

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

Tuesday, April 13, 2010

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

Members Absent: Jim Elliott, Judith Tarr, Joan Thomas, Bob Xander

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

Guests: Jackie Rabinow, Mutual 14; Phil Marks, Mutual 20B;
Jay Harding, Mutual 17B

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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 h. (Solicitation) to New Business was added. The agenda was then adopted.
 3. Approval of Minutes of March 9, 2010 - The minutes of the meeting held on March 9, 2010 were approved as presented.
 4. General Manager's Report - Mr. Ellis requested the committee members to read the General Manager's Report so he could proceed with New Business because of so much to cover at the meeting today.
 5. Chairperson's Report - Mr. Marotta did not have a report.
 6. Director of Physical Properties Report -
 - a. PPD Operating Statement - There was no report.
 - b. PPD Activities & Operations - There was no report
 7. Old Business - There was no old business.
 8. New Business -
 - a. Asphalt and Concrete - 2010 - Mr. Ellis presented a power point demonstration to the committee regarding the asphalt and concrete repairs needed in the community for 2010 (see attached). Mr. Ellis responded to questions and comments from the committee.
 - b. Review of Five Year Plan - Mr. Ellis reviewed pages 21 through 36 of the Five Year Plan. Mr. Ellis responded to questions and comments from the committee.
 - c. Trust Reserve Plan - Mr. Ellis presented the Trust Reserve Plan. Several years ago LWMC established a fund for a Trust Reserve Plan. Last year we put \$50,000 into the fund. This plan is for the major Trust building and Trust property repair/replacement items over

\$25,000. This is a first attempt, and we may have to add line items or have an outside reserve analyst perform an independent survey in the future. Mr. Ellis asked the committee to look over the plan and comment on it to see if things need to be added. (See attached).

- d. Handyman Service Agreement - Mr. Ellis stated we are examining ways to improve serving the community. We are looking to include some handyman services into the existing service contracts, possibly without increasing the cost. Another idea is to have a separate handyman service agreement that includes a whole laundry list of things that PPD would do for an annual fee. We are trying to do what would be best for the community in response to multiple requests from several Mutuals. Mr. Ellis stated that he will get back to the committee with the status of this.
- e. Showroom Report - Mr. Ellis stated the showroom has been open for about a year now. Mr. Ellis explained the report (see attached) to the committee and responded to comments and questions.
- f. Organizational Structure of PPD - Mr. Ellis stated that one of management's goals for this year is to look at all of our operations including PPD. We will be conducting an organizational structure analysis. Some of the things we will be looking at are current customer's needs, efficiencies, communication, reorganization, consolidation, etc. We will prepare a report to present to the Board. More information will be coming on the re-organizational review of PPD. One consideration will result in the consolidation of Department 56 (HVAC) and Department 57 (Appliances) to maximize efficiency.
- g. Project Status - Clubhouse I lobby and hallway project is complete. E&R Committee has appointed an ad-hoc committee to look into options for completing the decorating for art work and finishing touches. We continue to look at the architectural plans for the renovation of the Administration Building. Community Planning is looking into the replacement of the window wall systems at Clubhouse I for energy efficiency.
9. Open Discussion - Mr. Harding, Mutual 17B (guest) asked Mr. Ellis about the General Manager's Report for April. He inquired if the meeting of the Chairs and Vice Chairs regarding the budget in May would be an open meeting. The time and location will be announced.
10. NEXT MEETING - The next Committee meeting is scheduled to be held on Tuesday, May 11, 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 11:15 a.m.

Mr. Tony Marotta
Chairman

Attest:

Mary Clark