

GENERAL MANAGER'S REPORT

MARCH 2017

COMMUNITY TOPICS

1. Finances –

February financials are targeted to be released, Friday, March 10th.

Preliminary information indicates a deficit in the month of February of approximately \$10,000 - \$15,000.

2. New Resident Orientation –

Quarterly New Resident Orientation Programs are scheduled for the following dates:

- Thursday, March 16th
- Thursday, June 22nd
- Thursday, September 14th

Orientations will be held in the Ballroom of Clubhouse I at 3 p.m.

Please note that due to the size of the New Resident Orientation's Room this is an invitation only event.

3. Community Shredding Day – The Community Shredding Day is set for March 18th from 10am-1pm in the Administration Building parking lot.

4 Administration Building –

At the January 2017 Leisure World Community Corporation (LWCC) Board of Directors meeting, a motion was made to suspend moving forward on the planning/development of a new Administration Building and to approve funding, up to \$150,000 to engage the services of an engineering firm to conduct an invasive study of the existing Administration Building. The motion was postponed for action until the February meeting.

At the February meeting of the LWCC Board, the Board voted 21-2, not to engage professional services of an invasive study at a cost of \$150,000.

There will be a Pre-Submission meeting on the new building Wednesday, 3/29 @ 6pm in Clubhouse 2.

4. Kitchen –

The maintenance and repair work underway in the main kitchen of Clubhouse I is on schedule. The major work will be completed on March 10th to allow for appliance re-installation and restocking of kitchen supplies to take place prior to re-opening.

5. New Community Website –

The new Community website is targeted to be launched near the end of March. Management will release updated information on progress.

6. Recruitment

New Hires:

No New Hires

Transfer:

Carol Koendarfer – Property Manager – Creekside

Departures:

Jenefer Vilche – Security Dept

Bittney Woods – Customer Service - PPD

Maxx Kelley – Turnberry Courts - M21

James Voigt – Sanitation Dept - PPD

Imani Marcel – Security Dept

Open Positions:

Administrative Assistant – Turnberry Courts M21

Customer Service Representative – PPD

Recycling Driver – PPD Sanitation/Recycling

Sanitation Driver/Helper – PPD/Sanitation

Golf Professional – Golf Pro Shop

Postal Clerk – (Admin-Post Office)

HVAC Service Technician – PPD

HVAC Foreman (PPD)

Security Guard (2:00 PM – 10:00 PM SHIFT) (S&T)

Security Guard (10:00 PM – 6:00 AM SHIFT) (S&T)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver (S&T)

Special Police Officer (S&T)

Filled Positions:

Property Manager – Creekside M27

