

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

Tuesday, August 10, 2010

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

Members Absent: Dick Carlson, Jim Elliott, Vlady Rozenbaum
Judith Tarr, Joan Thomas, Bob Xander

Management: Mark C. Ellis, Deputy General Manager
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 agenda was adopted as presented.
 3. Approval of Minutes of July 20, 2010 - The minutes of the meeting held on July 20, 2010 were approved as presented.
 4. General Manager's Report - Mr. Ellis reviewed and highlighted the General Manager's Report for the month of August 2010. Mr. Ellis responded to questions and comments from the committee (see attached).
 5. Chairperson's Report - Mr. Marotta mentioned to the committee that he is on the Audit Committee and a motion was approved to recommend to Leisure World Board of Directors for advisory committees to set up a sub-committee to review contracts over \$50,000. This can be after the contract has been issued and not meant to stop any ongoing work. This is to be set up to see if contracts are written properly or to recommend possible changes to be made down the road. This will go to the Executive consideration. If this is approved then we will set up a sub-committee for this purpose.
 6. Director of Physical Properties Report -
 - a. PPD Operating Statement - Mr. Ellis stated the operating statement ending June 30, 2010 was \$52,816 over budget. This is \$30,000 improvement from last months operating statement. Productivity has picked up in the last couple months.
 - b. PPD Activities & Operations - The Chesapeake Room at Clubhouse I has been having a difficult time keeping cool on very hot days. An analysis has been done on the HVAC unit. The results indicated that the unit was adequate for the space. There are a number of windows, so shades have been ordered for the patio side near the bowling green. Also, there were some return ducts that need to be corrected. A contract will be issued for \$2,100 of duct modification work ASAP.

The new roofing on the bell tower of Clubhouse I is near complete.

The asphalt and concrete work in the Trust areas are mostly complete and the contractor has moved into the Mutuals. Soon H&H will be returning to deal with two Trust areas. The first is the golf course parking lot at the bottom the Administration Building parking lot. Second being the entrance of Clubhouse II where drainage issues will be addressed.

The roof top HVAC unit at the Administration Building Lobby will be replaced soon by L.P. Heating Co.

7. Old Business -

a. Feedback on service contracts

Mr. Ellis thanked Ms. Flam for her comments regarding the service contracts for 2011. He stated the service contracts for 2011 have been re-done to make them easier to understand. Also, handyman services have been added to all the contracts. The price for 2011 will remain the same as 2010. This is a better value for the residents. If the committee has any suggestions, please let Mr. Ellis know, he would appreciate any input. A draft of the service contract cover letter and Contract #1 were circulated and reviewed.

Ms. Hamilton stated she stopped by the Kensington Fire Station to ask if they would come in to Leisure World to replace a residents' smoke detector if the resident makes a request. She was told that they have been informed that Leisure World takes care of this type of request in house. Mr. Ellis stated that he would have no problem for the fire department to come to Leisure World to replace smoke detectors, as it is a safety issue, as long as the Mutuals allow it. Mr. Ellis stated it is recommended that smoke detectors be replaced every 10 years.

8. New Business -

a. Next year's maintenance plan - Mr. Ellis requested the committee members to review the 5 year plan for 2011 and let him know if there are any questions.

Mr. Quill asked if the milling of the asphalt on Leisure World Boulevard had been completed. Mr. Ellis responded it is complete. Mr. Quill asked if the leakage of water at Clubhouse II and Interlachen Dr. had been done. Mr. Ellis responded that a French drain was installed when the curbing was done, in hopes that this will correct the situation.

Mr. Crisp questioned if the coating of the deck and around the lanai is included in the 2011 5 year plan. Mr. Ellis responded that it is included.

Ms. Hamilton asked if the community benches could be replaced when needed with the recycled material benches instead of teak. Mr. Ellis responded that we do have 10 or 12 of that type bench at the tennis courts. Some of the existing benches we have are not teak and they do need to be resurfaced from time to time. The teak benches we have do not need any maintenance whatsoever.

9. Open Discussion - Mr. Marotta mentioned it would be a good idea for the technicians to notify the residents before coming to do outside work to their home, because a couple of residents were startled when walking out of their home onto the patio, only to find a technician working on the outside of their home.
10. NEXT MEETING - The next Committee meeting is scheduled to be held on Tuesday, September 14, 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 10.18 a.m.

Mr. Tony Marotta
Chairman

Attest:

Mary Clark