

# **GENERAL MANAGER'S REPORT**

**May 2016**

## **COMMUNITY TOPICS**

### **1. Finances –**

The first quarter of 2016, there was a surplus realized of approximately \$36,000.

Preliminary information for April indicates a surplus in the range of \$5,000-\$10,000.

April financial statements will be released the week of May 16<sup>th</sup>.

There were 28 property transfers during the month of April, generating approximately \$98,000 in contributions.

### **2. FEP Update -**

Fitness Center -

Site work will begin in late May.

North Wing of Clubhouse I –

Terrace Room re-opened for full service on Tuesday, May 10<sup>th</sup>.

Cascade Bistro/Maryland Room project is scheduled to begin on May 23<sup>rd</sup>.

PPD Customer Service area–

Demolition is complete on Phase I.

Completion of project is targeted for June 2016.

### **3. New Resident Orientation –**

There is a New Resident Orientation program scheduled for May 19<sup>th</sup> at 3:00 p.m. in the Ballroom of Clubhouse I.

### **4. Budget Forum –**

A Budget Forum will be held on May 23<sup>rd</sup> at 3:00 p.m. in the Ballroom of Clubhouse I.

A presentation will be made by the Chairman of the Budget and Finance Advisory Committee. There will be a question and answer period following the presentation. If you are interested in attending, please register with E&R at 301.598.1300.

# **LEISURE WORLD OF MARYLAND CORPORATION**

## **1. Annual Meetings –**

The following annual meetings will be held in the month of May:

<b>Mutual</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>
MM	5/3/16	1:30 pm	Crystal Ballroom
M25	5/3/16	7:00 pm	Baltimore Room
M5	5/10/16	2:00 pm	Baltimore Room
M18	5/10/16	11:00 am	Crystal Ballroom
M15	5/12/16	2:00 pm	Baltimore Room
M6A	5/18/16	4:00 pm	Sullivan Room
M16	5/19/16	2:00 pm	Exercise Room (CHII)
M19B	5/25/16	2:00 pm	Crystal Ballroom

## **2. Assistant Editor Position -**

Stacy Smith joins the LW News staff as a full time assistant editor on Thursday, May 19. For the past two years she has worked for the Baltimore Sun Media Group weekly publication, the APG News, writing news and features articles and shooting photographs. She won a Maryland Delaware DC (MDDC) Press Association award for her writing in 2015.

## **3. Personnel Changes –**

### **New Hires**

Henrietta McKie – Receptionist – E&R  
Francisca Ortiz – Accounting Clerk  
Melinda Collis – Receptionist – E&R  
Stacy Smith – Assistant Editor – LW News  
John Crull – Maintenance Assistant – Greens 20A  
Patrick Gentzel – Maintenance Assistant – E&R  
Jose Silva – Building Engineer – Fairways South

### **Transfer/Promotion**

Jennifer Quinteros – Mutual Assistant – Administration  
Monica Tejada – Trust Assistant – Administration

Jenifer Aguilar — Administrative Assistant – Fairways South

**Resignations**

Judy Owen – E&R

William Reed – Security & Transportation

Francis McLaughlin – Golf Maintenance

Colin Torrible – Security & Transportation

Selwyn Alleyne – E&R

Lynn Rose - Accounting

Susan Diehl – Post Office

**Open Positions**

Golf Course Attendant

Golf Course Technician II

HVAC Foreman

HVAC Technician

Postal Clerk

Security Guard (2 positions opened)

Special Police Officer

Supplemental Transportation Driver

Shuttle Bus Driver