made modifications to Rule 1.4 (Correspondence) on page 10 based on feedback from various Board members.

Mr. Jordan made the following motion, which was seconded:

Resolution #9, 02/17/17
RESOLVED, the Executive Committee recommends forwarding revision to the LWCC Board of Directors Standing Rule 1.4 to the LWCC Board of Directors for approval.

7. Updates

a. MEDSTAR Annual Report – A written report will be in the LWCC Board packet.


c. State of the Community Report – A written report will be distributed at the LWCC Board meeting.

d. FEP Status report - A written report will be in the LWCC Board packet.

e. IT Project Update - A written report will be in the LWCC Board packet.

f. CM Update – Management Objectives 2017 - A written report will be distributed at the LWCC Board meeting.
g. **Holiday/Leave policy development** - A written report will be distributed at the LWCC Board meeting.

8. **New Business**

   a. **General Manager Evaluation Committee** –

   Paul Eisenhaur will chair the General Manager Evaluation Committee and a resolution will be prepared for the LWCC February Board meeting.

9. **CPAC resolution (Community Planning Process)** –

   Phil Marks made the following motion, which was second:

   RESOLVED, the Community Planning Advisory Committee recommends that the LWCC Board of Directors adopt “The Process for Considering and Integrating a Project into the Facilities Enhancement Plan” December 29, 2015, (“The Process”) The plan is attached. “The Process” fills an existing gap in the Facilities Enhancement Plan by providing for a methodology for updating the FEP and designating the Plan as the multi-year capital improvements program for LW Trust projects. The motion was postponed until the March meeting.

   There was open discussion among the Executive Committee members regarding the new Strategic Planning Committee formation and responsibilities.

10. **Correspondence** -

    The Executive Committee reviewed resolutions considered by the advisory committees during the month of January 2017 and correspondence received since the last meeting.

11. **Open Forum** –

    **Jay Harding (M17B)** – Mr. Harding raised a question regarding why people are leaving Leisure World?

    Mr. Harding also commented on the governance of Leisure World answering resident’s questions.

    **Bob Namovitz (M10)** – Mr. Namovitz raised questions on leasing Trust property.

    Mr. Namovitz also reported on faulty microphones during meetings.

    Mr. Namovitz had questions regarding the new logo and the name that will be used for Leisure World of Maryland.
Elaine Hurley (M7) - Requested the formation of a demographic study.

Ms. Hurley also commented on behalf of a neighbor, that we have an all-male Executive Committee.

Sheryl Katzman (MM) -

Ms. Katzman questioned the omission of correspondence in the packet.

Ms. Katzman made a specific request that the 2% resale fund balance and expenditures be published in the monthly General Manager's report.

12. Next Meeting - The next meeting is scheduled for March 17, 2017.

13. Adjournment - There being no further business to come before the Executive Committee, the meeting was adjourned at 10:55 a.m.

______________________________
Henry Jordan, Executive Secretary I.WCC Board
Leisure World Community Corporation  
Executive Committee Meeting No. 3  
Friday, March 17, 2017  

Members Present: David Frager, Chair; Paul Eisenhaur, Vice-Chair; Henry Jordan, Executive Secretary-Treasurer; Phil Marks, At Large; Jim Olsen, At Large; David Polinsky, At Large; and Robert Tropp, At Large.  

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Dawn Gaynor, Director, Finance and Accounting; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Crystal Castillo, Executive Coordinator; Melissa Palaez, Director of Mutual Services; Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.  

1. Call to Order – Mr. Frager, called the meeting to order at 9:00 a.m.  

2. Chair’s Remarks  
   - Mr. Frager reported on the status of HB 789 – Condominiums and Homeowner Associations – Amendment of Governing Documents.  

3. Adoption of Agenda – Approved as presented.  

4. Approval of Minutes of February 17, 2017 – The Minutes of the meeting of February 17, 2017 were approved as amended. Add to 9. Correspondence: Sheryl Katzman comment; add 2% resale fund balance and expenditures to her specific request that the expenditures be published in the monthly General Manager’s report.  

5. General Manager’s Report – Mr. Flannery reported on the following:  
   - Finances  
     - February financials are targeted to be released, Friday, March 10th.  
     - Preliminary information indicates a deficit in the month of February of approximately $10,000-$15,000.
• **New Resident Orientation**
  - Quarterly New Resident Orientation Programs are scheduled for the following dates:
    - Thursday, March 16th
    - Thursday, June 22nd
    - Thursday, September 14th
  Orientations will be held in the Ballroom of Clubhouse 1 at 3 p.m.

• **Community Shredding Day**
  - The Community Shredding Day is set for March 18th from 10am-1pm in the Administration Building parking lot.

• **Administration Building**
  - There will be a Pre-Submission meeting on the new building, Wednesday, 3/29 at 6pm in Clubhouse 2.

• **New Community Website**
  - The new Community website is targeted to be launched in early April. Management will release updated information on progress at the Board meeting.

• **Comcast**
  - Management has been talking with Comcast regarding billing errors. An update will be provided at the March Board meeting.

• **Medical Facility Lease and Operating Agreement**
  - Management distributed a draft of the lease to the Health Advisory Committee at their recent meeting. The Health Advisory Committee will review the documentation and will be making a recommendation to the LWCC Board of Directors in April.

• **Bank Lease**
  - Management reported that the effective target date is April 1st for the execution of the agreement. A further update will be provided at the Board meeting.
  - The effective operational date is set for August 1st.

5. **Action Items**
   a. **LWMC Employee Leave Policy**

   Mr. Jordan made the following motion, which was seconded:
Resolution #10, 3/17/17

The Executive Committee recommends that the LWCC Board of Directors approves adding Martin Luther King Jr. Day as a holiday for Leisure World employees.

b. Community Project Planning Process

Mr. Jordan made the following motion, which was seconded:

Resolution #11, 3/17/17

The Executive Committee recommends that the LWCC Board of Directors adopt “The Process for Updating the Facilities Enhancement Plan” Revised March 9, 2017.


Mr. Marks made the following motion, which was seconded:

Resolution #12, 3/17/17

The Executive Committee recommends that the LWCC Board of Directors accept the Malvin, Riggins & Company draft of the 2016 Financial Audit and Financial Statements as modified. (The Audit Committee Chair will approve the modifications noted at the presentation to the Audit Committee).

d. Demographic Study – request from a LWCC Board member.

Mr. Marks made the following motion, which was seconded:

The Executive Committee decided to forward the motion to the LWCC Board of Directors, with a motion for disapproval.

Resolution #13, 3/17/17

RESOLVE, to immediately commission a demographic study for the purpose of obtaining data relevant and urgent to the comprehensive work of a strategic planning ad hoc committee and to facilitate informed decisions of and by this Board of Directors.

c. Disposition of the 2016 Community Facilities Surplus
Appendix H

Mr. Marks made the following motion, which was seconded:

**Resolution #14, 3/17/17**

The Executive Committee recommends that the LWCC Board of Directors approve the transfer of the 2016 community facilities operating surplus of $17,096 to the contingency fund as recommended by Management and the Budget & Finance Advisory Committee.

7. **Updates**
   a. **Strategic Planning Committee – status**
      Ms. Kennon provided an update report on the status. The Committee of three reviewers are going through the resumes. Nine resumes were received. The recommendations will be submitted to the Chair, LWCC Board of Directors.

   b. **Governing Documents/Update on Rules and Guidelines**
      Mr. Frager reported that the project will involve reviewing the documents extensively and finding conflicts in the documents. Reconciling inconsistencies will be a major task.

   c. **FEP Status Report**
      Ms. Gerke reviewed the highlights of the written update contained in the meeting packet.

   d. **IT Project**
      A written report will be provided at the LWCC Board of Directors meeting.

   e. **General Manager’s Benchmarks**
      Management reported on the public relations status. Management introduced Ms. Freeman, Director of Communications.

      Ms. Freeman reported on efforts related social media (Facebook and Twitter post). Positive feedback has been received. We are showing an increase in utilization each month.

      The new website is designed to be promotional. The website provides various levels of information on Leisure World of Maryland and will allow prospective residents to contact us and receive additional information.
8. New Business

a. Medical Facility Lease and Operating Agreement – Management covered this topic earlier in the GM Report.
b. Bank Lease – Management covered this topic earlier in the GM Report.

c. Hiring of High level LWMC Employees –

Mr. Tropp made the following motion, which was seconded

Resolved: The LW Board of Directors through a small subset (3 to 5) of its members (selected by the Chairperson) should be involved in the hiring of high level LWMC employees. The involvement should include: review of the resumes of the final candidates as selected by the General Manager and interviews of these candidates.

The Executive Committee decided to take no action at this time.

9. Correspondence – Mr. Frager referred to pages 16a-16k of the meeting packet.

10. Open Forum –

Jay Harding (17B) – Commended Barbara Cronin and Linda Wacha for their years of service on the Executive Committee.

Jay Harding (17B) – Mentioned his concerns with the Restaurant at Leisure World.

Jay Harding (17B) – Mentioned his concerns with the liquor license at Leisure World.

Sheryl Katzman (MM) – Requested that the Executive Committee meeting be moved over to Clubhouse 1 to a larger room for future meetings.

Susan Ascencio (M20B) - Asked questions regarding Power of Attorney rights within Leisure World.

11. Next Meeting – Next meeting will be on April 14, 2017.

12. Adjourned – There being no further business to come before the Executive Committee, the meeting adjourned at 10:57 a.m.

Henry Jordan, LWCC Secretary
Leisure World Community Corporation
Executive Committee Meeting No. 5
Sullivan Room
Friday, May 12, 2017

Members Present: David Frager, Chair; Paul Eisenhuur, Vice-Chair; Henry Jordan, Executive Secretary-Treasurer; Jim Olsen, At Large; David Polinsky, At Large; and Robert Tropp, At Large.

Members Absent: Phil Marks, At Large

Management Present: Kevin Flannery, General Manager; Tim Coursen, Assistant General Manager; Jolene King, Assistant General Manager; Dawn Gaynor, Director, Finance and Accounting; Maureen Freeman, Senior Editor; Nicole Gerke, Project Manager; Melissa Pelaez, Director of Mutual Services; Marlene Smith, Executive Assistant; and Monica Tejada, Trust Assistant.

1. Call to Order – Mr. Frager, called the meeting to order at 9:00 a.m.

2. Chair’s Remarks –

Mr. Frager reported on the following:

- Recently, the Board received an email message from a resident regarding a civil rights complaint that has been registered. The two parties registered in that complaint are Kevin Flannery and myself.
- Kevin Flannery and I responded to the complaint.
- We have made an effort to make sure that residents are not harassed while taking notes on their computer or if they use electronic devises at a meeting.
- There was a recent event involving Foundation. Foundation does not report to us. They are an independent group. They do use our facilities and we were told that we are complicit because they do use our facilities. Therefore, this complaint was addressed to us.
- I have addressed this issue with Marian Altman (Foundation Chair) and have asked her to better address residents during Foundation meetings and discussed use electronic devises at a meeting.
- The complaint states there are no references to LWMC, LWCC or any Advisory Committees.
- This is a problem because the Baby Boomers and Generation X have different expectations in terms of a democratic process that allows them to express themselves.
- We had a situation the other day, where individuals were trying to get signatures for a petition. They were told that because of a LW document 30 years old, that it was not allowed. There is a newer document from 2009 that has no such restrictions on collecting petitions.

- Adds/Drops – None
3. **Adoption of Agenda** – Approved as amended, next meeting date is June 16.

4. **Approval of Minutes of April 14, 2017** – Approved as presented.

5. **General Manager’s Report** - Mr. Flannery reported on the following:

   - **Finances** –
     - April deficit - $3000.00
     - Year to date deficit - $20,000
     - Shortfall in revenue from tenant space in Administration Building
     - Year to date - $46,000

   - **Budget 2018** –
     - Action item 6b. (i, ii, iii, iv) will be released to Board members Monday 5/15.
     - Documents will be available on residents on LWMC.com on the same day.

   - **Bulk Internet** –
     Preliminary meetings have been held with both Comcast and Verizon.

   - **Personnel** –
     Management will provide at the May Board meeting, a status report on projects assigned to Dave Merritt and justification for a continuation of the contract for the second half of 2017.

6. **Action Items**

   a. Request for a general vote by community ownership to affirm or deny the construction of a new Administration building – provided by a representative of Mutual 7.

      Robert Tropp made the following motion, which was seconded.

      **Resolution #18, 5/12/17**

      The Executive Committee recommends disapproval of the following resolution to the LWCC Board of Directors.

      To construct a new Administration building at a projected cost of $7.4 Million Dollars, the LWCC Board of Directors agrees to call for a general vote by the community ownership for a direct decision to affirm or deny.

      The motion carried.

   b. **Budget 2018 – Board Meeting**
      i. Budget Assumptions
      ii. Capital Purchases
Appendix H

iii. Schedule of Fees
iv. Facilities Maintenance Plan

The Executive Committee decided to take no action at this time.

c. By law amendment – Action without a meeting

Mr. Jordan made the following motion, which was seconded.

Resolution #19, 5/12/2017

The Executive Committee recommends disapproval of the following resolution to the LWCC Board of Directors.

The LWCC Board of Directors amends the LWCC Bylaws, Article VI, Section 8. Action without a Meeting by adding the following sentence: “The vote must be unanimous and each Director must cast a vote.”

The motion carried.

d. Update/rescind resolution – Bulk Internet Resolution #6, 01/31/17

Mr. Eisenhaur moved the following motion, which was seconded:

Resolution #20, 5/12/17

The Executive Committee recommends the following resolution to the LWCC Board of Directors.

LWCC tasks the LW Tech Committee and LW Management to develop parameters for a new Broadband Communications Services contract, including, but not limited to, bulk Internet and cable TV services; this new contract will replace the current (cable TV only) bulk contract. A full range of options will replace the current (cable TV only) bulk contract. A full range of options should be examined, including: (1) amending the current contract before the mid-2020 expiration date to add bulk rate internet, (2) allowing the current contract to elapse in mid-2020, thereby leaving residents to choose their own TV and Internet providers at prevailing market rates; (3) developing an RFP for competitive providers of broadband communications beyond mid-2020, via a 5-10-year contract. Development of parameters should include assessments of both LW resident and Management broadband communications requirements, market research on providers and products/services for “Smart Communities.” RFP generation, resident for a to elicit views on vendor proposals, periodic reporting to the Board of Directors, and a detailed recommendation to the BoD.

Motion carried.

e. Revision to LWCC Conflict of Interest

Mr. Jordan made the following motion, which was seconded.
Resolution # 21, 5/12/17

The Executive Committee recommends the following resolution to the LWCC Board of Directors.

Resolved that the Leisure World Community Corporation Conflict of Interest Statement be only required for Members of the Board of Directors of LWCC Advisory Committee Chairs, and senior Management Level LWMC employees charged with the governance of the organization (General Manager, Assistant General Manager, and Comptroller).

Motion carried.

f. Recommendation – Energy Advisory Committee

Resolution # 22, 5/12/17

The Executive Committee decided to recommend action by the board based on the Energy Committee making modifications to the resolutions. The Energy Committee will be asked to make modifications to the submitted resolutions. The proposed resolutions lack full clarity and wording needs to be clearer.

Motion carried.

7. Updates --
   a. Medstar 2017 1st qtr. report – Mr. Flannery reported on the Medstar 2017 1st quarter report. The April 2017 report will be in the Board package. The Medstar representative will not be able to attend the May board meeting.
   b. Strategic Planning Special Committee – status – Mr. Frager reported on the status of the Strategic Planning Special Committee. The Committee is in the process of meeting and setting committee plans.
   c. ERP Status report – The information will be provided at the Board meeting.
   d. IT Project report: – The information will be provided at the Board meeting.
   e. General Manager’s Evaluation – Mr. Eisenhaur reported on the procedures involved in the evaluation process.
   f. General Manager’s Benchmarks – Mr. Flannery will report on benchmarks at the May Board meeting.

8. New Business – None

9. Correspondence – Mr. Frager referred to pages 17a-17k of the meeting packet.

10. Open Forum --

Ms. Katzman (MM) – Discussed the collection of petitions from May 20th -22nd and laws pertaining to the collection of petitions.
Ms. Braswell (M13) – Should residents submit information pertaining to rules to the Strategic Planning Committee?

11. **Next Meeting** – Next meeting will be on June 16, 2017.

12. **Adjourned** – There being no further business to come before the Executive Committee, the meeting adjourned at 10:45 a.m.

[Signature]

Henry Jordan, LWCG Secretary
Leisure World Community Corporation  
Executive Committee Meeting No. 6  
Sullivan Room  
Friday, June 16, 2017

Members Present: Paul Eisenhaur, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; David Polinsky, At Large; Robert Tropp At Large; Phil Marks, At Large.

Members Absent: David Frager, Chair.

Management Present: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Dawn Gaynor, Director of Finance and Accounting; Nicole Gerke, Project Manager; Melissa Pelaez, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Marlene Smith, Executive Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – Mr. Eisenhaur called the meeting to order at 9:00 a.m.

2. Chairs Remarks – Mr. Eisenhaur reported the following:
   - It was clarified that since appointed as Vice Chair, Mr. Eisenhaur has not been a member of any Advisory Committee. The Advisory Committee list on the Leisure World website has been updated and corrected.
   - There will be a closed meeting following the LWCC Board of Directors meeting to discuss management personnel due to Ms. King’s resignation. A roll-call vote was taken to authorize the closed session. The vote was unanimous to have a closed session.
   - Adds/Drops –
     Adds –
     Jackie Rabinow, M14 (EPAC)  
     Bill Billough, M10 (TENNIS)  
     Alfonso Holston, M20B (TENNIS)
     Drops – None

3. Adoption of Agenda – Add approval of Minutes of the June 13, 2017 meeting (closed session). The agenda was approved as amended.

4. Approval of May 12, 2017 Minutes – On page 1 under 2, Chairs Remarks bullets 3 and 5 change devices to devices*; Page 2 Action item 6 should have the same font as the rest of the minutes; Page 3 second paragraph line 6 should read – mid-2020 and line 12 cross out resident for a elicits. The minutes were approved as amended.

   Approval of June 13, 2017 Minutes – The Minutes of the closed session were approved as submitted.

5. General Manager’s Report – Mr. Flannery reported the following:
   Finances –
   - May 2017, we recouped the deficit from the first 4 months of the year.
As of mid-June, we had 25 property transfers which resulted in an estimated $110,000 in contributions.

**Budget 2018**

- Budget and Finance committee meeting scheduled next Wednesday prior to Board of Directors meeting (budget items in agenda to review).
- CPI figures published from the Department of Labor are lower than originally estimated due to decreasing energy prices. The 12-month change (May 2016 to May 2017) was an increase of 0.7%.

**Projects**

- Management has submitted a request for funds from the Contingency Fund ($30,785) for three projects. The Board will review at this month’s meeting.

**FEP Cash Flow**

- FEP Cash Flow will be presented at LWCC Board of Directors meeting (completed and future projects).

**Personnel**

- Internal discussion of LWMC organization and operational projects – LWMC employees will pick up additional work tasks until a new Assistant General Manager is hired.

**Human Resources**

- Conflict of Interest and Code of Ethics form for employees. Annual process will be managed by the new HRIS system (online signing for employees). A draft document has been submitted to legal counsel for review.

**Insurance Advisory Committee**

- The Insurance Advisory Committee will meet Monday, June 26, 2017 at 2:30 p.m. to review Insurance Renewal. There will be a summary provided at the LWCC Board of Directors meeting with a recommendation.

6. **Action Items**

   a. **Revision to LWCC Conflict of Interest/LWMC Employee Handbook – Postponed.** Documentation will be provided at the June 27, 2017 LWCC Board of Directors meeting.

   b. **Energy Advisory Committee Recommendations – Postponed.** Recommendations from May 23, 2017 LWCC Board of Directors meeting (recommendations have not changed).

   c. **LWMC Hiring Practices**

**Resolution #23, 6/16/17**

Mr. Polinsky made the motion, which was seconded:
Resolved, relevant to the recruitment for Assistant General Manager titles and Director level titles of departments with oversight by an advisory committee, the formal interaction changes in the duties and responsibilities of the position, salary range for the position and recommended recruitment strategies to be utilized in filling the positions (Assistant General Manager titles and Director level titles of departments with oversight by an advisory committee) and designated members of the board and/or advisory committee members the ability to meet the finalists in an informal Q&A setting prior to a final selection being made. (The final version will be clarified for the LWCC Board meeting, the concept was approved).

The motion passed.

d. Revised Policy on Solicitation, Petitions, and Similar Activities

Resolution #24, 6/16/17

Mr. Tropp made the following motion, which was seconded:

1. These rules provide for the petitioning, personal solicitation, distribution of handbills, posting of notices, or other commercial, charitable, political, economic, social, religious, or any other purpose on the property of the Trust consistent with Leisure World Community Corporation's policies and procedures.

2. The following actions are permitted as authorized by the General Manager or his/her designee and such authorization and cooperation shall not be unreasonably withheld:

   - Any lawful activity carried on within the confines of a room or area allocated to a meeting of a group or association.
   - The posting of notices by a community organization on a bulletin board assigned to that organization.
   - The assignment of space to a community organization for the solicitation of funds for charitable purposes.
   - The posting of small commercial or other notices for limited periods on bulletin boards specifically designated for that purpose.
   - The distribution adjacent to Trust-owned buildings of handbills and other literature on behalf of political candidates, referendums, resolutions, and the like on voting days, and display of campaign material two weeks prior to voting days, consistent with the provisions of law.
   - Activities to promote special programs or measures sponsored or supported by the community, as authorized by a resolution of the Leisure World Community Corporation Board of Directors.

In addition, the bullets above are subject to the two conditions below:

A. Trust property leased to third parties requires their approval of use for any of the purposes listed in section 2.

B. Activities listed in section 2 are limited to areas generally open for public use.

3. The General Manager, subject to the approval of the Leisure World Community Corporation Board of Directors, may establish procedures designed to facilitate the
The enforcement of the foregoing rules and such procedures shall be reviewed from time to time for consistency with applicable laws and changing norms and community standards.

The motion passed.

e. Election of Member to the Executive Committee at LWCC Board Meeting — There is an open position for one candidate to join the Executive Committee. There will be nominations at the June 27, 2017 LWCC Board of Directors meeting.

f. Budget 2018 — Budget assumptions will be provided at the June 27, 2017 LWCC Board of Directors meeting.

7. Updates –

a. Facilities Enhancement Plan Project Updates –

- Administration Building/CH1 & Site Improvements — Ms. Gerke reported the site plan is under review by Park and Planning.
- Fitness Center — Exterior walls and roof has been installed. The opening date is set for early September and there will be advertisements in the Leisure World Newspaper.
- Irrigation Pond Rehabilitation — There will be work on the asphalt walkway and benches will be installed.

b. IT Project Report –

- A FrontSteps training seminar was held on June 15, 2017 to showcase the Security platform, Mutual portals, and Leisure World community portal. Management, Tech, S&T, and PPD Advisory Committee members were present. There will be a written report at the June 27, 2017 LWCC Board of Directors meeting.

c. GM Evaluation / Benchmarks –

- A report will be provided at the August 2017 LWCC Board of Directors meeting.

8. New Business — None.

9. Correspondence — Mr. Eisenhauser referred to pages 12a-12d of the meeting packet.

10. Open Forum –

- Carole Portis, M22 — How far is LWMC willing to extend notifications to recruit qualified candidates to be LWMC employees? Where does the line cross for the level of respect between Leisure World residents, Advisory Committee/Mutual, and LWMC employees?
- Jay Harding, M23 — Have LWMC funds been expended to MD Clubhouse Services?
- Sheryl Katzman, MM — Commented on potential liability on South Leisure World Boulevard (asphalt lift). Why does Foundation of Leisure World have administrative support by a LWMC employee?

11. Next Meeting — Friday July 14, 2017 at 9:00 a.m. (Sullivan Room)
12. **Adjourned** - The meeting adjourned at 10:29 a.m.

Henry Jordan, LWCC Secretary
LEISURE WORLD COMMUNITY CORPORATION
EXECUTIVE COMMITTEE MEETING NO. 6
SULLIVAN ROOM
FRIDAY, JULY 14, 2017

Members Present: David Frager, Chair; Paul Eisenhaur, Vice Chair; Henry Jordan, Executive Secretary-Treasurer; David Polinsky, At Large; Robert Tropp, At Large; Phil Marks, At Large.

Members Absent: Linda O’Neil, At Large.

Management Present: Kevin Flannery, General Manager; Dawn Gaynor, Director of Accounting; Nicole Gerke, Project Manager; Melissa Pelcz, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Kenia Ibanez, Administrative Assistant; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:00 a.m.
2. Chairs Remarks – Mr. Frager reported:

Add:
- Joyce Garner, M21 (Tennis)

Drops:
- John Veltri, M20B (Emergency Preparedness Advisory Committee – EPAC)

- Passing of Mr. James Owens is extremely unfortunate and his contribution to the Technology committee will be truly missed.

3. Adoption of Agenda – The agenda was approved as amended:

4. Approval of Minutes – The minutes were approved as amended (pg.4 third item down Cash-flow).

5. General Manager Report – Mr. Flannery reported the following:
- A report will be provided to the LWCC BOD to explain roles and responsibilities while in recruitment for an Assistant General Manager.
- Finances – Estimated deficit of $12,000 -$15,000 for June 2017.
- Loss of revenue for the first 6 months due to bank space vacancy is approximately $66,000.
- Budget Status – 4 Advisory Committees have approved the proposed Operating Budgets for 2018.
- Medical Center – An Audiology group is interested in renting space in the Medical Center beginning January 2018, with the possibility of sub-leasing from MedStar before the end of 2017, if approved.
Appendix H

6. Action Items

a. Request to seat a Non-Resident Owner on LWCC Board of Directors – M22 –

Resolution #25, 7/14/17

Mr. Jordan made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors without a recommendation from the Executive Committee:

The LWCC Board of Directors waives the residency requirement as stated in the LWCC Bylaws, Article III, Section 2. (Qualifications of Directors) and approves Ms. Deb Munsey to serve on the LWCC Board of Directors.

The motion passed.

b. Advisory Committee Amended Charters:

Physical Properties Advisory Committee Charter –

Resolution #26, 7/14/17

Mr. Polinsky made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors with a recommendation of approval from the Executive Committee:

Resolved, the LWCC Board of Directors approve the Physical Properties Advisory Committee Charter as amended to make minor editorial changes and add cost center 44: Community Services to areas of responsibility and remove cost center 58: Cable (transferred to technology committee).

The motion passed.

Restaurant Advisory Committee Charter –

Resolution #27, 7/14/17

Mr. Polinsky made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors without a recommendation from the Executive Committee:

Resolved, the LWCC Board of Directors approve the Restaurant Advisory Committee Charter as amended to include the following areas of responsibility:
Add:

f. Review of all regulatory agencies inspection reports.

g. Review license requirements for compliance purpose.

The motion passed.

Leisure World News Advisory Committee Charter –

Mr. Jordan made a motion, which was seconded:

Resolution #28, 7/14/17

To submit the resolutions below to the LWCC Board of Directors without a recommendation from the Executive Committee:

Resolved, the LWCC Board of Directors approve the Leisure World News Advisory Committee Charter as amended.

Resolved, the LWCC Board of Directors approve the Leisure World News Advisory Committee becomes the Leisure World Communications Advisory Committee in accordance with the July 25, 2017 amended charter.

The motion passed.

d. Recommendation from Audit Advisory Committee – Audit Engagement 2017/2018

Resolution #29, 7/14/17

Mr. Tropp made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors with a recommendation of approval from the Executive Committee:

Resolved, the LWCC Board of Directors approve the option to continue with Melvin Riggins + Company CPA for 2017 and 2018 annual audits of Leisure World of Maryland Trust and Salary Savings Plan. The cost of the 2017 Leisure World of Maryland Trust Audit is $48,500 and 2018 is $49,500. The Salary Savings Plan audit for 2017 is $6,150 and 2018 is $6,300.

The General Manager is authorized to sign the 2017 Engagement Letter for the annual audits and annual savings plan. Management shall advise mutual of this action and the cost of the annual audit for each mutual for their review and consideration.

The motion passed.

e. Participation in Recruitment and Hiring of Senior LWMC Management Personnel—

Resolution #30, 7/14/17
Appendix H

Mr. Polinsky made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors with a recommendation of approval from the Executive Committee:

Resolved, effective August 1, 2017 the LWCC Board of Directors is implementing a policy to include board members and/or advisory committee chairs in the selection of LWMC Senior Management positions including an Assistant General Manager for Facilities & Services (AGM), Department Directors, direct reports to the General Manager (GM), and such other positions as may be identified from time to time. Upon the creation of a new position or vacancy, the LWCC Board of Directors Chair will assign three to five Board Members/Advisory Committee Chairs to participate in the selection process for a position. The participating Board/Advisory Committee Members or “team” will maintain confidentiality of candidates’ names in order to protect individuals and the process.

Prior to recruitment of LWMC management positions as defined above, the GM will provide an up-to-date position description, including: (1) salary range and (2) proposed recruitment methods. The final product will include input from the Team. The Team will participate in review of applications and interviews with finalists for these positions. The Team and GM will review the candidate pool/finalist prior to a selection by the GM.

The motion passed.

f. Secure the Services of a Headhunter –

Resolution #31, 7/14/17

Mr. Marks made a motion, which was seconded:

To submit the resolution below to the LWCC Board of Directors with a recommendation of approval from the Executive Committee:

Resolved, for the position of Assistant General Manager for Facilities & Services (AGM), the Leisure World General Manager in consultation with the LWCC Executive Committee is directed to retain the services of a professional personal recruitment organization knowledgeable in the recruitment and selection of condominium association/homeowners’ association senior management positions of LWCC’s size and complexity in the event no candidate is selected by August 31, 2017.

Further, the LWCC Board of Directors authorizes expenditure not to exceed $50,000 for this purpose, funded by the Contingency Fund.

In the event there is a significant change in circumstances, the Executive Committee is authorized to delay the retention of a personnel recruitment organization for good cause.

The motion passed.

7. Updates —
a. FEP Status Report – Site plan submission is under MNCPPC Staff review with initial comments by end of July 2017.
   - Design team is coordinating next steps for completion of building permit documents.

b. IT Project Report will be provided at the LWCC Board of Directors meeting.

c. GM Evaluation/Benchmarks – No comment was made.

8. New Business – None.

9. Correspondence – Mr. Frager referenced pages 24-25 of the agenda package.

10. Open Forum –
   - Carole Portis, M22 – misspelling of name in June 2017 minutes (add an e - Caroleg).
   - Sue Gray, M22 – Officers of Mutual 22 are non-resident owners.
   - Sheryl Katzman, MM – suggested better microphones for meetings – LW Foundation has resident funded Administrative Assistant.

11. Next Meeting – Friday, August 18, 2017 at 9:00 a.m.

12. Closed Session – The regular meeting was adjourned into a closed session at 10:04 a.m.
Appendix H

LEISURE WORLD COMMUNITY CORPORATION
EXECUTIVE COMMITTEE MEETING NO. 1
SULLIVAN ROOM
FRIDAY, JANUARY 19, 2018

Members Present: Paul Eisenhaur, Chair, M10; Robert Trupp, Vice Chair, M9; Henry Jordan, Secretary-Treasurer, M24; Linda Wachta, At Large, MM; Phil Marks, At Large, M20B; David Polinsky, At Large, M21; Ken Mair, At Large, M26.

Management Present: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager; Dawn Gaynor, Director of Accounting; Nicole Gerke, Project Manager; Melissa Pelcz, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Monica Tejuda, Trust Assistant; Konia Ibanez, Administrative Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenhaur reported:
   a. Advisory Committee Add/Drop
      Add:
      * Irving Cohen (M23) – Audit
      * Barbara Cohen (M23) – Emergency Preparedness
      * Steven Teller (M23) – PPD
      * Christina Petersen (M10) – Golf & Greens
      * Ken Haser (M5) – Golf & Greens
      * Bill Stingley (M15) – Golf & Greens
      * Diane Ivan (M10) – E&R
      * (Mary) Vicki Collins (M18) – Landscape
      * Jan Cusey (MM) – Landscape
      * Semoon Chang (M12) – Golf & Greens
      * Maura Dollymore (M9) – Health
      b. Mr. Eisenhaur reported on the Chair’s role and priorities, open forum policy, community portal alerts, and signing the conflict of ethics document.

3. Adoption of Agenda – The agenda was approved as amended to add 6b. to “Management Presentation of Current Draft of Administration Building and Site Plan,” to add 6c. Continuation of work on the Administration Building Site Plan Project, and to add 7c. Strategic Planning Committee update.

4. Approval of Minutes – The minutes were approved as presented.
   * Closed Session (11/17/17) – The minutes were approved as presented.

5. General Manager’s Report – Mr. Flannery reported the following:
Appendix H

6. Action Items –

a. Energy AC Response Regarding Sub-Metering (Mutual 9) – The Executive Committee had a discussion regarding the LWCC Board of Directors authorization to take action on the Energy Advisory Committee’s recommendations. Ed Nicoletti, the Chair of the Energy Advisory Committee, commented on the matter.

Resolution #1, 01/19/18

Mr. Marks made a motion which was seconded:

Resolved, to send the Energy Advisory Committee’s Report dated November 21, 2017 forward to the LWCC Board of Directors without recommendation.

The motion passed.

b. Management Presentation of Current Draft of Site Plan Improvements/Administration Building Project –

Resolution #2, 01/19/18

Mr. Marks made a motion which was seconded:

To submit the resolution below to the LWCC Board of Directors with approval recommendation from the Executive Committee.

Resolved, the LWCC Board of Directors approves Management’s recommendation to meet with all Mutuals to review the latest draft plan for the Site Plan Improvements/Administration Building Project for the purpose of receiving comments and feedback. Upon completion, Management will report to the Board on the results of these meetings.

The motion passed.
c. Continuation of work on the Site Plan Improvements/ Administration Building Project—
   Resolution #3, 01/19/18

   Mr. Marks made a motion which was seconded:

   To submit the resolution below to the LWCC Board of Directors with approval
   recommendation from the Executive Committee.

   Resolved, the LWCC Board of Directors supports the continuation of the
   LWCC/LWMC team working with the Montgomery County Planning Board and
   staff on the Site Plan Improvements/ Administration Building Project.

   The motion passed.

7. Updates —
   a. FEP Status Report — An update will be provided at the LWCC Board Meeting.
   b. IT Project Report — Mr. Flannery referenced page 21 for the ongoing overview
      timeline.
      reported the Golf Operations and Marketing Strategies for 2018.
      Mr. Rosenhal, the Golf Professional, reported the highlights of the Golf plans for
      the 2018 Golf season and also presented the new golf calendar.
      financial report will be released in the afternoon.
   e. Strategic Planning Special Committee Update — Mr. Eisenhaur reported that he
      spoke to the Chair and the committee is finalizing dates for the presentation to the
      community.

8. New Business —
   a. GM Evaluation Committee Appointment — Mr. Eisenhaur reported that he would
      like the committee to be more spread out by having 2 members from the Executive
      committee, 1 from a high-rise, and 1 from a non-high rise mutual. Mr. Marks
      suggested having an advisory committee chair as well.

9. Correspondence — Mr. Eisenhaur referenced pages 22-26 in the agenda packet.

10. Open Forum —
    • Ken Maier (M26) — Question regarding improved communication.
    • Yodra Katzman (MM) — Question regarding updated 2018 Advisory
      Committee members list on the Leisure World website.

11. Next Meeting — Friday, February 16, 2018 at 9:30 a.m.

Henry Jordan, Executive Secretary/Treasurer
Appendix H

LEISURE WORLD COMMUNITY CORPORATION
EXECUTIVE COMMITTEE MEETING NO. 2
SULLIVAN ROOM
FRIDAY, FEBRUARY 16, 2018

Members Present: Paul Eisenhauer, Chair, M10; Robert Tropp, Vice Chair, M9; Henry Jordan, Secretary-Treasurer, M24; Linda Wacha, At Large, MM; Phil Marks, At Large, M20B; David Polinsky, At Large, M21; Ken Mair, At Large, M26.

Management Present: Tom Snyder, Assistant General Manager; Dawn Gaynor, Director of Accounting; Nicole Gerke, Project Manager; Melissa Pelacz, Director of Mutual Services; Crystal Castillo, Executive Coordinator Support Services; Monica Tejeda, Trust Assistant; Kenia Ibarra, Administrative Assistant.

1. Call to Order – The meeting was called to order at 9:30 a.m.

2. Chair Remarks – Mr. Eisenhauer reported:
   a. Advisory Committee Add/Drop
      Add:
      - Palma Seeger (M27) – Education & Recreation
      Drops:
      - Allan Miller (M20A) – Emergency Preparedness
   b. Mr. Eisenhauer reported on an upcoming meeting with the Advisory Committee Chairs to centralize departmental policies and procedures, request for Board support at the golf event for first responders, and no changes in the Metro Bus Routes for 2018.

3. Adoption of Agenda – The agenda was approved as amended to add under 6 a) GAAC Letter of Support to Certain Legislative Bills, b) Renaming the Admin Bldg, move from 7 to 6 c) FEP Cash Flow, and d) CPAC Charter.

4. Approval of Minutes – The minutes were approved as presented.

5. General Manager’s Report – In Mr. Flannery’s absence, Ms. Pelacz reported the following:
   • Finances – There was a deficit of approximately $17,400 for January.
   • Property Transfers – For the month of January, there were 26 property transfers with contributions totaling $91,200.
   • Current Contracts Update – The H&R Committee will be reviewing the extensions of the Byre Tour & Travel and the renewal of the Motivational Fitness contract in March.
6. **Action Items**

   a. **GAAC Letter of Support to Certain Legislative Bills** – Mr. Muir reported that the Government Affairs Advisory Committee took a supporting position on 4 bills which were HB575, HB945, HB946, and HB983. He will be sending a letter of support to the committee chairs in charge of the bill.

   b. **Renaming the Admin Bldg.**

   **Resolution #4, 02/16/18**

   Mr. Marks made a motion which was seconded (6 for; 1 abstained):

   To submit the resolution below to the LWCC Board of Directors with an approval recommendation from the Executive Committee.

   Resolved, the LWCC Board of Directors renames the proposed structure currently named the Administration Building to be the Resident Services Building.

   **The motion passed.**

   c. **FEP Cash Flow** – The Committee discussed the FEP Cash Flow Plan and the following recommendation was made.

   **Resolution #5, 02/16/18**

   Mr. Jordan made a motion which was seconded:

   To submit the resolution below to the LWCC Board of Directors with an approval recommendation from the Executive Committee.

   Resolved, the LWCC Board of Directors directs the construction plans related to the Administration Building/Club House I site plan be implemented independently, so that construction related to the Club House I exterior can be accomplished in an earlier time period than the construction of the new Administration Building when funds are available.

   **The motion passed.**
d. CPAC Charter—

**Resolution #6, 02/16/18**

Mr. Marks made a motion which was seconded:

To submit the resolution below to the LWCC Board of Directors with an approval recommendation from the Executive Committee.

Resolved, the LWCC Board of Directors adopt “The Standing Community Planning Advisory Committee Charter” Revised February 2018 as amended.

The motion passed.

7. **Updates** --
   a. TEP Status Report – Nicole Gecke reported the following:
      • As of 2/16/2018, seven Mutual presentations have been completed.
      • All Mutuals have scheduled presentations with the last on March 15, 2018.
   b. IT Project Report – Ms. Pelaez referenced page 9 of the packet for the ongoing overview timeline.
   c. Strategic Plan Status – Mr. Eisenhaur reported the 3 dates for the Strategic Planning Presentations on February 20th, 21st and 26th.
   d. FY19 Cash Flow – Discussion and action was taken under action items.
   e. Contract Updates (Motivational Fitness & Eyre Travel) – The E&R Committee will be reviewing the Motivational Fitness contract; however, the Eyre Travel will not be up for renewal until April 2019.

8. **Unfinished Business** --
   a. Request to Seat New BOD Representative – Mutual 22 – Mr. Eisenhaur reported the legal opinion that the LWCC BOD has no authority to deny the Mutual’s choice of representative.

9. **New Business** –
   a. Strategic Planning: Next Steps – The committee reviewed the memorandum from Mr. Muir regarding the next steps for the strategic plan. The main topic of discussion was where the funds for the strategic plan would come from. Committee members shared their opinions but overall agreed that a commitment to find a way to fund the plan needs to be found that TEP funds would not be used. Mr. Muir agreed to withdraw the memorandum until a course of action is established and we get a report of the Strategic Planning Committee in March.

10. **Correspondence** – Mr. Eisenhaur referenced pages 12-17 in the agenda packet.
11. Open Forum —

- Sheryl Katzman (MM) – Comments regarding strategic plan, and FEIP Cash flow plan.
- Brenda Kirkpatrick (M20A) – Comment regarding Administration Building.

12. Next Meeting – Friday, March 16, 2018 at 9:30 a.m.

Henry Jordan, Executive Secretary/Treasurer
LEISURE WORLD COMMUNITY CORPORATION  
EXECUTIVE COMMITTEE MEETING NO. 3  
SULLIVAN ROOM  
FRIDAY, MARCH 16, 2018  

Members Present: Paul Eisenhaur, Chair, M10; Robert Tropp, Vice Chair, M9; Henry Jordan, Secretary-Treasurer, M24; Linda Wacha, At Large, MM;  
David Polinsky, At Large, M21; Ken Muir, At Large, M26.

Members Absent: Phil Marks, At Large, M20B.

Management Present: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager; Dawn Gaymar, Director of Accounting; Melissa Pelayo, Director of Maintenance Services; Monica Tejada, Trust Assistant;  
Konia Ihunye, Administrative Assistant.

1. Call to Order: The meeting was called to order at 9:30 a.m.

2. Chair Remarks: Mr. Eisenhaur reported:
   a. Advisory Committee Add/Drop
      Add:
      • Josephine Moser (M7) – Emergency Preparedness
      Drops:
      • Richard Riseberg (M27) – Government Affairs
   b. Mr. Eisenhaur reported the following:
      • LWCC Board, may change the May meeting due to Memorial Day.
      • Due to an even number of members present, Mr. Eisenhaur will abstain from voting to avoid a tie.
      • Next week during the meeting of Committee Chairs, they will be discussing centralizing policies and procedures.
      • The golf course will host an appreciation open house for first responders on June 1st.

3. Adoption of Agenda – The agenda was approved as amended to add under 6 d) I.W. Health Advisory Committee Recommendation; Suggest Installation of Monitored Carbon Monoxide Detectors, under 2 b) Strategic Planning: Next Steps and c) Internet Survey.

4. Approval of Minutes – The February minutes were approved as presented.

5. General Manager’s Report – Mr. Flannery reported the following:
   • Finances: There was a deficit of approximately $15,000 for February.
   • Property Transfers – For the month of February, there were 17 property transfers with contributions totaling $65,000.
• Storm Damage Update – Preliminary estimate: $100,000 - $125,000.
• Audit Report – The Audit Advisory Committee has requested revisions to certain Notes in the report. There were no changes to realized surplus. The Committee Chair plans to call a Special Meeting the week of 3/19 to review the updated report.
• PPD Status Report – Mr. Flannery and Mr. Snyder are working on developing a report for the March Board meeting.

6. Action Items –
   a. Extension of Contract with Motivational Fitness – During Discussion of the proposed extension of the contract, a discussion ensued regarding obtaining multiple bids for all contracts. There was interest in drafting a policy for Advisory Committees to obtain multiple bids when extending or obtaining a new contract. There was also suggestion to look into procedures for writing and putting out an RFP from Management’s and the committee’s perspectives.

   Resolution #7, 03/16/18

   Mr. Jordan made a motion which was seconded (4 for, 1 against, 1 abstention):

   To submit the resolution below to the LWCC Board of Directors with a recommendation of approval:

   Resolved, the LWCC Board of Directors approves Motivational Fitness, LLC contract for three years, with an optional two-year extension.

   Effective May 1, 2018, the annual payment will increase to $68,640. The current contract is approximately $59,000. The contract allows for an annual increase of 2% effective May 1, 2019.

   The motion passed.

   b. Resolution to Draft Email Policy –

   Resolution #8, 03/16/18

   Mr. Polinsky made a motion which was seconded (5 for, 1 abstained):

   To submit the resolution below to the LWCC Board of Directors with a recommendation of approval:

   The LWCC Board of Directors:
   1. Directs the LWCC Executive Committee to develop an Email Standards and Criteria Policy; and
2. Delegates authority to the Committee to engage legal counsel to review the proposed policy.

**The motion passed.**

c. Draft Report on Strategic Planning – The Executive Committee Members acknowledged receipt of the draft of the Strategic Planning Report.

d. LW Health Advisory Committee Recommendation: Suggest Installation of Monitored Carbon Monoxide Detectors –

**Resolution #9, 03/16/18**

Mr. Jordan made a motion which was seconded (5 for, 1 abstention):

To submit the resolution below to the LWCC Board of Directors with a recommendation of approval:

The LWCC Board of Directors directs management to schedule a meeting to discuss proactive measures relative to carbon monoxide monitoring with the parties involved.

**The motion passed.**

7. **Updates –**

a. **FEP Status Report –** Mr. Flannery reported the following:
   - As of 3/16/18, all Mutual presentations regarding site plan updates have been completed.
   - Residents' feedback will be shared with Advisory Committees for consideration in making any final revisions.
   - A Special Meeting is scheduled for Thursday, March 22 at 9:30 a.m. in the Maryland Room for Community Planning, Security & Transportation, Education & Recreation and Restaurant Advisory Committees to discuss resident comments pertaining to parking layouts and traffic flow.

b. **IT Project Report –** Mr. Flannery referenced page 29.

c. **Audit Report 2017 –** The Audit Advisory Committee will review the revised Audit Report and possibly have a resolution for the March LWCC Board Meeting.

d. **Status Report on PPD Operations –** The PPD status updates will be in the LWCC Board Packet.

e. **S&T Gate Access –** Mr. Morris will be discussing the S&T Gate Access at the Budget & Finance Advisory Committee.

8. **Unfinished Business –** None.
9. New Business –
   a. CAAC Letters of Support—Mr. Muir reported on the committee’s three letters of support for bills HBI799, SB1208/HB1766, and SB1244.
   b. Strategic Planning: Next Steps—The committee reviewed the memorandum from Mr. Muir regarding the next steps for the strategic plan.

Resolution #10, 03/16/18

Mr. Jordan made a motion which was seconded (5 for, 1 abstention):

To submit the resolution as amended to the LWCC Board of Directors with a recommendation of approval:

The LWCC Board of Directors directs the Special Strategic Planning Committee (SSPC) to work with the General Manager to develop a Request for Proposal (RFP) to be sent to strategic planning consultants. The goal is to select a consultant that can work with the Leisure World community to develop the amenities needed to continue to attract active seniors to this community for the next 10-15 years. The RFP should request deliverables in phases, with a cost for each deliverable as well as the total project. The SSPC will recommend a preferred consultant to the LWCC Board for approval.

The motion passed.

   c. Internet Survey—The members discussed the Internet Survey presented by Dr. Loong. After discussion, it was agreed that an article regarding the upcoming survey would be placed in the Leisure World News. The Technology Committee will work with the appropriate people regarding the delivery process.

10. Correspondence—Mr. Eisenhauer referenced page 31 in the agenda packet.

11. Open Forum—
   * Barbara Braswell (M13)—Comments regarding Board standing rules and making general assumptions.

12. Next Meeting—Friday, April 13, 2018 at 9:30 a.m.

Henry Jordan, Executive Secretary/Treasurer
LEISURE WORLD COMMUNITY CORPORATION
EXECUTIVE COMMITTEE MEETING NO. 4
SULLIVAN ROOM
FRIDAY, APRIL 13, 2018

Members Present: Paul Eisenhaure, Chair, M10; Robert Tropp, Vice Chair, M9; Henry Jordan, Secretary-Treasurer, M24; Phil Marks, At Large, M20B; Linda Wacha, At Large, MM; David Polinsky, At Large, M21; Ken Muir, At Large, M26.

Management Present: Kevin Flannery, General Manager; Tom Snyder, Assistant General Manager; Dawn Gaynor, Director of Accounting; Melissa Palermo, Director of Mutual Services; Crystal Castillo, Executive Coordinator for Support Services; Monica Tejada, Trust Assistant; Kenia Bambou, Administrative Assistant.

1. Call to Order - The meeting was called to order at 9:30 a.m.

2. Chair Remarks - Mr. Eisenhaure reported:
   a. Advisory Committe Add/Drop
      Add: None.

   Drops:
      • Robert Bridgeman (M16) – Budget & Finance Advisory Committee.
      
   b. Mr. Eisenhaure welcomed Crystal Castillo back.

3. Adoption of Agenda – The agenda was approved as presented.

4. Approval of Minutes – The March minutes were approved as presented.

5. General Manager’s Report – Mr. Flannery reported the following:
   • Finances – There was a deficit of approximately $37,400 for March.
   • Property Transfers – For the month of March, there were 17 property transfers with contributions totaling $67,000.
   • Insurance Renewal – He met with Travelers and discussed additional coverages. The Risk Manager will attend a meeting on April 17th regarding carbon monoxide monitoring.
   • Budget Calendar – He reviewed the calendar for the 2019 Budget Development.
   • Showroom Project – He reported on the engagement of Wilson, LLC for large project work and he reviewed the process moving forward. Information will be published in the LW News.
Recreation and Restaurant Advisory Committees to discuss resident comments pertaining to parking layout and traffic flow.

b. IT Project Report – Mr. Flannery referenced page 17.

c. Medstar 1st Qtr. Report – The Health Advisory Committee will meet on April 19th to review report.

d. Budget 2019 – Mr. Flannery referenced the 2019 Budget Development calendar.

e. Final Site Plan Draft – Nicole Gerke, Project Manager, is preparing the final site plan draft with modifications from Advisory Committees.

f. Interim Communications Report – Maureen Freeman, Director of Communications and E&R, will present the report to the Communications Advisory Committee on April 19th.

9. Unfinished Business – None.

10. New Business –

   a. Robo-calls for emergencies – Mr. Eisenbaehr reported on the robo call system being used generally for emergencies. Mr. Flannery reported that management’s direction over the years has been to use them for emergencies or any information deemed important.

11. Correspondence – None.

12. Open Forum –

   • Sheryl Katzman – Comment regarding LWCC Representative

13. Next Meeting – Friday, May 11, 2018 at 9:30 a.m.

Henry Jordan, Executive Secretary/Treasurer