

**LEISURE WORLD OF MARYLAND CORPORATION
PHYSICAL PROPERTIES COMMITTEE**

Tuesday, March 9, 2010

Members Present: Tony Marotta, Chairman; Evelyn Allin,
Dick Carlson, Harold Crisp, Jim Elliott,
Brenda Flam, Darlene Hamilton, Larry Kotzker,
Clarise Pruitt-Jones, John Quill, Charles Smith,
Judith Tarr, Joan Thomas, Philip Yaffe

Members Absent: Vlady Rozenbaum, Bob Xander

Management: Mark C. Ellis, Deputy General Manager
Bill Carr, Director
Mary Clark, Recording Secretary

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1. Call to Order - Mr. Marotta, Chairman, called the meeting to order at 9:30 a.m.
 2. Adoption of Agenda - The addition of two items listed below to the agenda under New Business were added. The agenda was then adopted.
 - a. Water restoration work
 - b. Working with building staff
 3. Approval of Minutes of January 11, 2010 - The minutes of the meeting held on January 11, 2010 were approved as presented. There was no meeting held in February due to the weather.
 4. General Manager's Report - Mr. Ellis reviewed and highlighted the General Manager's Report for the month of March 2010. Mr. Ellis responded to questions and comments from the committee (see attached).
 5. Chairperson's Report - Mr. Marotta stated after Mr. Carr's report he would like to do Old Business first then New Business followed by the Five Year Plan. Mr. Marotta requested the committee members submit any questions regarding the Five Year Plan to Ms. Clark a few days before the next meeting. This way she can submit the questions to Mr. Ellis and Mr. Carr ahead of time to save time at the next meeting.
 6. Director of Physical Properties Report -
 - a. PPD Operating Statement - Mr. Carr stated that the operating statement ending January 31, 2010 was \$32,832 over budget.
 - b. PPD Activities & Operations - Mr. Carr stated PPD is starting to verify where in the community that asphalt and concrete work needs to be performed. We have started repairing pot holes in the Trust areas. If repairs are needed in the Mutuals they will be notified. We will be replacing a Leisure World sign in the median at the Norbeck gate that was previously damaged by a truck. There was also a new sign installed on the Norbeck gate brick wall. The water in the garden will be turned on the beginning of April. Mr. Ellis added that a willow tree had come down in the garden area and will be removed. Also, the snow stakes are being removed. The community is behind in mulching and yard work because of the snow.

Mr. Quill stated there are some items in the Charter such as observing the operation of the Physical Properties Departments. He feels that the members do not have the time do that. He suggests Mr. Carr give a report monthly regarding all the departments at PPD.

7. Old Business -

- a. Review of Five Year Plan - Mr. Ellis reviewed pages 10 through 20 of the Five Year Plan. He responded to questions and comments from the committee.
- b. Sub-Committee Report on Service Contracts - Mr. Marotta stated during the January meeting, a Budget and Finance Advisory Committee representative, Mr. Doherty, suggested for PPD to offer the Service Contracts on a monthly basis. A sub-committee was formed comprising of Mr. Marotta, Ms. Hamilton and Ms. Thomas. The committee met and brainstormed. On January 28, 2010 Mr. Marotta and Ms. Hamilton met with Mr. Carr and Ms. Clark of PPD. Mr. Carr and Ms. Clark explained the process to Mr. Marotta and Ms. Hamilton. It was determined by the sub-committee that due to the amount of time and the cost involved in offering service contracts, they recommend the following. (See attached). A motion was made and seconded for the committee to accept the sub-committee report presented to:

- 1. Maintain the current schedule
- 2. Contact new residents one month after they move in
- 3. Accommodate current residents as much as possible
- 4. Investigate automatic renewal of service contracts

RESOLVED, for the PPD Committee to recommend to the Budget and Finance Committee that PPD will:

- 1. Maintain the current schedule
- 2. Contact new residents one month after they move in
- 3. Accommodate current residents as much as possible
- 4. Investigate automatic renewal of service contracts

Resolution #1, March 9, 2010

Mr. Ellis thanked the sub-committee for their hard work. Mr. Ellis feels the automatic renewal suggested by Mr. Doherty at the January meeting is a great idea and will work with Ms. Clark on the process. Also, a suggestion by Mr. Doherty to pay a visit to everyone who has a Service Contract once a year, whether they call us for service or not, would be good public relations for PPD.

8. New Business -

- a. Water restoration work - Mr. Ellis stated he and Mr. Carr have been discussing ways of increasing productivity. Over the years, PPD has gotten away from doing water restoration in the community. PPD is looking into taking on some of the smaller water restoration work in house on a case by case basis. Mr. Ellis feels this would offer the community better quality service at a lower cost. Our purchasing department is researching the cost for the equipment (fans, wet vacs, dehumidifiers, and moisture probes).

b. Working with building staff - Ms. Tarr questioned if hi-rise building engineers can take on work in individual units for pay after hours? Mr. Ellis responded that it is a violation of our LWMC handbook that every employee signs. This creates too much of a conflict of interest. It is a mutual decision if a building staff member takes on tasks for a resident, If so, it must be approved and scheduled by the Property Manager during normal business hours.

9. Open Discussion - There was no open discussion.

10. NEXT MEETING - The next Committee meeting is scheduled to be held on Tuesday, April 13, 2010 at 9:30 a.m. in the Meeting Room of Clubhouse II.

11. Adjournment - There being no further business to come before the committee, the meeting was adjourned at 10:50 a.m.

Mr. Tony Marotta
Chairman

Attest:

Mary Clark