

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

Tuesday, May 11, 2010

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

Members Absent: Evelyn Allin, Joan Thomas

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

Guests: Jackie Rabinow, Mutual 14

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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 a. (Advertising) and b. (Catch Basin) to Old Business was added. The agenda was then adopted.
 3. Approval of Minutes of April 13, 2010 - The minutes of the meeting held on April 13, 2010 were approved as presented.
 4. General Manager's Report - Mr. Ellis reviewed and highlighted the General Manager's Report for the month of May 2010. Mr. Ellis responded to questions and comments from the committee (see attached). In addition: Ms. Flam questioned why on the Summary of Operations the street light budget is over budget. Mr. Ellis responded because of so many hit and runs knocking the street lights down. The cost of replacement is approximately \$5,000. Mr. Carlson had a question regarding Special Projects on the Summary of Operations. Mr. Ellis will ask our Comptroller to explain the line item. Ms. Hamilton stated while visiting the showroom she found that there was no literature regarding the furnaces. Mr. Ellis will see that information is provided for the residents. Ms. Flam questioned if other Mutuels do not use PPD for their HVAC contracts. Mr. Ellis responded that some high-rise Mutuels use outside contractors. Ms. Tarr recommended more direct contact with the Mutuels promoting PPD services.
 5. Chairperson's Report - Mr. Marotta stated he is on the Audit Committee and they have been going over the Code of Ethics/Conflict of Interest statement. It has been approved and everyone will be receiving a copy. He will continue to keep the committee advised.
 6. Director of Physical Properties Report -
 - a. PPD Operating Statement - Mr. Ellis stated that the operating statement ending March 31, 2010 was \$92,067 over budget. The major reason for the deficit is due to the blizzard affecting revenue generation in January and February. We continue to investigate the possibility of merging several operating departments to reduce overhead to improve the bottom line. Also, the 2011 budget

assumptions include a \$4.00 per hour rate increase across the board for all operating departments to eliminate future deficits.

- b. PPD Activities & Operations - Mr. Ellis stated the following regarding the projects in the community:

Work has started in the community for the replacement of concrete and asphalt. This work will continue through July.

We will be looking at the striping and scheduling this work throughout the community in connection with the asphalt repairs.

The water to the garden was turned on the last week in April as scheduled.

We replaced two water pumps in the Community Water Feature due to the harsh winter we just encountered.

Work has begun on the replacement of several sections of roof at Clubhouse I and two heat pumps. We also will be replacing the metal roofing on the bell tower. This work will be completed by mid June.

The tennis courts are scheduled to be resurfaced starting this Thursday and the work will take approximately one week to complete.

7. Old Business - There was no old business.

- a. Update on Advertising - Ms. Tarr who was in charge of the sub-committee for advertising that was established in 2009 suggested the need for more communication. The posters that were originally made need to be changed from location to location. Also, she suggested some 8 ½ X 11 copies of the posters be made available to the Mutuals for inserting in their newsletters. Also, have copies of the PPD pamphlet near the resident's mail boxes for pick up to remind them about the services offered. Ms. Tarr commented on what a great job Leslie Vizzi, PPD's Office Manager has done on creating ads for the Leisure World News. Mr. Ellis asked the committee members to continue to assist Leslie in the creation of new ads for the Leisure World News.

Ms. Hamilton stated when she moved into Leisure World she did not receive a pamphlet in her welcome package advertising PPD. Mark Ellis asked Mary Clark to check with re-sales and Steve Wischmann from Montgomery Mutual to be sure the PPD pamphlets are being included.

- b. Catch Basin - Mr. Carlson stated that one catch basin at N. Leisure World Blvd. and Twin Branches is too low. Mr. Ellis responded that if it is not already on the list that he will be sure that H&H is aware of this and raise it to the proper grade.

8. New Business - Mr. Marotta mentioned he turned in the damaged concrete curb report from the winter storm to McFall and Berry and to H&H. Mr. Marotta inquired if H&H will have the time to do the work. Mr. Ellis responded yes they will have the time after Trust work is done in August to address Mutual repairs to asphalt and concrete.

Ms. Hamilton inquired about the surveys about the showroom. Mr. Ellis responded the responses so far are good to excellent. She suggested a

follow up phone call to the residents who have not sent their survey back. The responses will be shared with the committee next month.

9. Open Discussion - Ms. Rabinow, guest from Mutual 14 suggests an article be written regarding the services provided by PPD to be put in the Mutual newsletters.

Ms. Hamilton suggested targeting renters also when advertising PPD.

10. NEXT MEETING - The next Committee meeting is scheduled to be held on Tuesday, June 8, 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 10:40 a.m.

Mr. Tony Marotta
Chairman

Attest:

Mary Clark