

**LEISURE WORLD COMMUNITY CORPORATION  
BUDGET AND FINANCE ADVISORY COMMITTEE  
Wednesday, November 11, 2009**

**2:00 P.M. – Sullivan Room**

- MEMBERS PRESENT:** Robert Bordley, Chair; James Hummel, Vice Chair, Nancy Kupperian (MM); Jay Kim, (M5); Ted Borek, (M6C); Frank Marrone, (M11); Frances Feder, (M17A); William Bond, (M17B); Aaron Halper, (M19A); John Doherty, (M19B); Phil Marks, (M20B); Mark Levine, (M21); Earl Reba, (M24); Jesse Kaiser, (M26); Nelson Shapiro, (M27)
- MEMBERS ABSENT:** Nancy White, (M13); Virginia DeMatteo, (M14); Nate Purvis, (M15); Morris Krowitz, (M23)
- MANAGEMENT:** Kevin Flannery, General Manager; Jennifer Peacock, Comptroller, Gloria Robar, Mutual Assistant
- VISITORS:** Marian Altman, LWCC BOD Chair; Paul Bessel (M13); Mike Schwartz, (M23)

1. **Call to Order** – Mr. Bordley called the meeting to order at 2:00 P.M.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of October 14, 2009, were approved as amended. 7 D. Clubhouse I Lobby Project...Delete Robert Bordley as motion maker.
4. **General Manager’s Report** –Mrs. Peacock reviewed the General Manager’s Report for November 2009 and responded to all questions and comments.
5. **Chairman’s Report – R. Bordley** –
  - **Reserve Study** – The Committee approved a motion to recommend to the LWCC to do a reserve study. Mr. Bordley stated that Mr. Flannery would have Tim Coursen, Assistant General Manager to do a detailed breakout of the data on all of the buildings and equipment on the LW property. The presentation of the motion to do a reserve study to the LWCC Board is contingent upon the receipt of the data

from Management. A review of the status of the Reserve Study will be placed on the agenda of the February 2010 meeting.

- **Marketing Plan & Clubhouse I Lobby Project** – Mr. Bordley stated that the Marketing Plan & Clubhouse I Lobby Project approved by this Committee at its October 14<sup>th</sup> meeting for presentation to the LWCC BOD for approval was removed from the agenda of the LWCC BOD October 27<sup>th</sup> meeting. It was stated contracts must be provided for all projects exceeding the amount of \$10,000 prior to approval of the Board.

Upon motion duly made by John Doherty and seconded, the Budget & Finance Advisory Committee recommends:

That the Advisory Committee, Management or Board may request project approval and reserve of funding from Resales, New Sales and current Surplus funds – can be approved by Board, however no contract over \$10,000 can be entered into by Management without Board approval and notification of Board members one week in advance of its next meeting.

After discussion, the motion was withdrawn and tabled to the December meeting.

6. **Review of the Operating Statement** – Copies of the September 30, 2009 Operating Statement were provided to the Committee and Mrs. Peacock reviewed the report and responded to all questions and comments.

Upon motion duly made and seconded, the Budget & Finance Advisory Committee recommends:

That the PPD Advisory Committee offer and promote its annual Maintenance Service Agreements on a monthly basis.

7. **Unfinished Business** – There were no items of Unfinished Business at this time.

8. **New Business** –

- A. **Review – Management’s Actions based on Auditor’s Recommendations – Jennifer Peacock** –

Mrs. Peacock provided the Committee with copies of the LWMC Trust Depreciation Policy – Effective 1/1/2010, reviewed the report and responded to all questions and comments.

It was noted that all furnishings for major capital improvements will be capitalized and depreciated.

Medical Center billing system will be reconciling on a daily basis.

The inventory process is being reviewed by Mrs. Peacock and she is looking for ways to improve on the process.

- B. **Action – Reduction of Resale Fund – Robert Bordley** – At the Budget & Finance Committee meeting on November 12, 2008, the Committee approved the recommendation to reduce the Resale Reserves from \$400,000 to \$200,000. Currently \$720,000 is still owed to the Reserve and should reduce it by \$200,000. The New Sales Fund cannot be merged with the Reserves because of an existing agreement with IDI and a minimum balance should be kept in the New Sales Fund.

Upon motion duly made by Nelson Shapiro and seconded, the Committee **agreed**,

To amend the November 12, 2008 motion – instead of reducing the Resales Reserves by \$200, 000, that the New Sales Fund be reduced by \$125,000 and the Resales Reserves be reduced by \$75,000.

9. **Open Forum** – There were no comments or questions from the Floor at this time.
10. **Next Meeting** – December 9, 2009 – 2:00 P.M. – Sullivan Room.
11. **Adjournment** – There being no further business, the meeting adjourned at 3:00 P.M.

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Robert Bordley, Chair