

GENERAL MANAGER'S REPORT

July 2016

COMMUNITY TOPICS

1. Finances —

For the month ending June 30, net operating expenses were approximately \$52,000 under budget. Year-to-date, operating expenses are approximately \$97,000 under budget.

There were 50 property transfers in the month of June, which created a contribution to the reserve of approximately \$204,000.00. Year to date, there have been 186 property transfers, which have generated contributions of approximately \$722,000.

2. Budget 2017 —

There were nine meetings of advisory committees in the month of July, at which various operating budgets were presented. The last meetings took place on July 21st. All of the operating budgets were approved/endorsed by the committees.

At the July meeting of the LWCC Board of Directors, which will be held on Tuesday, July 26th, the Chairman of the Budget & Finance Advisory Committee will provide a summary report of the 2017 operating budget to the Board of Directors.

The Budget & Finance Advisory Committee will meet on Wednesday, August 17th, at 10:00 a.m. and the location is to be assigned to review all operating budgets.

Budget workbooks will be distributed to members of the committee by August 10th. In addition, budget documents will be posted on the Leisure World website and budget workbooks will be made available at both Clubhouse I and Clubhouse II for review.

A Budget Forum is scheduled on July 28th, at 3:00 p.m. in the Ballroom of Clubhouse I.

3. Special Meeting 7/12/16 —

At a special meeting of the LWCC Board of Directors, the Board adopted an organization chart for the Leisure World of Maryland Corporation. Attached please find a copy of the organization chart.

4. Clubhouse I Wi-Fi —

Activation of the new Wi-Fi capability (throughout entire building) is targeted for completion on Friday, July 29.

LEISURE WORLD OF MARYLAND CORPORATION

1. Personnel Changes

New Hires:

David Estes – Postal Clerk – Post Office

Ellen Solomon – Administrative Assistant/Trust Services - Administration

Juan Bailey – Recycling Driver – Sanitation Department - PPD

Resignations:

Bradley Yohe — Security & Transportation

Kevin Foley – Sanitation/Vehicle Maintenance Dept. – PPD

Marygrace Serra – Administration Assistant/Mutual Services — Administration

Open Positions:

Administrative Assistant/Mutual Services — Administration

Golf Course Attendant

Golf Course Technician II

HVAC Foreman

Security Guard

Special Police Officer

Shuttle Bus Driver

Filled Positions:

Administrative Assistant/Trust Services

Supplemental Transportation Driver