



MNCPPC Site Plan No. 820170120

**Administration Building and CH1 Site
Improvement Project**

BINDER 3

**LEISURE WORLD COMMUNITY CORPORATION
ADVISORY COMMITTEE MEETING MINUTES
2012 – 2018**

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SECTION 3

January 2012

6. Old Business

a. Golf Course Study – Ms. King

Bill Love, W. R. Love, Inc. has been retained to prepare a golf course enhancement plan. A preliminary plan will be presented to the Golf & Greens Advisory Committee in late February. The final plan is expected in late March or early April. Mr. Zajic appointed Mr. Silverstein as Community Planning Advisory Committee liaison for the Golf Course Improvement project.

b. Stein Room Renovation – Ms. King

A presentation board of finishes is on display in Clubhouse I. The Restaurant Advisory Committee will approve the finishes at its January 16th meeting.

c. Administration Building Renovation

A task force from Community Planning will meet with Mr. Meyers on January 18 at 2:00 p.m. in the PPD conference room to discuss space needs in the Administration Building. Mr. Zajic said that he would like to present to the Executive Committee several options of which working groups will be included in the Administration Building and seek its advice as to how to develop a process to finalize the administration building renovation plan.

d. Facilities Improvement Plan

At its last meeting the Committee prioritized projects on the Facilities Improvement Plan. Consideration of cost was not a factor in the prioritization. The projects were scheduled today based on estimated cash flow as shown on a draft spreadsheet (Table 3 Cash Flow Estimate 2012–2016 dated January 8, 2012) prepared by Mr. Zajic. Estimated cost figures shown on the spreadsheet include relocation costs as well as other potential costs not included in previous estimates.

Upon motion duly made and seconded, the Community Planning Advisory Committee agreed that the expenditure of \$5,000 for the Clubhouse I Vestibule Improvement be scheduled for the second half of 2012. The motion passed unanimously.

Upon motion duly made and seconded, the Community Planning Advisory Committee agreed that the expenditure of \$80,000 for the Salt Storage Shed be scheduled as follows: \$20,000 the first half of 2012; and \$60,000 the second half of 2012. The motion passed unanimously.

Upon motion duly made and seconded, the Community Planning Advisory Committee agreed that the estimate of \$90,000 for the Terrace Room Remodeling be changed to \$60,000. The motion failed with a vote of 2 for and 6 opposed. There was one abstention.

February 2012

- c. Community Planning Advisory Committee Chairmanship - Mr. Lukas has been asked, and has agreed, to serve as Chair of the Community Planning Advisory Committee. Mr. Lukas's chairmanship will be formalized when Mrs. Cronin announces her appointments at the February Board Meeting. The Committee thanked Mr. Zajic for the fine job he has done chairing the committee.

6. Old Business

- a. Stein Room Renovation - Mrs. Hunt reported that work will begin on the Stein Room March 19th and will be completed within four weeks. The Chesapeake Room will be available to Stein Room patrons during the renovation. When there is a reservation in the Chesapeake Room, alternate plans to accommodate Stein Room patrons will be made.

b. Administration Building Renovation

- The Liaison Task Force of this committee previously met with the Executive Committee to obtain guidance relative to the process of obtaining approval of a concept plan.
- Mr. Myers presented a preliminary concept plan which includes an expansion of the building.
- Mr. Lukas said that before finalizing the plan, Mr. Myers and Ms. King will meet with stakeholders to discuss space needs in more detail.
- At a meeting with the officers of the Board of Directors for guidance on the process they would prefer for obtaining approval of the project, it was suggested that the Board be given the benefit of two concepts: one being the recommendation of the committee that contains all of the elements the committee thinks are appropriate and one showing the elements that will fit in the existing footprint of the building. The second option will identify which elements will need to be eliminated or located elsewhere. This option needs to be presented because the Board had approved funding of \$1,750,000 for renovation of the building in its existing footprint, and that approval will need to be modified.

- c. Facilities Improvement Plan - A draft of a 2012 Facilities Improvement Plan dated February 6, 2012, was discussed.

After motion by Ms. Altman, the Community Planning Advisory Committee adopted the 2012 Facilities Improvement Plan Report dated February 6, 2012, to be submitted to the Board of Directors of LWCC. The motion passed unanimously.

7. New Business - None

8. Open Forum

- Mr. Rundquist asked if the use of solar energy was being considered for the Administration Building.
- Ms. Temple suggested ways to make the concept plan of the Administration Building easier to read.

April 2012

Today Ms. King distributed and discussed a report, "Conceptual Planning Funding Balance through 3/10/12" which shows architectural expenses to date.

7. Unfinished Business

a. Stein Room Renovation – Ms. King reported that renovation began on March 19 as scheduled and construction is expected to be completed by April 13.

b. Administration Building –

- Task Force - A task force of this committee met with Mr. Meyers on March 16. At that meeting Mr. Meyers presented preliminary, conceptual floor plans and a Space Needs Assessment and Systems Review (both attached to today's meeting packet). The next Task Force meeting is scheduled for Wednesday, April 25 at 1:30 p.m. in the PPD Conference Room.
- Floor Plans – Attached to the meeting packet and shown in overheads were a proposed floor area comparison matrix, the existing floor plan, and two preliminary, conceptual floor plan options. The first concept plan (Option 1) showed a reconfigured floor plan within the existing footprint. (Mr. Meyers emphasized that its purpose was to show that not all of the offices currently in the building could fit in the reconfigured floor plan within the existing footprint and to justify an expansion of the building.) The second concept plan (Option 2) showed the layout in the building with an expansion. Ms. King and Mr. Meyers responded to questions and comments from the committee and visitors.


Future updated concept plans may have to be adjusted after the current locations of load bearing columns are determined.

Committee members discussed pros and cons of the size of the proposed meeting room.

Post Office- It was the consensus of the committee that the architect be asked to provide an additional floor plan (as Option 1A) showing a reconfigured layout of the existing footprint but which includes the post office.

The committee discussed the former architect's suggestion to locate the post office in the center of the lobby. (In January 2010, the committee agreed that the post office should not be located in the center of the lobby but could remain in the lobby, preferably against a wall.)

Space Needs Assessment and Preliminary Systems Review prepared by A. R. Meyers Associates (not dated) was included in the meeting packet. The chair's comments (dated April 2, 2012) about that document were distributed at the meeting. The committee was asked to forward comments to the chair about both documents so they can be discussed at the Task Force meeting on April 25.



Photographs of South Side Facade of Administration Building – Overheads were shown of existing views of the South Side Facade of the Administration Building. The chair explained what changes would be made to the building exterior with the proposed expansion. He suggested that consideration be given to expand the Administration Building on the south side of the east wing (the other side of the entrance doors).

Mr. Lukas made motions recommending that the architect be authorized to prepare an additional concept option for the expansion of the Administration Building on the south side of the east wing with (a) reduced size of the meeting room, (b) reduced unassigned space, and to prepare concept elevation plans showing the relationship of the proposed additions to the existing building. The motions were not seconded and, therefore, were not approved.

8. New Business.

- a. 3rd Hole of the Golf Course - Attached to the meeting packet was a letter from the chair of the Golf & Greens Advisory Committee regarding the Facilities Improvement Plan. The Golf & Greens Advisory Committee requests that the reconstruction of the 3rd hole to alleviate drainage problems on the fairway be reprioritized so that work is done in fall 2012 rather than in 2015. Mr. Lukas said the letter was included in the meeting packet for informational purposes only. No action by this committee was taken.

9. Open Forum -- Visitors commented on topics as they were discussed. There were no additional comments at the Open Forum period at the end of the meeting.

10. Next Meeting - The next meeting is scheduled for Monday, May 7, 2012, at 10:00 a.m. in the Sullivan Room.

11. Adjournment – There being no further business, the meeting adjourned at 12 noon.

Al Lukas, Chair

May 2012

been favorable. Both Ms. King and Ms. Hunt (Chair of the Restaurant Committee) were very complimentary about their working relationship with Mr. Meyers and his staff.

b. Administration Building Renovation - Concept Plan Review

- Work Session with Alan Meyers on April 25 - The following were in attendance: Jolene King, Marian Altman, David Frager, Carol Kennon, Al Lukas, Jackie Rabinow, Conrad Rohrer, and George Stevens. The purpose of the meeting was to discuss the concept plans and cost estimates. An additional work session will be held on Wednesday, May 23, at 1:30 p.m. in the PPD conference room.
 - Report to LWCC Board of Directors - A report, "Status of the Administration Building Renovation Project," by Ms. King was provided to the committee. The information contained in the document was reported to the LWCC Board of Directors on April 24, 2012.
 - Bank of America - Ms. King reported that Bank of America is not interested in downsizing their leased space in the building. Their lease expires at the end of 2013. They have a five year option to renew their lease.
 - Weichert - A question was asked about the Weichert lease. The terms of their lease state that it can be terminated with six months notice.
 - "Space Needs Assessment and Preliminary Systems Review" by A. R. Meyers was distributed at the meeting. It will be revised to justify the pros and cons of the several concept plans developed for the renovation.
 - Concept Plan - As requested by the committee, Mr. Meyers provided an additional concept plan of the existing building with space for the post office. The plan was distributed to the committee. The matter of having Mr. Meyers provide a sketch of the elevation of a proposed addition to the building was discussed. Mr. Meyers said to do so at this time would be premature.
 - Construction Cost Estimates by A. R. Meyers - The cost estimates that were distributed will be revised. Mr. Meyers said they were not comprehensive and should not have been distributed. Revised estimates should be available within the week.
 - Timelines - Two timelines for the project were developed by A. R. Meyers: one for the renovation in the existing building; one in an expanded building.
- c. Recommendation to LWCC Board of Directors - A special meeting will be scheduled with the LWCC Board of Directors prior to presenting a recommendation by the CPAC for the preferred option for the renovation. The purpose of the special meeting will be to discuss the project, answer questions, and ascertain what additional information the Board would like.

8. Open Forum - Visitors had an opportunity to speak during the meeting as well as at the Open Forum period at the end of the meeting.
9. Next Meeting - The next meeting is scheduled for Monday, June 4, 2012, at 10:00 a.m. (The committee discussed changing the date of the July 2, 2012, meeting and decided not to.)
10. Adjournment - There being no further business, the meeting adjourned at 11:40 a.m.

Al Lukas, Chair

June 2012

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of the Regular Meeting
June 4, 2012

MEMBERS PRESENT: Al Lukas, Chair, M20B; Marian Altman, Vice Chair, M12; George Stephens, MM; Carol Kennon, M6C; Conrad Rohrer, M13; Sophie Peters, M17A; Yolanda Hunt, M21; John Colston, M23; Bernard Silverstein, M26; and David Frager, M27.

MEMBERS ABSENT: Frank Lozupone, M14.


LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

A.R. MEYERS ARCHITECTS: Alan Meyers.

VISITORS: Barbara Braswell, MM; Paul M. Bessel, M13; Billie Saunders, M13; Jackie Rabinow, M14; Barbara Cronin, M17A; and David Kipping, M21.

1. Call to Order – Mr. Lukas called the meeting to order at 10:00 a.m. and determined that a quorum was present. Ms. Altman acted as chair for the duration of the meeting. (Last month Mr. Lukas stated he would ask Ms. Altman to chair this meeting because he was going to be out of town until just prior to the meeting.)
2. Approval of Agenda – The Agenda was approved as amended. Add to New Business, (6.b.) Mr. Kipping's suggestion regarding Bank of America.
3. Approval of Minutes – The Minutes of the May 7, 2012, regular meeting were approved as written.
4. Administrative Items – Mr. Lukas welcomed new member, Sophie Peters, and asked her to introduce herself.
5. Unfinished Business
 - a. Administrative Building Renovation -- Concept Plan Review

On May 23, Mr. Meyers met with Ms. King and committee members, Ms. Altman, Mr. Frager, Mr. Rohrer, and Mr. Stephens, to review concept plans. At that meeting and at today's meeting Mr. Meyers distributed a report, "Leisure World of Maryland Administrative Building – Space Needs Assessment and Preliminary Systems Review." Included in the report was an additional option regarding the renovation of the Administrative Building--to replace the Administrative Building with a new building. Ms. King said this new option was raised after receiving information from Maryland-National Capital Park and Planning Commission about what would be



required and expected in the review and approval process needed to expand the building.

Ms. King's report "Status of Administration Building Renovation" dated May 2012 along with a document showing the pros and cons of (1) renovating within the existing footprint; (2) building a 3,800 square foot addition; and (3) building a new building in a different location was also attached to the meeting packet and discussed.

A Community Planning subcommittee will meet June 20, at 2:30 p.m. in Clubhouse I to prepare a report to present to the Board of Directors in July about the option to construct a new building.

6. New Business

a. Cash Flow Estimate for Facilities Improvement

Attached to the meeting packet was a memo to the Board of Directors from Kevin Flannery, dated May 18, 2012, which included two spreadsheets and bar graphs outlining projected facility improvements from the current year to 2018. One spreadsheet "includes annual transfer to Capital Improvement Fund from the Resale Fund" and the other "assumes no transfer from Resale Fund to Capital Improvement Fund after 2012." During the discussion of the documents, Ms. King described the projects listed as "Adds" which the Community may wish to consider in the future.

b. David Kipping's Suggestion Regarding Bank of America

Attached to the meeting packet was an email from Mr. Kipping dated May 8 to the Committee regarding the Administrative Building renovation. Mr. Kipping suggested that the renovation be done within the existing footprint and not include expansion space for personnel or expanded meeting rooms until 2018 when the Bank of America lease expires.

Mr. Kipping said that when he made the suggestion, the option to build a new building had not been discussed and that he withdraws his suggestion at this time.

7. Open Forum – Visitors had an opportunity to ask questions and comment as each agenda item was addressed as well as during the Open Forum period.
8. Next Meeting - The next meeting is scheduled for July 2, 2012, at 10:00 a.m. in the Sullivan Room.
9. Adjournment – There being no further business, the meeting adjourned at 11:35 a.m.

Marian Altman, Vice Chair

July 2012

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of the Regular Meeting
July 2, 2012

MEMBERS PRESENT: Marian Altman, Vice Chair, M12; George Stephens, MM; Carole Kennon, M6C; Conrad Rohrer, M13; Sophie Peters, M17A; Yolanda Hunt, M21; John Colston, M23; and David Frager, M27.

MEMBERS ABSENT: Al Lukas, Chair, M20B; Frank Lozupone, M14; and Bernard Silverstein, M26.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

A.R. MEYERS ARCHITECTS: Alan Meyers.

VISITORS: Bud Tardiff, M6C; Paul M. Bessel, M13; Billie Saunders, M13; Jackie Rabinow, M14; Alan Rundquist, M19B; David Kipping, M21; Joan Jenkins, M23; Irv Eisen, M24; and Henry Jordan, M24.

1. Call to Order – Ms. Altman called the meeting to order at 10:05 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of the June 4, 2012, regular meeting were approved as written.
4. Unfinished Business
 - a. Administration Building Renovation
 - Working Session – A working session with Mr. Meyers was held June 20 to discuss replacing the Administration Building with a new building. In attendance were: Jolene King, committee members Marian Altman, John Colson, Yolanda Hunt, Al Lukas, Carol Kennon, Conrad Rohrer, Bernard Silverstein and George Stephens. Visitors present were Dave Kipping and Jackie Rabinow. The next working session is scheduled for Wednesday, July 25 at 2:30 p.m. in the Montgomery Room.
 - Administration Building Renovation Options – A document dated May 28, 2012, prepared by management which listed pros and cons, time frames and estimated costs of three options for the Administration Building was discussed. The committee was asked to suggest additional pros and cons which will be incorporated into a revised document.

- Construction Costs – Two memos from Mr. Meyers dated June 28, 2012, were distributed. They contained construction costs of a new Administration Building and construction costs for remodeling and adding to the existing Administration Building.
- New Building – Mr. Meyers presented sketches of two studies of a new building to be built on the current Administration Building parking lot. (The current Administration Building would be razed at a cost of \$25,000. The site would be used for new surface lot with 99 parking spaces immediate to Clubhouse 1 at a cost of \$150,000.)

| Scheme 1 | Scheme 2 |
|--|--|
| one floor | one floor with a two-story wing |
| 19,000 square feet | 20,300 square feet |
| approximate estimated construction costs - \$125 square foot or \$2,375,000* | approximate estimated construction costs - \$120 square foot or \$2,436,000* |
| *does not include furnishings and upgrades to interior | |

After discussion, the Community Planning Advisory Committee resolved to recommend that a new building with a two-story wing (Scheme 2) be built. The motion was passed unanimously.

- Ms. King reported that of the \$100,000 approved by the Board for conceptual studies, \$70,000 has been expended; \$48,000 was for the Administration Building project. Ms. King estimates that by June 30 an additional \$5,000 will be expended.

5. New Business – There was no new business.

6. Open Forum

- Visitors made comments and asked questions during the meeting as each agenda item was addressed.
- Mr. Bossel commented that the Administration Building is sometimes referred to as Administrative Building and that, for clarity, it should not be.

7. Next Meeting - The next meeting is scheduled for August 6, 2012, at 10:00 a.m. in the Sullivan Room.

8. Adjournment – There being no further business, the meeting adjourned at 11:05 a.m.

☒ **APPROVED**

Marian Altman, Vice Chair

September 2012

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Final Minutes of the Regular Meeting
September 10, 2012

MEMBERS PRESENT: Al Lukas, Chair, M20B; Marian Altman, Vice Chair, M12; George Stephens, MM; Carole Kennon, M6C; Conrad Rohrer, M13; Yolanda Hunt, M21; Joan Jenkins, M23; Jordan Harding, M17B; and David Frager, M27.

MEMBERS ABSENT: Frank Lozupone, M14; Sophie Peters, M17A; and Bernard Silverstein, M26.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Jackie Rabinow, M14; Joyce Temple, M17B; Earl Geldon, M20B; and David Kipping, M21.

1. Call to Order - Mr. Lukas called the meeting to order at 10:05 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Welcome - Visitors were welcomed and asked to introduce themselves.
4. Approval of Minutes - The Minutes of August 6, 2012, were approved as amended. To Agenda Item 5, add Jordan Harding's name to the list of people who attended the July 24, 2012, work session.
5. Administrative Items
 - a. Meeting time - The committee discussed changing the meeting time to 9:30 a.m. It was decided that the meeting time will remain at 10:00 a.m.
 - b. Resignation - John Colston, M23, has resigned from the committee.
 - c. 2012 advisory committee membership - Any resident who wishes to serve on a 2013 advisory committee must notify his or her Mutual president.
 - d. October 1, 2012 meeting - Mr. Lukas will be away next month. Ms. Altman will chair the October meeting.
6. Unfinished Business
 - a. Administration Building Renovation
 - Presentation to the Board of Directors on August 20, 2012 - At a special Board of Directors meeting the committee presented three options for the Administration Building project. The Board will select one of the three options at its October 2, 2012, meeting.

- Bank of America - The space allotted to the Bank of America in Option 3 was discussed. A motion was made and seconded:
If the Board of Directors selects Option 3, the Community Planning Advisory Committee requests management to approach Bank of America to discuss the potential size of the bank facility for Option 3. The motion passed.
- Request for additional funds - At its August 28, 2012, Board of Directors meeting, the following resolution was approved: "That the Board authorize an amount up to \$50,000 for continuing support in the development of the options for the Administration Building only. Funds shall come from the Resales Fund." Mr. Lukas said the Board requires that all projects on the Facilities Improvement Plan be submitted to the Board for approval before funds for them are authorized.

7. New Business

- a. Request for architectural and engineering service fees - The committee considered recommending to the Board that funds be approved for four smaller projects on the 2012 Facilities Improvement Plan. A list of those projects was distributed. After discussion, the committee decided not to make a recommendation at this time.
 - b. Vestibule air curtain - One of the projects on the list mentioned above was an air-curtain for the vestibule of Clubhouse 1. Mr. Rohrer stated that the solution to maintaining even temperatures in the clubhouse is the use of heaters, not an air-curtain. For committee action next month, Mr. Rohrer will formulate a resolution recommending how the architect should proceed to resolve the problem of uneven air flow in the clubhouse. In addition, Ms. King will speak to PPD for its recommendation.
 - c. Committee charter - Ms. Altman reported that a revised charter will be distributed to the committee by September 17. At its October meeting, the committee will vote to approve or disapprove it.
 - d. CPAC tasks for the remainder of 2012 meeting agendas - Mr. Lukas distributed his document "2012 Meeting Agendas." It was revised to read that at the October meeting the revised committee charter will be reviewed and Facilities Improvement Plan will be updated.
8. Open Forum - Visitors spoke on agenda items as they were addressed. In addition, Ms. Rabinow asked what criteria are used for the prioritization of projects on Table 1 of the 2012 Facilities Improvement Plan.
 9. Next Meeting - The next regular meeting is scheduled for October 1, 2012, at 10:00 a.m. in the Sullivan Room.
 10. Adjournment - There being no further business, the meeting adjourned at 11:20 p.m.

Al Lukas, Chair

October 2012

Community Planning Advisory Committee
 Minutes of October 1, 2012 Meeting
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fees for the preparation of final plans and permits for four small projects on the 2012 Facilities Improvement Plan. Today the committee voted to change the wording of the resolution.

The Community Planning Advisory Committee recommends changing the wording of a draft resolution dated September 10, 2012. The description of the Clubhouse I Vestibule Improvement will be replaced with the following language: "In the winter cold winds blow though the main entrance of the Clubhouse I vestibule into the lobby. The uncomfortable situation deserves attention. The architect needs to analyze the condition and recommend a cost-efficient solution not to exceed \$5,000."

The committee unanimously agreed to forward the above resolution to the LWCC Board of Directors after Ms. King provides additional information, if any, to this committee from the architect, the E&R and the Energy Advisory Committees.

(The architect will determine if there is adequate power for space heaters. The E&R and Energy Advisory Committees will be asked for their input about the project.)

Salt Storage Shed – The architect recently visited the site of the new salt storage shed with a structural engineer. The architect estimates the cost to build a new storage shed with a cement floor and a wood frame to be \$85,000 but will have a more firm figure when costs for permits and costs for coating are verified. The existing salt shed will be used to store mulch. The existing mulch bins, top soil bin and magnesium storage area will be demolished. Ms. King and the members of the committee will arrange a time to visit the area within the PPD compound in which the shed will be built.


Committee Charter – Included in the meeting packet was the existing charter as well as a draft revised charter dated September 16, 2012. The committee voted to accept the revised charter.

The Community Planning Advisory Committee agreed to accept the revised committee charter dated September 16, 2012.

6. New Business

Fourth Option for the Administration Building – Ms. King reported that the Executive Committee will present to the Board of Directors at its October 2nd meeting a fourth option for the Administration Building project. The recommendation would be for Management to evaluate the option of a mixed-use building in a potential joint venture partnership with a developer. In this option, administrative offices and residential units would be incorporated in the building.

The vice chair stated that she objects to the process being used to bring the recommendation to the Board of Directors.




Upon motion duly made, the Community Planning Advisory Committee agreed unanimously to stand behind the vice chair in her objection to the process by which a fourth option for the Administration Building project will be brought to the Board of Directors. The committee believes the Executive Committee circumvented the Community Planning Advisory Committee in the process.

2013 Facilities Improvement Plan Draft

Ms. King reported that several months ago, the Board of Directors requested Management to prepare a financial forecast of projects that Management considers should be undertaken in the next 8 to 10 years, which forecast will be included in the 2013 Facilities Improvement Plan. Ms. King informed the committee that appropriate advisory committees will be requested to provide justification for the projects listed on the financial forecast.

2012 Community Planning Advisory Committee Proposed Meeting Agendas

Included in the meeting packet was a list of Community Planning Advisory Committee agenda items proposed for the duration of 2012. It was revised to include "Fourth Option for the Administration Building" on the November 5th agenda.

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7. Open Forum – Visitors spoke on agenda items as they were addressed. In addition, Ms. Temple asked how many Mutual representatives spoke to their Mutuals about the fourth option for the Administration Building.
 8. Next Meeting - The next regular meeting is scheduled for November 5, 2012, at 10:00 a.m. in the Sullivan Room.
 9. Adjournment – There being no further business, the meeting adjourned at 10:45 a.m.

Marian Altman, Vice Chair

November 2012

Resolved, that the Community Planning Advisory Committee requests the LWCC Board of Directors to approve preparation of preliminary plans, and projected construction cost estimates and preliminary time schedules for final design and construction for the construction of a salt storage shed in the Physical Properties compound. A budget of \$7,500 from the Resales Fund is requested for architectural services to develop the concept plans. The motion passed unanimously.

Administration Building, Option 4 – Ms. King reported that management has been directed by the Board of Directors to explore the option of constructing a mixed-use building to house all the functions that are currently accommodated in the existing Administration Building. Feedback from the development community will be sought about the use of a mixed-use or other development plan which would financially benefit Leisure World. Ms. King will provide progress reports about this fourth option to the Community Planning Committee at its regular meetings.

2013 Facilities Improvement Plan – Ms. King reported that the “Cash Flow Estimates for 2012 – 2016” show several additional projects added by management. These projects will be brought to the appropriate advisory committees for consideration at their November meetings. Ms. King said members of this committee may wish to attend a special meeting of the Board of Directors and Golf & Greens Advisory Committee at which a presentation will be made about the golf course enhancement plan.

Mr. Lukas said the Community Planning Advisory Committee’s goal is to have a 2013 master development plan in January 2013.

6. New Business

Fitness Center Expansion – Priority #1 on the 2012 Facilities Improvement Plan was the Fitness Center Expansion with a cost estimate of \$1.2 million and a completion date of fall 2014. A handout summarizing the project (“Fitness Center Expansion, CPAC Status Report – November 5, 2012”) was distributed. In addition, a concept plan by A. R. Meyers Architects was distributed and discussed.

A motion was made by Ms. Altman.

Resolved, that CPAC requests the LWCC Board of Directors to approve initiation of concept plans for construction of the expanded Fitness Center as an addition to Clubhouse II. Concept plans will provide conceptual architectural drawings for the location, size, layout, fitness center accommodations, projected construction cost estimates, and preliminary time schedules for final design and construction. A budget of \$20,000 from the Resales fund is requested for architectural services to develop the concept plans.

December 2012

of the chemical being stored. However, Ms. King will revisit this option with the architect to determine if a prefabricated structure would be suitable. Ms. King also stated that the amount of space in the PPD yard for the facility is too small to accommodate many types of storage facilities shown in catalogs.

Fitness Center - Ms. King reported that the architect has requested that the committee clearly state its objectives for the Fitness Center. E&R will provide information about needed equipment.

- Committee Charter - At its October meeting, the committee accepted a charter dated September 16, 2012. Subsequently, a revised charter dated November 27, 2012, was drafted by the Special Advisory Committee on Advisory Committee Process for presentation to the Board in November. The Community Planning Committee requested the Board to postpone approving the charter until after it has been reviewed by the committee. Ms. Altman asked the committee to compare the two charters and be prepared to vote on the revised charter at the January meeting.

6. Unfinished Business

- a. Clubhouse I Vestibule Improvement - The Energy Advisory Committee is researching the best method to resolve the problem of cold air rushing into the Clubhouse lobby when entrance doors are open. Ms. King will report their findings to this committee in January.
- b. Administration Building, Option 4 - Ms. King reported the status of Option 4 which is for a mixed-use project with a potential joint-venture with an outside developer. Management is researching the feasibility of Option 4. Ms. King has contacted two developers and is waiting for responses from them.

7. New Business

- a. Facilities Master Plan - A draft of a 2013 Trust Facilities Improvement Plan was distributed and discussed. It will be finalized in January. Representatives of the Education & Recreation, Golf & Greens, Tennis and Restaurant Advisory Committees spoke about projects on the Master Plan.

E&R Advisory Committee - Rita Penn, Chair

Ms. Penn stated that the E&R Committee will probably rank the Maryland Room Renovation and the Ballroom Renovation as their first priorities and will provide descriptions, justification and ballpark estimates for both projects. Ms. Penn stated that many of the projects listed on the Master Plan have not yet been discussed by the committee.

Committee Charter – On January 2, 2013, a committee work session reviewed and revised the proposed committee charter dated November 27, 2012. The revised charter was distributed and discussed.

Upon motion duly made and seconded, the Community Planning Advisory Committee resolved to adopt the revised charter dated January 4, 2013. The motion failed.

The committee will schedule another session to work on the charter.

6. Unfinished Business -

A. Clubhouse I Vestibule Improvement -

Jim Cooper and Tom Simms of the Energy Advisory Committee met with Jolene King, Stacy Sigler and a representative of Atlantic Door Control to observe the operation of Clubhouse I main entrance doors, which when opened, allow a rush of cold air into the lobby. A very slight timing adjustment was made to the doors. The Energy Committee will recommend to the E&R Advisory Committee:

- installing a space heater in the vestibule;
- using commercial-type (radiant) heat pads, if available, to be placed under the ticket-sellers tables in the lobby inasmuch as most of the complaints of the cold air were from people who use those tables; and
- installing a piece of plywood over the interior doors (which are higher than the entrance doors) to reduce the amount of air that infiltrates the lobby.

Because this is a maintenance type project, the committee discussed removing it from the projects being considered for the 2013 Facilities Improvement Plan.

Upon motion duly made, the Community Planning Advisory Committee resolved that the Clubhouse I (Front Entrance) Vestibule Improvement Plan be removed from projects being considered for the 2013 Facilities Improvement Plan because it is a maintenance-type project. The motion passed.

- B. Administration Building, Option 4 – As requested by the Board of Directors, Ms. King spoke with developers to discuss the feasibility of building a mixed-use building on Trust property. Mr. Jordan asked the name of the developers to whom she spoke. Ms. King said she would be releasing a full report to this Committee and to the Board of Directors in February. Mr. Jordan asked that it be reflected in the Minutes that he objected to not getting an answer to his question.

- C. Salt Shed – The Board of Directors approved \$95,000 for the development and construction of a new shed to be used to store salt chemicals in the PPD yard. Ms.

February 2013

6. Unfinished Business –

a. Administration Building, Option 4, Progress Report –

Space used by Realtors - The topic of leased spaces in the Administration building was discussed.

Upon motion by Mr. Namovicz, the Community Planning Advisory Committee recommends that the Board of Directors directs Management to inform Weichert that options are under discussion for full use of the Administration Building that may or may not impact their occupancy. The motion failed.

Feasibility of 4th Option - Ms. King distributed a report, "Exploration of the Feasibility of a 4th Option (Mixed-Use or Other)" dated February 4, 2013, which contained feedback about a 4th option from three developers: Ken Woodring; Classic Community Corporation; and IDI Group Companies.

IDI Presentation - Mr. Dreyfuss, Executive Vice President, and Mr. Rhodes, Vice President met with the committee to discuss the feasibility of constructing a mixed-use building. (See Attachment A - Mr. Dreyfuss' Presentation.) After studying the local condominium market, Mr. Dreyfuss and Mr. Rhodes concluded that a mixed-use scenario could offset some of the cost of the administration building project. IDI offered to further discuss the matter with the Community Planning Advisory Committee and Board and has offered to invest the necessary resources to produce more detail. Mr. Lukas requested that if IDI submits a report to the Board of Directors that this committee receives a copy.

b. Physical Properties, Salt Shed – A sketch of a salt shed by A. R. Meyers Architect will be shown to a few contractors to confirm that the \$95,000 estimated cost is in the ballpark.

c. Fitness Center -- Included in the meeting packet was a draft conceptual plan for a 4,500 square foot expanded Fitness Center. The plan was discussed at length and some changes were suggested. Ms. King will report the suggested changes to the H&R Advisory Committee when the plan is presented to them on February 5.

Ms. King stated that the next step will be to lay out this plan on a site plan to see the relationship between the expansion and the lobby of the existing building and the pool.

The Energy Advisory Committee will be consulted to discuss how the Fitness Center can be made as energy efficient as possible.

March 2013

Ms. King clarified that the Facilities Improvement Plan does not necessarily include all projects presented to the Board of Directors.

Leisure World Plaza – Ms. King has received notification that an application by the Leisure World Plaza has been made to Montgomery County Park and Planning for a bank pad in the shopping center.

Trotters Glen Golf Course – Ms. King has received notification that an application has been made to Montgomery County Park and Planning for the development of about 61 homes at the golf course. Two-thirds of the golf course would remain open space; one-third would be developed.

5. Unfinished Business -

Administration Building, Option 4, Progress Report – Ms. King's memo dated March 5, 2013, to the Board of Directors regarding the "update to exploration of the feasibility of a 4th option (mixed-use or other)" dated March 5, 2013, was distributed to the committee. The memorandum contains Norman Dreyfuss' (Executive Vice President and COO of PDI) observations, thoughts and recommendations regarding a mixed-use project. A transcript of Mr. Dreyfuss' remarks made at the February Community Planning Advisory Committee was included in the agenda packet.

Mr. Lukas gave a history of each of the four options which the Board of Directors will be asked to consider: option 1) renovation of the Administration Building within the existing footprint; option 2) expansion of the Administration Building; option 3) construction of a new Administration Building; and option 4) construction of a mixed-use building by an outside developer.

Physical Properties Salt Shed - Ms. King stated that verbal responses from contractors indicate that the \$95,000 figure approved for architectural planning and construction of the salt shed project is a realistic figure. Ms. King will provide additional information at the next meeting after contractors have submitted proposals in writing.

Fitness Center – A preliminary architectural plan for the Fitness Center which was presented to this committee and to the E&R Committee in February will be presented to the Board of Directors on April 2, 2013. The plan is currently on display at the Fitness Center. A work session of the Community Planning Committee, to be chaired by Ms. Kennon, will be scheduled within the next week to prepare its comments and recommendations to the Board of Directors.

H&R and Restaurant Committee Studies for Improvements in Clubhouse I

Ms. King reported that on January 29, 2013, the Board of Directors approved \$3,500 for the development of a conceptual plan for an outside entrance to the Terrace Room.

April 2013

Committee Charter – Included in the agenda packet was the committee charter dated March 5, 2013, which was approved by the Board of Directors.

5. Old Business –

Administration Building – Ms. King stated that the Board will be considering the Administration Building project and will determine how it fits with other projects on the Facilities Improvement Plan.

Current Maintenance Needs of Administration Building – Ms. King distributed a page from the document: "Five-Year Plan for Trust Properties 2013-2017" which lists maintenance projects for the Administration Building and a page from the "Reserve Plan for Trust Properties 2013-2026" which lists the projects on the Five-Year Plan that exceed \$25,000. Mr. Lukas said these documents are for the committee's information only, and that once a decision is made regarding the Administration Building project, Management will revise the plans.

After discussion, and upon motion by Ms. Altman, the Community Planning Advisory Committee agreed to forward the "Five-Year Plan for Trust Properties 2013-2017" and the "Reserve Plan for Trust Properties 2013-2026" to the Board of Directors on April 30, 2013, so that they are aware of the maintenance issues until the decision is made about the Administration Building.

The motion carried.

Administration Building Project – 4th Option - Ms. King reported that on April 2, 2013, Management will recommend to the Board that the 4th option for the Administration Building project (mixed-use building) not be considered.

The CPAC will schedule a work session to discuss the committee's recommendation for the Administration Building project. Ms. Kennon will set the time and place for the work session and announce it to committee members for participation.

Salt Shed – Ms. King stated that she is speaking to contractors and that at next month's meeting cost information will be provided to the committee.

Community Planning Advisory Committee
Minutes of April 1, 2013, Regular Meeting
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Fitness Center – Ms. King distributed a report, “Proposed New Fitness Center at Clubhouse II, dated April 2, 2013” which will be presented to the Board of Directors on April 2, 2013. Included in the report are comments and suggestions made at a committee working session on March 4, 2013. (They were also attached to the Agenda packet.)

E&R and Restaurant Advisory Committee Studies for Improvements in Clubhouse I – Ms. King stated that the Board has requested that a comprehensive study be made of the food-services wing of Clubhouse I to determine how spaces can best be utilized. Ms. King stated that input would be sought from the restaurant operator, A. R. Meyers Architects, and a restaurant consultant. A restaurant consultant has not yet been retained.

6. New Business –

Physical Property Office Renovation – Ms. King reported that after reviewing a plan to renovate the customer service and administrative offices in the Physical Properties building, the Board requested an-overall plan for other areas of the PPD building. Currently, Bill Carr, Director of PPD is assessing needs of the mechanics’ shop and foremen’s offices.

Golf Course Irrigation Pond – A golf course architect’s report presented to the Board of Directors on January 22, 2013, addressed the need to dredge the golf course irrigation pond and to expand its capacity to pre-existing conditions at a cost of \$250,000. This committee has been asked by the Chair of the Board of Directors to consider if this project should be treated as a separate Leisure World Facilities maintenance project. The matter will be considered by this committee at its May meeting.

7. Open Forum – Visitors had an opportunity to comment on Agenda Items as they were addressed and had no additional comments during Open Forum.
8. Next Meeting – The next regular meeting is scheduled for May 6, 2013, at 10:00 a.m. in the Sullivan Room.

May 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

May 6, 2013

MEMBERS PRESENT: George Stephens, Chair; Carole Kennon, M6C, Vice Chair; MM; Robert Namovicz, M10; Marian Altman, M12; Billie Saunders, M13; Sophie Peters, M17A; Jordan Harding, M17B; Joel Swetlow, M18; Yolanda Hunt, M21; Joan Jenkins, M23; Bernard Silverstein, M26; and Gene Byron, M27.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Joyce Temple, M17B; David Kipping, M21; Al Lukas, M20B; and David Frager, M27.

1. Call to Order – Mr. Stephens called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of the April 1, 2013, meeting were approved as amended. Under New Business, Physical Property Renovation, the name "Bob Carr" should read "Bill Carr."
4. Administrative Items –

Prioritizing Projects Funded from Resales

A draft document from Management and the Executive Committee was distributed. The document contains a timeline, beginning June 25, 2013, for the Board of Directors, advisory committees and residents to review, comment or take action on projects presented to the Board. On September 24, 2013, the Board will take official action to determine the timeline/prioritization of the various projects. The projects are listed on the LWMC website.

Upon motion by Mr. Namovicz, the Community Planning Advisory Committee recommends to the Board of Directors that it reconsider the dates in the suggested decision-process paper to provide more time for input from the

Community Planning Advisory Committee and others before the August 14, 2013, evening meeting for residents. The motion carried.

Golf Course Renovation

A work session was held on April 24, 2013, to discuss the golf course. Notes from the meeting were distributed.

Leisure World of Maryland Administrative Building – Space Needs Assessment and Preliminary Systems Review – A. R. Meyers & Associates Report - May 30, 2012
Copies of the "Administrative Building – Space Needs Assessment and Preliminary Systems Review" will be made available to those committee members who do not have a copy.

5. Old Business –

"Five-year Plan for Trust Properties 2013-2017" and the "Reserve Plan for Trust Properties 2013-2026"

A motion was made last month by this committee to forward the above documents to the Board of Directors. However, subsequent to the meeting, it was decided not to send the documents forward at this time because the Board is not yet actively considering the Administration Building proposal and because the documents will be included in the composite package which will be available this summer.

Interplan Proposal for Administration Building –

Mr. Namovicz suggested that a June 2005 "Space Needs Analysis" by Interplan, Inc. be considered by the Board as another fourth option for the Administration Building project.

Upon motion by Ms. Altman, the Community Planning Advisory Committee recommended that we go forward with the three options for the Administration Building project that are left on the table proposed by this current advisory committee.

The motion carried.

The Interplan report will be made available to those who wish to see it.

June 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

June 3, 2013

MEMBERS PRESENT: George Stephens, MM, Chair; Carole Kennon, M6C, Vice Chair; Robert Namovicz, M10; Marian Altman, M12; Billie Saunders, M13; Jordan Harding, M17B; Joel Swetlow, M18; Yolanda Hunt, M21; Joan Jenkins, M23; and Gene Byron, M27.

MEMBERS ABSENT: Sophie Peters, M17A; and Bernard Silverstein, M26.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Joyce Temple, M17B; and David Kipping, M21.

The committee met at 10:00 a.m. in the Physical Properties Department to tour the facility.

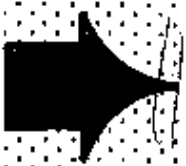
The committee reconvened in Clubhouse II at 10:40 a.m.

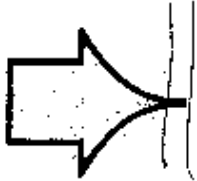
1. Call to Order – Mr. Stephens called the meeting to order at 10:40 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of the May 6, 2013, meeting were approved as corrected. Agenda Item 4: August 8, 2012, is the correct date of the Leisure World of Maryland Administrative Building – Space Needs Assessment and Preliminary Systems Review – A. R. Meyers & Associates Report.
4. Administrative Items –

Facility Projects - Although prioritizing future facility projects is the responsibility of the Board of Directors, the committee discussed its right to make recommendations to the Board. The deadline for comments regarding future facility projects from the Community Planning Advisory Committee, the Board of Directors and other advisory committees is July 15, 2013.

5. Old Business –

Leisure World of Maryland Administrative Building – Space Needs Assessment and Preliminary Systems Review – A. R. Meyers & Associates Report – August 8, 2012





Copies were distributed to committee members who had not previously received the report. In response to a question, Ms. King stated that the architect had met with department heads and the committee to determine space needs, and those space needs are reflected in the floor plans included in the report.

6. New Business –

Food Services Facilities - Distributed at the meeting was a copy of the Food Service Facilities presentation made to the Board of Directors on May 31, 2013, by the Restaurant Advisory Committee.

Physical Properties Facility Tour – Ms. King conducted a tour of the Physical Properties building and discussed proposed changes needed for improvement of work flow and for more efficient use of space.

Clubhouse II Tour – Ms. King conducted a tour of Clubhouse II and discussed the location of the proposed new Fitness Center.

Clubhouse I and Clubhouse II Work Session – On June 25, 2013, Management will deliver to the Board and to CPAC a composite document of proposed capital projects. To prepare to respond to that document, the committee will hold a work session on June 10, 2013, from 9:00 a.m. to 11:00 a.m. in Clubhouse I. The Clubhouse Facilities Report dated April 30, 2013, will be discussed.

7. Open Forum – There were no comments during Open Forum; however, visitors made comments during the tours of the Physical Properties building and Clubhouse II.
8. Adjournment – There being no further business, the meeting adjourned at 11:25 a.m.
9. Next Meeting – The next regular meeting is scheduled for Monday, July 1, 2013, in the Sullivan Room.

George Stephens, Chair

July 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

July 1, 2013

MEMBERS PRESENT: George Stephens, MM, Chair; Carole Kennon, M6C, Vice Chair; Robert Namovicz, M10; Marian Altman, M12; Billie Saunders, M13; Jordan Harding, M17B; Joel Swetlow, M18; Yolanda Hunt, M21; Joan Jenkins, M23; and Gene Byron, M27.

MEMBERS ABSENT: Sophie Peters, M17A and Bernard Silverstein, M26.

LWMC: Jolene King, Assistant General Manager and Nancy Gordon, Trust Assistant.

VISITORS: David Kipping, M21.

1. Call to Order – Mr. Stephens called the meeting to order at 9:05 a.m.
2. Approval of Agenda – The Agenda was approved as amended. Delete 6-b. Tennis Courts.
3. Approval of Minutes – The Minutes of the June 3, 2013, meeting were approved as written.
4. Administrative Items

a. Organizational Talk – Carol Kennon

- By July 15 – The only task of the committee between now and July 15 is to review all the plans in the Facilities Enhancement Plan (FEP) to ensure that they are true to the originals presented to the Board of Directors. This means that if there is any change, it must have full substantiation in writing from the presenting committee to be accepted. If it does not, CPAC will forward a report that it has been altered.
- On July 31 – The FEP will be given wide distribution in the community.
- On August 14 – A public forum will be held to discuss the FEP. The committee was encouraged to express their opinions about the FEP at this time.

Community Planning Advisory Committee
 Minutes of July 1, 2013, Regular Meeting
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- By August 20 – Written comments to the Board of Directors about the general concepts in these proposals, not the actual steps of implementation, are due from residents and from CPAC. In addition, CPAC will submit its preference to the Board regarding Administration Building options.
- Latter Part of August/September – The Board will address the financing of the FEP and determine a prioritization of the projects. When the prioritization has been completed, CPAC will analyze each project.

Mr. Namovicz placed a motion on the floor as follows:

That CPAC comment to the Board that CPAC has looked at the Administration Building Proposal and determined that it does match that which was sent forward by the committee previously. The motion failed, 7 to 1.

- b. Work Session – July 8, 2013 – A work session was scheduled for July 8, 2013, at 9:00 a.m. to discuss the Facilities Enhancement Plan.

5. New Business

a. Restaurant Facilities Proposal

Ms. Hunt is also the chair of the Restaurant Advisory Committee. She reported that the Restaurant Facilities Proposal in the FEP matches the original proposal submitted by the Restaurant Committee. The committee discussed the proposal, and Ms. Hunt responded to questions and suggestions. Ms. Kennon reminded the committee that some of the suggestions are premature and should be made at a later date. Some sentences in the proposal will be reworded for clarity by the Restaurant Committee.

- b. Criteria for Responding to the Facilities Improvements Blue Book – dated June 30, 2013

Mr. Namovicz distributed a list of nine criteria to be used by CPAC when considering the FEP. After discussion, the committee agreed that the document should be amended as follows: 1) eliminate the word "Possible" from the name of the document; and 2) eliminate the first paragraph.

A motion was placed on the floor by Ms. Kennon to adopt the amended document which lists criteria to be used as a general guide when considering the Facilities Enhancement Plan. The motion carried unanimously.

c. Document: Another View on Administration Building Proposals – dated June 23, 2013

Mr. Namovicz distributed a document, for information only, which contains his views of the Administration Building proposals. The Administration Building proposals will be discussed at the July 8 work session.

Ms. Kennon stated earlier in the meeting that if the Board of Directors approves Option 1 (renovating the Administration Building within the existing footprint), the design submitted by Interplan may be revisited by CPAC.

6. Open Forum – Mr. Kipping commented about the Administration Building proposal.
7. Adjournment – There being no further business, the meeting adjourned at 10:30 a.m.
8. Next Meeting – The next regular meeting is scheduled for Monday, August 5, 2013, in the Sullivan Room.

George Stephens, Chair

August 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Corrected Minutes of Regular Meeting

August 5, 2013

MEMBERS PRESENT: George Stephens, MM, Chair; Carole Kennon, M6C, Vice Chair; Robert Namovicz, M10; Marian Altman, M12; Billie Saunders, M13; Sophie Peters, M17A; Jordan Harding, M17B; Joel Swetlow, M18; Yolanda Hunt, M21; Joan Jenkins, M23; Bernard Silverstein, M26; and Gene Byron, M27.

LWMC: Jolene King, Assistant General Manager and Nancy Gordon, Trust Assistant.

VISITORS: Mike Showalter, M10; Joyce Temple, M17B; David Kipping, M21; Henry Jordan, M24; and Dave Frager, M27.

1. Call to Order – Mr. Stephens called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The Agenda was approved as amended. To Unfinished Business, add "Clarify Resolution Discussed at July 8, 2013, Working Session." To Administrative Items, add "New Committee Member."
3. Approvals of Minutes – The Minutes of the July 1, 2013, meeting were approved as written.
4. Administrative Items
Phil Marks, M20B, has been appointed to the committee, pending Board approval.
5. Unfinished Business
 - a. Discussion of the Three Options Relating to the Renovation of the Administration Building.
The committee discussed a document, dated August 5, 2013, "Another View on Administration Building Proposals," presented by Mr. Namovicz, stating reasons why Options 1, 2 and 3 should be reconsidered.
 - b. Resolution re Criteria for Responding to the Facilities Improvements Blue Book
At its regular July meeting, the committee agreed to adopt a document (dated June 30, 2013), as amended, which listed criteria to be used as a general guide when

September 2013

Community Planning Advisory Committee
Minutes of September 4, 2013, Regular Meeting
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Resolved, that CPAC suggests to the Board of Directors that every possible effort be made to proceed with implementation that does not require additional borrowing. The motion failed, three in favor and four opposed.

After further discussion, Ms. Kennon placed a motion upon the floor.

Resolved, that the Community Planning Advisory Committee support the option of the Board of Directors to establish a line of credit at this time or in the near future when interest rates remain low with the advisory that it be drawn upon with very careful thought and only when a serious need is established. - The motion carried, four in favor and three opposed.

6. Open Forum -

Visitors commented on Agenda items as they were addressed. In addition, during Open Forum, the following individuals spoke on the topics noted:

Joyce Temple, M17B - Hard copies vs. electronic copies given to the Board of Directors
Barbara Braswell, MM - Justification in the FEP

7. Adjournment - There being no further business, the meeting adjourned at 10:50 a.m.
8. Next Meeting - The next regular meeting is scheduled for Monday, October 7, 2013, at 10:00 a.m. in the Sullivan Room.

George Stephens, Chair

October 2013

Community Planning Advisory Committee
 Minutes of October 7, 2013, Regular Meeting
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Ms. Kennon asked for volunteers to act as liaisons to the Restaurant and Golf & Greens Advisory Committees, which committees sponsor projects on the Facility Enhancement Plan. Ms. Kennon stated that the Chair of the Board of Directors had spoken to both committee chairs who were agreeable to having liaisons appointed to their committees. The process by which the liaisons will communicate information between the host committees and CPAC was discussed.

Ms. Kennon placed a motion on the floor. Resolved, that the Community Planning Advisory Committee appoint Ms. Altman as liaison to the Golf and Greens Advisory Committee. The motion carried unanimously.

Mr. Stephens placed a motion on the floor. Resolved, that the Community Planning Advisory Committee appoint Ms. Saunders as liaison to the Restaurant Advisory Committee. The motion carried unanimously.

Ms. Kennon placed a motion on the floor. Resolved, the CPAC chair and vice chair will draft a memo to the Board of Directors outlining the process and purpose of liaisons to advisory committees (which host FEP Projects) as was discussed. The draft memo will be sent to CPAC members before it is sent to the Board of Directors. The motion carried unanimously.

b. Preparation for November's Discussion of Option 3, New Administration Building

Option 3 for the Administration Building was discussed. The Committee was asked to review Option 3 before the next meeting and be prepared to make specific recommendations regarding the construction of a new administration building.

8. Open Forum – There were no comments.
9. Adjournment – There being no further business, the meeting adjourned at 10:55 a.m.
10. Next Meeting – The next regular meeting is scheduled for Monday, November 4, 2013, at 10:00 a.m. in the Sullivan Room.

George Stephens, Chair

November 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

November 4, 2013

MEMBERS PRESENT: George Stephens, MM, Chair; Carole Kennon, M6C, Vice Chair; Robert Namovicz, M10; Marian Altman, M12; Billie Saunders, M13; Sophie Peters, M17A; Jordan Harding, M17B; Joel Swetlow, M18; Yolanda Hunt, M21; Joan Jenkins, M23; Bernard Silverstein, M26; and Gene Byron, M27.

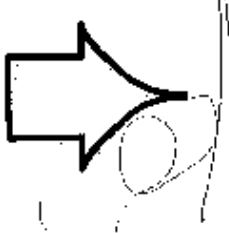
LWMC: Jolene King, Assistant General Manager and Nancy Gordon, Trust Assistant.


VISITORS: Jackle Rabinow, M14; Larry Damsky, M19B; Henry Jordan, M24; and Ann Ferren, M24.

1. Call to Order – Mr. Stephens called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The Agenda was approved as amended. Add 6.d. CPAC Meeting Dates.
3. Approval of Minutes – The Minutes of the October 7, 2013, meeting were approved as written.
4. Administrative Items - There were no Administrative Items.
5. Unfinished Business – There was no Unfinished Business.
6. New Business
 - a. Process for Forwarding Suggestions re FEP to Board of Directors

Ms. Kennon summarized the Committee's responsibilities regarding the six projects on the Facilities Enhancement Plan, the Administration Building project being the Committee's chief charge.

The Committee discussed the process by which it will submit recommendations to the Board of Directors regarding the Administration Building. It was the consensus of the





Committee that recommendations will be forwarded to the Board of Directors after a master plan for Administration Building/Clubhouse I site has been reviewed by the Committee. The Committee will participate in the process of contracting architects and consultants who will develop the master plan.

A work group, consisting of two members of CPAC and two members of the Executive Board, drafted resolutions which were acted upon by the Board at its October meeting. The question was asked how the representatives of CPAC were selected. It was stated that the Chair of the Board of Directors appointed the representatives.

b. LW Golf Course Renovation Plan

A Golf & Greens subcommittee report dated October 15, 2013, was reviewed by CPAC. The purpose of the subcommittee was to reduce the cost of the current plan dated January 2013. Ms. Altman will attend the November Golf & Greens meeting at which the subcommittee will present its report. Comments from CPAC will be discussed at the meeting.

Ms. King was asked to give an update on the irrigation of the pond (a separate project from those on the LW Golf Course Renovation Plan). Ms. King reported that proposals have been received by three companies to perform a bathymetry study. A report to the Board of Directors is expected in January.

c. Food Service Facilities

Ms. Saunders reported that an architect who specializes in food services facilities will be hired to develop a comprehensive plan for the restaurants.

d. CPAC Meeting Dates

Mr. Namovicz suggested that the CPAC meeting dates be changed to coincide with the Board of Directors meetings. After discussion, it was the consensus of the Committee that continuing to meet at the beginning of the month provides optimum time to submit recommendations to the Board, which meets at the end of the month.

December 2013

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
December 2, 2013

MEMBERS PRESENT: George Stephens, MM, Chair; Carole Kennon, M6C, Vice Chair; Robert Namovicz, M10; Billie Saunders, M13; Sophie Peters, M17A; Jordan Harding, M17B; Joel Swetlow, M18; Joan Jenkins, M23; Bernard Silverstein, M26; and Gene Byron, M27.

MEMBERS ABSENT: Marian Altman, M12; and Yolanda Hunt, M21.

LWMC: Jolene King, Assistant General Manager and Nancy Gordon, Trust Assistant.

VISITORS: Pat Duran, MM; Eliot Schantz, M10; Alan Rundquist, M19B; David Kipping, M21; Henry Jordan, M24; and David Frager, M27.

1. Call to Order – Mr. Stephens called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of the November 4, 2013, meeting were approved as written.
4. Administrative Items -
 - a. CPAC Chair - Mr. Stephens will chair the January 6, 2014, meeting. A new chair will be appointed at the January 17, 2014, Board of Directors meeting. Mr. Stephens will continue to serve on CPAC as representative of Montgomery Mutual but wishes to step down as chair because of his many other commitments in the Community.
 - b. CPAC Liaisons - Mr. Swetlow and Ms. Hunt were appointed to serve as CPAC liaisons to a committee that will interview architects and construction companies to be hired for the development of a conceptual site plan for Clubhouse I and the Administration Building. Ms. King stated that meetings to interview A. R Meyers and Street Sense will be scheduled for the week of December 16.
5. Unfinished Business

Community Planning Advisory Committee
Minutes of December 2, 2013, Regular Meeting
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- a. Report from Golf & Greens Committee Liaison - There was no report.
- b. Report from Restaurant Committee Liaison - Ms. Saunders reported that the Restaurant Committee has not met since the last CPAC meeting.
- c. Administration Building Option 3 -

The Committee discussed repurposing the existing Administration Building when the new Administration Building is constructed.

Mr. Swetlow placed a motion on the floor.

Believing that the Leisure World community would benefit from retention rather than destruction of the existing Administration Building, the LWCC Board of Directors recommends that, before plans are finalized for the new Administration Building, a study be conducted regarding the feasibility of locating multiple services within the existing Administration Building (including, but not limited to, a bank, post office, Visitors' Center, several real estate offices, and additional income-producing businesses desired by Leisure World residents). This study also would include the feasibility of developing new parking spaces for ease of access into Clubhouse I.

Rationale

Repurposing the existing Administration Building would reduce the required size of the new Administration Building, thereby reducing its footprint and the costs involved in its construction. Furthermore, it would reduce the expense of moving and constructing a new bank and post office, provide space for additional services for Leisure world residents, and generate significant rental income from leased spaces. The cost of repurposing the current Administration Building probably would not exceed the cost of its demolition.

The motion carried, eight to three.

6. New Business - There was no New Business.
7. Open Forum - There were no remarks by visitors during Open Forum.
8. Adjournment - There being no further business, the meeting adjourned at 11:20 a.m.

January 2014

Community Planning Advisory Committee
Minutes of January 6, 2014, Regular Meeting
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6. Propose annual funding level options for the FRRF upon completion of the previous tasks.

There may be additions/deletions to this task list as the project unfolds. The final scope of the project will be subject to LWCC Board approval.

Timeline

It is anticipated that the RFP would be presented to the LWCC Board in March/April 2014.

The motion carried.

Mr. Byron and Mr. Namovicz volunteered to serve as CPAC representatives in this endeavor.

5. Unfinished Business

- a. Report from Golf & Greens Committee Liaison - Ms. Altman reported that the Golf & Greens Committee had not met since its subcommittee report was submitted to the Board of Directors. Ms. King reported that Management will develop an RFP from that report which will be presented to the Board of Directors.
- b. Report from Restaurant Committee Liaison - Ms. Saunders reported that the Restaurant Committee had not met since the last CPAC meeting. Ms. Hunt reported that by way of an "action without meeting" the Restaurant Committee voted that it prefers that Streetsense be the architect for the north wing of Clubhouse I.
- c. Administration Building Option 3 - After participating in the interviewing of the firms A. R. Myers and Streetsense as potential architects for the implementation of the FEP, both Mr. Swetlow and Ms. King recommended that Streetsense be the architect for the Administration Building going forward.

A motion was placed on the floor by Mr. Namovicz.

Resolved, CPAC recommends to the LWCC Board of Directors that it proceed with negotiations with Streetsense for completing a design for a new administration building, and we recommend to the Board that it

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consider a comprehensive planning initiative and recommend that Streetsense be given high consideration for this initiative.

A substitute motion was made:

Resolved, CPAC recommends to the LWCC Board of Directors that Streetsense be utilized for architectural services for the administration building.

The motion carried.

Mr. Namovich placed a motion on the floor.

Resolved, that CPAC recommends that the Board make the effort with Management to obtain a contractor to develop a comprehensive plan.

The motion was not voted on because it was determined that a previous motion should first be rescinded.

Mr. Swetlow placed a motion on the floor to rescind a previous motion.

Resolved, that CPAC rescinds the following motion it approved in December:

Believing that the Leisure World community would benefit from retention rather than destruction of the existing Administration Building, the LWCC Board of Directors recommends that, before plans are finalized for the new Administration Building, a study be conducted regarding the feasibility of locating multiple services within the existing Administration Building (including, but not limited to, a bank, post office, Visitors' Center, several real estate offices, and additional income-producing businesses desired by Leisure World residents). This study also would include the feasibility of developing new parking spaces for ease of access into Clubhouse I.

The motion carried.

Mr. Namovicz placed a motion on the floor.

Resolved, CPAC recommends to the LWCC Board of Directors that action be taken to engage a planning contractor to prepare a comprehensive plan of the Trust facilities.

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February 2014

6. Unfinished Business -

a. PPD Liaison -

Ms. Kennon reported that she had contacted Mr. Marotta, Chairman of the PPD Committee, who accepted both the concept of a liaison and the appointment of Joel Swetlow to that position.

Mr. Swetlow reported that PPD approved engaging architects, StreetSense, for the PPD Customer Service FEP project.

b. Report from Golf & Green Committee Liaison - Ms. Altman reported that the committee will meet in March.

Mr. Namovicz requested that the most recent Golf and Greens report be put on the CPAC agenda for March.

Copies of a memo dated January 28, 2014, to the Board of Directors from Ms. King regarding the Golf Course Irrigation Pond Environmental Study was provided to the committee. Ms. King responded to questions and comments about the irrigation project.

Mr. Swetlow placed a motion on the floor.

Resolved, CPAC will ask the liaison to the Golf & Greens Committee to recommend to the Golf & Green Committee that regular maintenance of the pond be considered.
The motion carried.

c. Report from Restaurant Committee Liaison - There was no update.

d. Discussion of Administration Building Option 3 - Ms. King reported that at its January 28, 2014, meeting, the Board of Directors accepted the recommendations of Management and the sponsoring Advisory Committees (Community Planning - New Administration Building; Education & Recreation - Fitness Center Expansion; Restaurant - North Wing of Clubhouse I; PPD - PPD Customer Service Area Enhancements) to engage the services of the architectural firm, StreetSense, for the planning and design of their respective FEP projects.

A presentation of a draft conceptual site plan by StreetSense to the sponsoring committees of FEP projects is scheduled for February 20. The time and location has not yet been determined.

March 2014

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
March 10, 2014

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Marian Altman, M12, Vice Chair; George Stephens, MM; Robert Namovicz, M10; Billie Saunders, M13; Larry Damsky, M19B; Phil Marks, M20B; Joan Jenkins, M23; Bernard Silverstein, M26; and Gene Byron, M27.

MEMBERS ABSENT: Fred Seebode, M16; Jordan Harding, M17B; Joel Swetlow, M18; and Yolanda Hunt, M21.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Jackie Rabinow, M14; Neil Ross, M23; and David Frager, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The agenda was adopted presented.
3. Approval of Minutes – The minutes of the February 3, 2014, were approved as written.
4. Administrative Items - None
5. New Business -
 - a. Appointment of CPAC Liaisons - The chair appointed Mr. Damsky and Mr. Swetlow to represent CPAC at meetings with Streetsense.
 - b. Discussion of Streetsense's Draft Conceptual Site Plans -

Ms. Kennon prefaced the discussion of the Site Plans by stating that the location of the Fitness Center will remain at Clubhouse II. After a review by Ms. King of the plans, the Committee discussed Option 3.

Upon motion by Ms. Altman, CPAC resolved that the following comments be forwarded to Streetsense:

Option 3 of the Streetsense Conceptual Site Plans is preferred by CPAC.

Comments regarding Option 3 are as follows:

 - Administration Building should be moved north.
 - Site plan should show traffic flow.

- Double parking at the Clubhouse and Administration Building is a concern.
- The committee wants safe pedestrian access.
- The loading area should be lengthened and made oval, making traffic one way.
- The 39-space parking area should be maximized.
- The ingress and egress to the main parking area should be addressed to avoid conflict with left-hand turns and existing intersections.
- Consideration should be given to installing a drive-in window at bank.
- Consideration should be given to vistas from restaurants.

The motion carried.

It was suggested that these comments, as well as those from the Restaurant and Education & Recreation Committees, be provided to the Board of Directors when the Site Plans are presented to the Board by Streetsense in April. Ms. Kennon requested that the CPAC representatives attending Streetsense meetings provide CPAC with a report about discussions specific to this committee.

6. Unfinished Business -

- a. Report from Golf & Greens Advisory Committee Liaison - Ms. Altman reported that the Golf & Greens Committee will have their first meeting of the year on Tuesday, March 18. Ms. Altman stated that she had reviewed the November 19, 2013, LW Golf Course Renovation Plan from the Golf & Greens Committee, which report was included in the meeting packet.

Regarding the report, Mr. Byron suggested that the forward tees be eliminated on all holes.

Upon motion by Mr. Byron, CPAC resolved that a recommendation be made to the Golf & Greens Advisory Committee to eliminate proposed forward tees on all holes.

The motion carried.

- b. Report from PPD Liaison - There was no report because Mr. Swetlow was not present.
- c. Report from Restaurant Committee Liaison - Ms. Altman reported that the Restaurant Committee voted for Option 3 of Streetsense's Draft Conceptual Site Plan.

7. Open Forum - Mr. Rabinow commented about helpful information that should be included in minutes of meetings.

April 2014

After discussing its previous comments regarding Streetsense's Site Plan, Version 2.4, CPAC voted on and approved the following five recommendations, which Ms. King will present to Streetsense.

- Ms. Ross placed a motion on the floor: Move the Administration Building north, to the far end of the parking lot, and move the potential expansion to the south end of the Administration Building.
- Mr. Marks placed a motion on the floor: Covered walkways (porte-cocheres) between the entrances to the buildings and the drop off/pick up points in the roadways should be adopted across the board.
- Mr. Marks placed a motion on the floor: Drop off/pick up lanes should be added to roadways outside all entrances.
- Ms. Kennon placed a motion on the floor: At the entrance of the Cascade Bistro avoid any conflict with ingress and egress from the adjacent parking lot.
- Mr. Damsky placed a motion on the floor. Site plan will include provisions for a bus stop (for Leisure World busses) with a covered waiting area located at the Administration Building.

After discussion about outside eating areas on the site plan, the committee agreed to send a recommendation to the Restaurant Advisory Committee.

Ms. Altman placed a motion on the floor. Resolved, CPAC suggests that the Restaurant Advisory Committee consider outside seating for the Terrace and Cascade Bistro. The motion carried.

On April 9, Mr. Swetlow emailed his comments about the site plan to the Committee. The Committee discussed his comments regarding additional parking spaces in back of the Administration Building.

Mr. Marks placed a motion on the floor. Resolved, that CPAC will support Mr. Swetlow's position for additional parking spaces in back of the Administration Building. The motion failed.

The Committee discussed Mr. Swetlow's comments regarding the installation of a folding door between the Terrace Room and Chesapeake Room for additional contiguous seating.

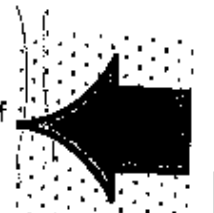
Mrs. Kennon placed a motion on the floor. Resolved, that the CPAC will ask that the Restaurant Advisory Committee consider installing a folding door between the Terrace Room and Chesapeake Room for additional contiguous seating. The motion carried.

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Ms. King thanked the Committee for the approach taken when making resolutions about the site plan.

Mr. Marks placed a motion on the floor.

Resolved, that CPAC wishes to inform the Board of Directors that the Committee operated on a list of priorities when considering and making recommendations to the site plan for the new Administration Building and changes to the north wing of Clubhouse I. The priorities were: 1) access; 2) parking; and 3) ambiance. The motion carried.



5. Open Forum - Mr. Kipping, M21, spoke on the need for a traffic study and on the Cascade Circle traffic.
6. Adjournment - There being no further business, the meeting adjourned at 11:30 a.m.
7. Next Meeting - The next meeting is scheduled for Monday, May 5, 2014, at 10:00 a.m. in the Sullivan Room.

Approved _____
Carole Kennon, Chair

May 2014

Ms. King stated that in June Management expects to present to the Board integrated information about the pond restoration and golf course enhancement projects. The information will include the cost and operational impact to the golf course.

- b. Report on Physical Properties Advisory Committee - Ms. King reported that a revised concept plan for the customer service area of the PPD building was presented to the Physical Properties Advisory Committee. The existing layout is being surveyed by the architect to come up with a more defined plan. This preliminary plan will go out to contractors for a estimate to determine if the cost is within the range of the cost presented in the FEP. A request for any additional funds would be presented to the Board in June or July.

- c. Report on Restaurant Advisory Committee - Ms. Hunt reported that the Restaurant Advisory Committee made recommendations to the Board in June to provide:

For the Cascade Bistro -

Expansion east into the Maryland Room

Space for a patrons' bar

Outdoor seating

For the Terrace Room -

Expansion

A link between the expanded Terrace Room and Chesapeake Room

A link between the Terrace Room and Stein Room without disturbing the buffet line

Outdoor seating

Remove the curtains and the brass rails and paint the walls. (Ms. Hunt said this work should be done now).

- d. Streetsense Site Plan

A report, Comprehensive Site Plan for Administration Building and Clubhouse I - Facilities Enhancement Plan, dated April 29, 2014, was distributed at the meeting. Ms. King stated the Board of Directors approved the conceptual site plan at its meeting on April 29. Streetsense is adding more detail to the plan and will bring it to the E&R, Community Planning and Restaurant Advisory Committees for comments. Ms. King responded to questions and comments about the site plan.

The Committee discussed Mr. Kipping's email which listed his concerns about Streetsense, the Fitness Center, the "Town Center" concept, and the location of Administration Building. After the discussion, Mr. Kipping was asked if he was satisfied that his concerns were addressed. Mr. Kipping stated that he was and that he appreciated that the Committee took his concerns seriously.

June 2014

- b. Report on Physical Properties Advisory Committee - There was no report.
- c. Report on Restaurant Advisory Committee -

Ms. Altman reported that Mr. Heiserman of StreetSense presented to the Restaurant Advisory Committee the revised proposed plan for the North Wing of Clubhouse 1. The Restaurant Advisory Committee approved the revised plan. Copies of the plan were passed around to CPAC members.

Ms. King reported that work to expand the Maryland Room and to add vestibules to the Cascade Bistro and Terrace Rooms cannot begin until the site plan has been approved. However, interior improvement work can proceed prior to its approval. The plan will go to the Education & Recreation Advisory Committee on June 3. If that committee approves the plan, it will be presented to the Board of Directors.

- d. Streetsense Site Plan

Ms. Diana Bolivar of Streetsense distributed and reviewed a bubble diagram of the proposed revised site plan and responded to all questions and comments.

Ms. Bolivar explained what an architect does in the programming phase of a project and how the assessment of space needs is determined.

The Committee discussed impermeable surfaces and its impact on the "rain" tax. The chair stated that this topic will be addressed at next month's meeting.

Ms. Gerke distributed a report on Clubhouse 1 Lawn Activities, which report will also be reviewed by the Education & Recreation Advisory Committee on June 3. The proposed access road would necessitate the relocation of the recreational lawn activities.

After discussion, the Committee took the following actions.

Mr. Namovicz placed a motion on the floor.

Resolved, CPAC recommends to the Education & Recreation Advisory Committee that they carefully consider the usefulness of retaining the lawn activities and the suggestion be made to the LW Board of Directors as well. The motion failed.

Mr. Seebode placed a motion on the floor.

June 2014

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
July 7, 2014

MEMBERS PRESENT: Carole Kennon, M6C, Chair; George Stephens, MM; Robert Namovicz, M10; Billie Saunders, M13; Fred Seebode, M16; Larry Damsky, M19B; Joel Swetlow, M18; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Bernard Silverstein, M26; and Gene Byron, M27.

MEMBERS ABSENT: Jordan Harding, M17B.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

STREETSENSE: Herb Heiserman, Managing Principal, Architecture and Interior Design

VISITORS: Marita Buscher, MM; Henry Jordan, M24; and David Frager, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The agenda was adopted as amended. Mr. Heiserman's report on the Administration Building and Ms. Gerke's report on permeable/impermeable surfaces will be the first agenda item under Unfinished Business.
3. Approval of Minutes – The minutes of the June 2, 2014, meeting were approved as written.
4. Administrative Items - Ms. Altman, Vice Chair, has resigned from the committee because of her many other commitments in the Community. She will be missed. A new vice chair will be appointed.
5. Unfinished Business

a. Administration Building

Ms. Gerke distributed a document dated July 7, 2014, "Committee and Board of Director Comments on Site Plan Option 3A Streetsense Recommendations." The document is Streetsense's response to CPAC's and the Board of Directors' comments on Site Plan Option 3A.

Mr. Heiserman discussed the document and responded to all questions and comments. Ms.

Community Planning Advisory Committee
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Gerke requested that if there are questions regarding the document, they should be directed to her and she will get the answers from Mr. Heiserman.

- b. Rain Tax - Ms. Gerke distributed a document dated July 7, 2014, "Storm Management (SWM) System Facilities and Water Quality Protection Charge (WQPC)." Ms. Gerke said that additional information on the rain tax can be found on the Montgomery County website. Ms. Gerke also distributed a Montgomery County Department of Environment Protection document, "Water Quality Protection Charge: Credit Guide." Ms. Gerke responded to all questions and comments.

- c. Golf & Greens Advisory Committee Report
 Ms. Gerke reported that the Board of Directors approved the amended Golf Course Playable Area Enhancement plan dated May 9, 2014. Included in the meeting packet was the resolution as well as information about the revised plan. A meeting will be held next week with the golf course architect and the pond irrigation project civil engineer to determine how the two projects affect each other and to discuss the permitting process.

- d. Physical Properties Advisory Committee Report
 Mr. Swetlow reported that a drawing of the new customer service area was approved at the last Physical Properties Advisory Committee meeting. The committee also looked at samples of suggested color palettes and materials.

- e. Restaurant Advisory Committee Report
 Ms. Gerke stated that "Clubhouse I North Wing Comprehensive Plan," dated June 13, 2014, has been approved by the Board of Directors. At the next Restaurant Committee meeting, images of the new restaurants will be shown.

- d. Committee Liaisons
 The committee discussed whether it should continue to have liaisons to the Golf & Greens, Restaurant and Physical Properties Advisory Committees and to Streetsense inasmuch as the reports on the projects on the Facility Enhancement Plan are at the stages where they will be reported on by Ms. King and Ms. Gerke.

A motion was placed on the floor by Mr. Namovicz.

Resolved, the Community Planning Advisory Committee will terminate all current liaisons to other advisory committees and to Streetsense with the understanding that, on an ad hoc basis, if the need arises a liaison can be appointed. The motion carried.

7. New Business -

August 2014

After a lengthy discussion, it was the consensus of the committee that it is appropriate for CPAC to send its comments to the E&R Committee. In the future, CPAC will continue to offer its comments about conceptual plans, whether recommended for approval or not, to appropriate advisory committees.

5. Correspondence - Ms. Kennon stated that Mr. Kipping's document, "Comments on Fitness Center," will be addressed when the FEP projects are discussed (Agenda item 7).
6. New Business - None
7. Unfinished Business

FEP Projects - Included in the agenda packet were the following documents: 1) Facilities Enhancement Plan Status, dated August 4, 2014; 2) Streetsense's Proposed Permit and Construction Phasing of the North Wing of Clubhouse I, dated May 29, 2014; 3) Dining Room Layouts, dated July 8, 2014, and 4) Fitness Center floor plans dated June 2014 and July 25, 2013.

The committee discussed the Fitness Center floor plan dated July 25, 2014, and Mr. Kipping's document, "Comments on Fitness Center," dated July 31, 2014. Ms. Gerke will compile the suggestions made and email them to the committee. (Visitor Mr. Sherman, a member of E&R Advisory Committee's Fitness Center Subcommittee, participated in the discussion.)

Ms. Gerke reviewed the Facilities Enhancement Plan Status document and responded to questions and comments.

8. Open Forum - Elsie Maxam, M6C commented on the uniqueness of the "sports complex" (shuffleboard, bocce, lawn bowl, croquet court, pool).
9. Adjournment - There being no further business, the meeting was adjourned at 11:45 a.m.
10. Next Meeting - The next meeting is scheduled for Monday, September 8, 2014, at 10:00 a.m. in the Sullivan Room

Approved _____
 Carole Kennon, Chair

September 2014

Approval was not unanimously; therefore, the motion failed.

The committee discussed whether an "Action Without a Meeting" needed unanimous consent or whether it needed majority approval. Ms. King will seek legal clarification. The committee will then discuss if it should follow the same policy as do other advisory committees no matter what the legal opinion is.

Ms. Kennon read a letter dated August 14 regarding the above resolution which she sent to Rita Penn, Yolanda Hunt, and Joan Allston, E&R Advisory Committee, chair, vice chair, and chair of Fitness Center Subcommittee, respectively. The letter stated that CPAC's deliberations and subsequent recommendations were not intended to pre-empt the E&R Advisory Committee's jurisdiction over the Fitness Center project and that the desire of CPAC is to collaborate with the E&R Advisory Committee in the most effective way possible.

6. Correspondence - There was no correspondence.
7. New Business - There was no new business.
8. Unfinished Business -

FEP Projects Update


The committee discussed the following documents, prepared by Ms. Gerke:

- Administration Building Programming dated September 9 and attached Streetsense plan dated August 28.
- Lawn Activities Information dated September 9 and attached Streetsense plan dated August 15.
- Clubhouse II- Fitness Center Expansion dated September 8 and attached Streetsense plan dated August 12.
- Administration Building and Site Plan dated September 8.

A "Memorandum for the Record," from Streetsense dated September 4 regarding Leisure World Administration Building meeting room programming was distributed to the committee.

Mr. Namovicz placed the following motion on the floor and distributed a document regarding his concerns about the Administration Building programming.

After carefully considering the work products from Streetsense for the proposed Administration Building, CPAC recommends that the Leisure World Board of Directors reconsider the FEP project for destroying and replacing the current Administration Building. The motion failed.



A document, "Administration Building and Site Plan," prepared by Ms. Gerke dated September 8 was distributed. The document contained the rationale for a proposed resolution to approve funding for design of the new Administration Building and associated Site Plan with Clubhouse I.


Mr. Marks placed a motion on the floor.

CPAC requests the LWCC Board of Directors to approve funding for design of the new Administration Building and associated Site Plan with Clubhouse I, not to exceed \$477,000. Funds to come from the Resales Fund. The motion carried.

Mr. Kipping placed a motion on the floor.

CPAC recommends that the architect review the possibility of constructing the lawn activities prior to or at the same time that the access road is being constructed. The motion carried.

Mr. Marks placed a motion on the floor.



CPAC accepts the revised plan of the Fitness Center Expansion dated 8/12/14 as incorporating the recommendations that were made at the last meeting of the committee. The motion carried.

Comments regarding the FEP projects discussed today will be compiled by Ms. Gerke. After feedback is received from the committee, Ms. Gerke will send the comments to Streetsense.

9. Open Forum -- Visitors had the opportunity to make comments on agenda items as they were discussed. There were no additional comments during Open Forum.
10. Adjournment -- There being no further business, the meeting was adjourned at 11:57 a.m.
11. Next Meeting -- The next meeting is scheduled for Monday, October 6, 2014, at 10:00 a.m. in the Sullivan Room

Approved _____
Carole Kennon, Chair

October 2014

(2) filed in paper or electronic form with the minutes of proceedings of the board or committee.

6. Correspondence -

A memorandum from Billie Saunders, M14, and Bud Tardiff, M6C, regarding the chandelier in the Crystal Ballroom was included in the agenda packet.

7. New Business - There was no new business.

8. Unfinished Business -

a. Crystal Ballroom - Chandelier

Ms. Gerke stated that an FEP update dated September 30 has been posted on the LW website and includes information about the chandelier in the Crystal Ballroom. The same information will be in the next issue of the Leisure World News.

b. Administration Building

Included in the meeting packet were comments made by CPAC at its September meeting regarding the Administration Building programming plan.

Ms. Gerke stated that a recap of the information in the Facilities Enhancement Plan will be provided to the Board of Directors at its October meeting.

The Committee discussed the plans to retain the post office in the new Administration Building.

A motion was placed on the floor by Mr. Kipping:

Resolved, CPAC will submit the following resolution to the LWCC Executive Committee for inclusion in the October 28 Board of Directors agenda for consideration by the Board: The Administration Building shall not include space for a post office substation.

A substitute motion was placed on the floor by Mr. Ross:

Resolved, CPAC will submit the following resolution to the LWCC Executive Committee for inclusion in the October 28 Board of Directors agenda for consideration by the Board: The Board will reconsider the option of including a post office in the Administration Building.
The motion carried.

Community Planning Advisory Committee
Minutes of October 6, 2014, Regular Meeting
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The Committee discussed the plans to retain the bank in the new Administration Building.

A motion was placed on the floor by Mr. Kipping:

Resolved, CPAC will submit the following resolution to the LWCC Executive Committee for inclusion in the October 28 Board of Directors agenda for consideration by the Board: The Board will reconsider the option of including a bank in the Administration Building. The motion failed.

(In response to comments received by Mr. Swetlow, he requested that the minutes reflect the fact that he and those members of the Committee who are also members of the Board of Directors have not spoken about Committee matters outside the meeting.)

9. Open Forum – The following residents spoke on the topics indicated:

- Jackie Rabinow, M14 - Regarding communication, Information is out there but is not read by residents.
- Joyce Brown, M6C - Leisure World News is forum for communication. Residents' voices are important.
- Dave Brown, M6C - Additional options for communication are needed other than the website.

10. Adjournment – There being no further business, the meeting was adjourned at 11:28 a.m.

11. Next Meeting – The next meeting is scheduled for Monday, November 3, 2014, at 10:00 a.m. in the Sullivan Room

Approved _____
Carole Kennon, Chair

November 2014

The committee was provided with a report, "Administration Building & Site Plan - Lawn Activities and Access Road," dated October 28, 2014.

Ms. Gerke provided updates on the following:

- Fitness Center - A final equipment count is being determined.
 - North Wing - A "mood board," showing what the restaurants will look like was presented to the Board.
 - Golf Course and Irrigation Pond - The design is moving forward. Currently, Management is awaiting a ruling from the County about who has jurisdiction over the pond vs. golf course.
 - PPD - The project is going out for bid in November. It is expected that a decision will be made in January.
 - Administration Building and North Wing - Survey work is being done for a site plan.
- b. Crystal Ballroom and Chandelier - A report, "Crystal Ballroom - Chandelier Options," dated November 4, 2014, was distributed and discussed. This report will also be discussed at the E&R Advisory Committee tomorrow. In addition, Ms. Gerke reported that discussions with the audio/visual consultant are ongoing.

Mr. Marks placed a motion on the floor.

Resolved, CPAC recommends to the Board of Directors that the chandelier in the Crystal Ballroom remain and be reviewed for potential upgrading of the lights. The motion carried.

Mr. Marks placed a motion on the floor.

Resolved, CPAC recommends to the Board of Directors that consideration not be given to breaking up the Crystal Ballroom into smaller parts with dividers. The motion carried.

c. Lawn Activities and Access Road Report

A motion by Mr. Marks to eliminate the proposed access road and circle between the new Administration Building and the restaurant section of Clubhouse I was tabled until after discussions about the Administration Building.

d. Administration Building and Site Plan

Mr. Swetlow placed a motion on the floor.

Resolved, CPAC recommends to the LWCC Board of Directors, that LWMC engage, before funding any further design work on either the construction of a

new Administration Building or the renovation or expansion of the existing Administration Building, an independent engineering and architectural firm to complete a full study (cost not to exceed \$50,000) assessing the viability of, and costs, related to, such a renovation and/or addition versus the building of a new structure. The motion was amended as follows:

Resolved, CPAC recommends to the LWCC Board of Directors, that LWMC engage, before funding any further design work on either the construction of a new Administration Building or the renovation or expansion of the existing Administration Building, an independent engineering and architectural firm to complete a full study (cost subject to management's estimates) assessing the viability of, and costs related to, such a renovation and/or addition versus the building of a new structure. The motion carried.

Mr. Kipping placed a motion on the floor.

Resolved, CPAC rescinds the following motion that it approved on September 8, 2014: "CPAC requests the LWCC Board of Directors approve funding for design of the new Administration Building and associated Site Plan with Clubhouse I, not to exceed \$477,000. Funds to come from the Resales Fund." The motion carried.

Mr. Marks placed a motion on the floor.

Resolved, CPAC recommends that the Board of Directors eliminate the proposed access road and circle between the new Administration Building and the restaurant section of Clubhouse I. This will eliminate the need to relocate any of the lawn activities, including shuffleboard, bocce court and lawn bowling/croquet area. The motion carried.

Mr. Marks placed a motion on the floor.

Resolved, CPAC recommends that the project manager and the consultants be tasked to look at options for improving handicap access to Clubhouse I and the restaurants and that consideration be given to weathering the path from the parking lot to the Terrace and Maryland Rooms. The motion carried.

8. Correspondence - Included in the meeting packet were:

- A memo to the Board of Directors from the chair of CPAC regarding the Administration Building
- Emails regarding the Crystal Chandelier

9. Open Forum - The following resident spoke on the topics indicated:

- Mrs. Ardike, MS - Committee's impressive preparation and full debate

December 2014

Community Planning Advisory Committee
 Minutes of December 1, 2014, Regular Meeting
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Review of Actions Taken at LWMC Board Meeting - November

Resolved:

- That the crystal chandelier be retained as a focal point in the Crystal Ballroom.
The motion carried.
- That the proposed access road between the new Administration Building and the restaurant section of Clubhouse I, as shown on Site Plan 3A, be eliminated and that Management and Streetsense be tasked with developing alternative access opportunities for persons with disabilities. The motion carried.
- That \$35,000 be allocated from the Resales Fund to complete the programming phase to refine the actual square footage needs for the Administration Building.
The motion carried.
- That LWMC engage an independent engineering and architectural firm to complete an invasive facility conditions assessment of the existing Administration Building, cost not to exceed \$150,000, funds to come from the Resales Fund. The motion failed.

Update from Ms. Gerke

- Fitness Center
 At the January meeting of the E&R Advisory Committee an equipment list will be presented. In addition, Streetsense will present finishes and drawings of the exterior elevations. A review of the engineering systems is being planned.
- North Wing of Clubhouse I
 The next phase will begin in the upcoming months. This will include looking at the HVAC, electrical and plumbing systems.
- PPD
 The contract is going out for bids this month. An update on the cost of the project should be available in January.
- Crystal Ballroom
 The next phase of the design is being planned.
- Administration Building - Meetings with various departments in the Administration Building will be scheduled to determine layout of office spaces, furniture, and circulation.
- Salt Storage Shed
 The County indicated that we should have a building permit within three weeks. Ms. Gerke has meetings scheduled later today with two of the contractors who submitted bids. The purpose is to ensure contract is below the project budget.

Mr. Kipping placed a motion on the floor:

Resolved, the LWCC Board shall direct Management and Streetsense to consider an alternative to the Ballroom renovation. Rather than completely redoing everything, retain the vintage 1995 basic décor and correct the outstanding problems: audio, lighting, and ceiling.

The resolution was amended as follows:

Resolved, that CPAC recommends that the E&R Advisory Committee direct Management and Streetsense to consider an alternative to the Ballroom renovation. Rather than completely redoing everything, retain the vintage 1995 basic décor and correct the outstanding problems: audio, lighting, and ceiling.

The motion, as amended, carried.

Mr. Kipping clarified that the intention of the resolution is to have two plans presented to the Board, the current plan as well as an alternative plan, with appropriate cost figures.

Administration Building

Mr. Namovicz discussed a motion which failed at the November Board meeting. The resolution stated: The LWCC Board of Directors resolves that LWMC engage an independent engineering and architectural firm to complete an invasive facility conditions assessment of the existing Administration Building, cost not to exceed \$150,000, funds to come from the Resales Fund. Mr. Namovicz stated that he would like to resubmit the motion from the November CPAC meeting, changing the amount of the study from "cost subject to management's estimates" to "not to exceed \$50,000."

Mr. Namovicz placed a motion on the floor.

Resolved, CPAC recommends to the LWCC Board of Directors, that LWMC engage, before funding any further design work on either the construction of a new Administration Building or the renovation or expansion of the existing Administration Building, an independent engineering and architectural firm to complete a full study (cost not to exceed \$50,000), assessing the viability of, and costs related to, such a renovation and/or addition versus the building of a new structure. The motion failed.

8. Open Forum - The following resident spoke on the topic indicated:

Mr. Andike M5 - Need for ~~an~~
 Ombudsperson at Mutual level.

January 2015

Resolved, CPAC agrees to change its meeting date to the second Monday of the month beginning February 2015. The motion carried.

The committee also discussed starting the meeting at 9:30 a.m. instead of 10:00 a.m.

Mr. Stephens placed a motion on the floor.

Resolved, CPAC agrees to change its meeting time to 9:30 a.m. beginning February 2015. The motion carried.

6. New Business -

a. Analysis of Parking Situation

Mr. Namovicz stated that part of the rationale for the new Administration Building was to provide parking closer to the restaurants and Clubhouse I. He said that other options had not been considered sufficiently before moving ahead with such a radical change.

Mr. Namovicz placed a motion on the floor.

Resolved, CPAC requests that a contractor be obtained to analyze parking needs and options in front of the Administration Building. The motion failed.

7. Unfinished Business -

a. FEP Projects Update - Nicole Gerke

Fitness Center

- At tomorrow's E&R Advisory Committee meeting, a list of equipment needs will be discussed.
- Streetsense will present elevations and finishes at the February meeting of the E&R Advisory Committee.
- It is anticipated that the Fitness Center plan will go to Montgomery County Park and Planning in April.

North Wing of Clubhouse I

Furniture selections for the Cascade Bistro and the Terrace Room will be discussed at the January meeting of the E&R Committee. Upgrades to HVAC electrical systems and plumbing systems will also be discussed.

PPD

To determine if the project is within budget, drawings of engineering changes will go out to those contractors who had provided estimates.


Crystal Ballroom

Next month, Streetsense will be presenting furniture selections for the Crystal Ballroom as well the revised ceiling plan to the E&R Committee. The plan shows the existing chandelier being retained.

Regarding CPAC's December 1, 2014, recommendation to the E&R Department that it direct management and Streetsense to consider retaining the vintage 1995 basic décor and correct the audio, lighting and ceiling problems, Ms. Hunt stated that the E&R Committee decided to go along with the plan previously submitted by Streetsense.

Audio/Video for the Ballroom - In response to a question, Ms. Gerke stated that the audio/visual consultant is looking at the plans proposed by Streetsense.

Mr. Swetlow placed a motion on the floor.



Resolved, CPAC recommends to the Board of Directors that Streetsense be tasked to design the Crystal Ballroom with the capability of recording and televising Board meetings, other large meetings and events from that venue when necessary. The motion carried.

Mr. Namovicz placed a motion on the floor.

Resolved, CPAC recommends to the Board of Directors that a timely technology review be made to facilitate the use of modern technology for enhancing communication of Board and other important meetings to the residents.

Mr. Marks placed a substitute motion on the floor.

Resolved, CPAC recommends to the Board of Directors the development of a strategic technology plan for the acquisition and use of technology for communication, business purposes, etc. and that such a plan be part of the 2015 management work plan.

Mr. Namovicz proposed an amendment to the substitute motion.

Resolved, CPAC recommends that the Board of Directors task Management to supply a plan within the next 60 days, using whatever external expertise they might find available, to facilitate improvement in the use of television resources

within Leisure World to facilitate sharing of this information process. The motion to amend the substitute motion failed.

The Committee voted on the substitute motion as originally stated by Mr. Marks.

Resolved, CPAC recommends to the Board of Directors the development of a strategic technology plan for the acquisition and use of technology for communication, business purposes, etc. and that such a plan be part of the 2015 management work plan. The motion carried.

A copy of this resolution will be sent to the E&R Advisory Committee and other relevant advisory committees.

Administration Building

Streetsense is beginning the programming phase. This involves meeting with departments to determine placement and space needs of each department. Once the information is gathered, it will be presented to CPAC.

Mr. Namovicz suggested that until the new Administration Building is completed, there be a reallocation of space in the current building to alleviate crowded work spaces. Ms. Kennon asked Mr. Namovicz to put his recommendations about the matter in writing prior to the next meeting.

Salt Storage Shed

The permit should be received within the next week. The contractor has been selected and this project will begin shortly.

Pond Project

Civil engineers for the pond are currently looking at the golf course plans, and the golf course designers are looking at the pond drawings. It is anticipated that the two projects will be combined in the spring and then presented to Park and Planning as part of the golf sediment and erosion control plans. It has not yet been determined by the County who has jurisdiction over the pond.

8. Correspondence - A letter from a resident was distributed and read. The resident suggested that plans for the new Administration Building include an "Emergency Communications Center" for staff who must stay overnight.
9. Open Forum - The following resident spoke on the topic indicated:
 Sheryl Katzman, MM - The awarding of the contract for the salt storage shed and its cost.

February 2015

Mr. Marks placed the motion on the floor.

Resolved, the Board of Directors, previously approved \$50,000 for a comprehensive concept site plan to include the Administration Building and North Wing of Clubhouse I projects. The overall concept site plan was approved under Resolution #28 for further development.

The sum of \$155,000 is requested to undertake the next phases of civil and geotechnical engineering services to continue the close coordination with the architectural design of the Administration Building and North Wing of Clubhouse I.

Civil engineering documentation includes grading, utility design, storm water management analysis, subdivision, plat record, forest and tree canopy conservation, and hydrology (surface water flow) studies. Much of this documentation requires multiple steps in the submission process to the various regulatory agencies before final submission for approval can be undertaken. The motion carried.*

*The Committee requested that Management rewrite the motion before it is presented to the Board of Directors.

6. New Business -

a. Staff Overcrowding in the Administration Building

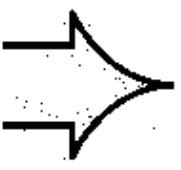
A document, "CPAC Recommendations for Interim Space Adjustments to LW Administration Building," dated February 6, 2015 as well as a draft motion was distributed.

Mr. Kipping placed a motion on the floor.

Resolved, CPAC recommends that the Board of Directors implement plans to relieve staff overcrowding in the Administration Building as soon as reasonably possible (in 2015), starting with the following:

- **Negotiate with Weichert to recover up to 1,000 sq. feet of leased space in exchange for reduced rent. Weichert would still retain a smaller space in the atrium.**
- **Move some staff (Administrative Assistants and Accounting) into the vacated space and adjust office areas to provide about 120 square feet of space for each relocated employee.**

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Minutes of February 9, 2015, Regular Meeting
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- 
- Begin negotiations with Bank of America to recover some of their unused office space to be used for further decompression of administrative staff.

Mr. Marks placed a substitute motion on the floor.

Resolved, that a resolution regarding staff overcrowding in the Administration Building be postponed until after the receipt of the Assessment of Space Needs from StreetSense. The motion carried.

7. Correspondence - A memo from the General Manager to LWMC Directors and Supervisors re "Leisure World of Maryland Corporation - Guidance Document - Topic: LWCC Advisory Committees / Management Interaction" was included in the meeting packet.
8. Open Forum - The following resident spoke on the topic indicated:

Jordan Harding, M17B - A request should be made for the refund of Impact Tax paid by Leisure World in 2005.
9. Adjournment - There being no further business, the meeting was adjourned at 11:15 a.m.
10. Next Meeting - The next meeting is scheduled for Monday, March 9 2015, at 9:30 a.m. in the Montgomery Room in Clubhouse 1.

Approved _____
Carole Kennon, Chair

Community Planning Advisory Committee
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March 2015

The motion carried.

c. Facilities Enhancement Plan Status Update -

- i. Crystal Ballroom and Maryland Room - A/V Technology - A document, dated February 27, 2015, "Crystal Ballroom & Maryland Room - AV/Technology" was discussed. Revisions were suggested. Ms. Gerke will update the document with the suggestions made today. In addition, the potential uses of various venues in Clubhouse I and Clubhouse II were discussed.

A motion was placed on the floor.

Resolved, the Community Planning Advisory Committee requests that the E&R Committee review the Crystal Ballroom, Maryland Room and Auditorium with respect to uses and prioritize preferred uses of each space for social events, meetings and presentations. The motion carried.

A motion was placed on the floor.

Resolved, the Community Planning Advisory Committee recommends to the E&R Committee that it consider possible upgrades to the Auditorium audio and visual capabilities so that it can be used as a meeting space. The motion carried.

- ii. Clubhouse I Renovations - Ms. Gerke presented finishes and overall concepts for the North Wing Clubhouse I and the Crystal Ballroom. This presentation was made by Streetsense to the E&R and Restaurant Advisory Committees and to the Board of Directors in February.

- iii. Administration Building -
In response to a question, Ms. Gerke stated that programming and space plan layouts will be provided to the committee prior to the April meeting.

6. New Business - There was no new business.

7. Correspondence - There was no correspondence included in the meeting packet.

8. Open Forum - The following residents spoke on the topics indicated:

- Jordan Harding, M17B - Facility Enhance Plan referendum
- Bob Namovicz, M10 - tree preservation around Administration Building



April 2015

i. Administrative Building Space Programming

Included in the meeting packet was a document dated April 13, 2015, "New Administration Building - Programming Update," which included the meaning and purpose of programming a building. Mr. Heiserman elaborated on the programming process and responded to questions.

Distributed by email prior to the meeting was a document dated April 9, 2015, "Administration Building Programming Study."

Mr. Heiserman and Mr. Levine left the meeting at 10: 50 a.m. after discussion of the study.

To answer questions raised by the report, it was decided that a special meeting would be scheduled prior to the next regular meeting.

Ms. Cronin placed a motion on the floor:

Resolved, that the current update will not go forward until there is a special committee meeting with upper management present (Mr. Flannery, Mr. Coursen, Ms. King and Ms. Gerke) so that the committee can ask questions raised by the report and, if possible, more detailed information will be given before that special meeting.

The motion carried unanimously.

ii. Fitness Center Site Plan and Elevations

Included in the meeting packet were Fitness Center site plans and elevations. The plans were previously presented to the E&R Advisory Committee who suggested changes for a more user-friendly egress from the building. CPAC is agreeable that the report go back the E&R Advisory Committee with the understanding that it will come back to CPAC before a recommendation to the Board is made. Ms. Gerke stated that a preliminary pre-submission meeting regarding the plan was held with Montgomery County.

The committee discussed permeable surfaces.

Mr. Namovicz placed a motion on the floor.

May 2015

- b. Technology Subcommittee Report - Mr. Seehode reported that a three-person panel reviewed resumes from 22 residents. They have been submitted to the Chair of the Board of Directors with the subcommittee's recommendations.
- c. Facilities Enhancement Plan - Administration Building Space Programming
A report, "New Administration Building - Programming Rationale," dated May 11, 2015 was discussed. The report included: Overall Rationale; Montgomery Mutual Rationale; Bank and Post Office Rationale; Migration Plan; Desk Survey of Business Encounters; Meeting Room Usage; Future Growth; and Proposed Prioritization.

After discussion, the following motion was placed on the floor.

Resolved, CPAC recommends that the Board of Directors direct staff to revisit space needs, in particular with respect to the use of conference rooms and meeting rooms, particularly the large meeting room, and to incorporate information from the E&R Advisory Committee as to the use of rooms in the two clubhouses. The motion carried. 11 in favor and 1 opposed.

6. New Business -

Administration Building Additional Financial Analysis

The committee discussed the need for a fair and comprehensive financial picture of the Administration Building options of a new structure or the reutilization of the existing facility. The following motion was placed on the floor.

Resolved, CPAC recommends the LWCC Board of Directors request Management to identify cost avoidance opportunities in the Replacement Reserve Fund (RRF) and Facilities Maintenance Fund (FMF) if a new Administration Building were constructed and provide this data to CPAC. This proposal is predicated on the assumption that funds allocated for the current Administration Building could be saved and used elsewhere. After review by the CPAC, a report will be provided to the Board for its consideration. The motion carried. 9 in favor and 3 opposed.

7. Correspondence - A memorandum dated April 13, 2015, from the Chair of CPAC to the Board of Directors regarding the Administration Building Programming Study was included in the meeting packet.
8. Open Forum - Residents commented on agenda items as they were discussed and had no additional comments at this time.
9. Adjournment - The meeting was adjourned at 11:32 a.m.

June 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
June 8, 2015

MEMBERS PRESENT: Carolc Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; George Stephens, MM; Robert Namovicz, M10; Billie Saunders, M13; Barbara Cronin, M17A; Jordan Harding, M17B; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; and Gene Byron, M27.

MEMBERS ABSENT: Ann Ferren, M24.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Sheryl Katzman, MM; Joyce Temple, M17B; Moshe Samber, M20; Henry Jordan, M24; and David Frager, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda The agenda was adopted as amended: Add to New Business: Status of Tennis Courts, Pond and Fitness Center.
3. Approval of Minutes – The Minutes of May 11, 2015, were approved as written.
4. Administrative Items
 - a. "Priority Criteria Matrix" - The chair thanked Mr. Namovicz for recently emailing to committee members the document, "CPAC Criteria for Prioritizing Facilities Improvements," which was adopted by the committee on July 1, 2013. Ms. Kennon stated that the matrix will be helpful when the committee reviews new projects.
 - b. Memorandum from Linda Wach, President of Montgomery Mutual - A memorandum from Montgomery Mutual dated May 22, 2015, states that, in accordance with the Maryland Cooperative Housing Corporation Act, Montgomery Mutual cannot lawfully purchase and use a dwelling unit for a Mutual management office, as it would not meet the requirements to qualify as a no-impact home-based business.

Mr. Marks placed a motion on the floor:
Resolved, CPAC accepts the letter from Montgomery Mutual as dispositive of this matter.
The motion carried - 10 to 2 with 1 abstention.

- c. Space Planning for Administration Building - In the future, CPAC will not discuss the inclusion in the Administration Building of the bank, the post office or Montgomery Mutual but will consider space planning as voted on by the Board of Directors.

5. Unfinished Business -

- a. Charter Review Committee - Ms. Cronin stated that the subcommittee has met and is developing a process to follow when considering new projects. Suggestions from Jolene King and Nicole Gerke will be incorporated in the process document, and it will be brought to the committee in July, along with the charter. Mr. Kipping was thanked for his input to the process.

b. Facilities Enhancement Plan - Administration Building

- i. Cost Information on New Administration Building. Included in the meeting packet was a motion from David Kipping requesting estimates on the cost of design and construction of the new Administration Building

Mr. Kipping placed a motion on the floor.

As part of the package of information regarding a new Administration Building, CPAC requests that the Administration provide estimates on the cost of design and construction of the building, including required site plan improvements.

Mr. Marks placed a motion on the floor.

Resolved, CPAC agrees to postpone discussion of the above motion (regarding the cost of design and construction of building) until the end of the meeting.

Ms. Cronin placed a substitute motion on the floor:

Resolved, CPAC agrees to postpone discussion about a motion (included in the agenda packet) regarding cost information on the new Administration until the August CPAC meeting. The motion passed unanimously.

- ii. New Administration Building Space Planning - Meeting Room Use

Included in the meeting packet was a report, "New Administration Building - Meeting Rooms," dated June 8, 2015. The document addressed types of meeting rooms proposed in the new Administration Building and the intended uses for those spaces. Also included in the document was an

Community Planning Advisory Committee
Minutes of June 8, 2015 Regular Meeting
Page 3 of 5

impact analysis per meeting room type that indicates offsets to other meeting rooms in Clubhouse I and II. Following discussion, the following actions were taken.

Mr. Marks placed a motion on the floor.

Resolved, that the new Administration Building includes a dedicated 1,680 square foot room (which can be divided) as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015."

The motion carried 9 to 3, with one abstention.

Ms. Cronin placed a motion on the floor.

Resolved, that two shared meeting rooms, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015, be reduced to one, thereby cutting square footage by approximately 400 square feet.

The motion carried unanimously.

Mr. Marks placed a motion on the floor.

Resolved, CPAC accepts the shared/collaboration small conference rooms as a total of three, a total of 360 square feet, as described in the document, "New Administration Building - Meeting Rooms," dated June 8, 2015.

The motion carried 10 to 2.

Also distributed at the meeting, was the document "Administration Building Programming Reduction Options," dated June 8, 2015

The need for committee action regarding the inclusion of the Communication/Leisure World News Department in the new Administration Building was discussed.

Ms. Cronin placed a motion on the floor.

Resolved, that the Communication/Leisure World News Department not be included in the new Administration Building, thereby reducing the square footage of the Administration Building by approximately 400 square feet.

The motion failed unanimously.

Mr. Marks placed a motion on the floor.

Resolved, that the Communication/Leisure World News Department be included in the new Administration Building, occupying approximately 400 square feet.

The motion carried unanimously.

Community Planning Advisory Committee
 Minutes of June 8, 2015 Regular Meeting
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Included in the "New Administration Building - Meeting Rooms" document was a "Migration Plan - Conversion of Existing Fitness Center."

Ms. Cronin placed a motion on the floor.

Resolved, CPAC accepts the E&R Advisory Committee recommendation on the existing Fitness Center, that it become a game room with pool tables, ping pong table and other game tables (poker, bridge) and make the existing game and ping pong (multi-purpose) rooms into dedicated meeting rooms.

A vote to amend the motion carried, 8 to 1.

Ms. Cronin placed an amended motion on the floor.

Resolved, that CPAC supports the intent of E&R Advisory Committee's motion to keep the Fitness Center as an E&R space/game room.

The amended motion carried, 10 to 1.

Ms. Gerke stated that the actions taken today by CPAC will provide Streetsense sufficient information for them to draw a floor plan. It was the consensus of the committee that that should be the next step.

Ms. Cronin placed a motion on the floor:

Resolved, CPAC requests management to work with Streetsense to return in 60 days with an Administration Building floor plan based on actions taken by CPAC on June 8, 2015, and provide a sense of the location of the building with respect to the site.

The motion carried unanimously.

iii. New Administration Building - Cost Avoidance Opportunities -

A document "New Administration Building - Cost Avoidance Opportunities," dated June 8, 2015, was discussed. The document contains information from the Facilities Maintenance Reserve Plan and the Facilities Replacement Reserve Plan for the years 2014 through 2025. It will be revised and discussed at the August meeting.

6. New Business -

a. Status Report

Ms. Gerke discussed the status of the following projects: Tennis Court, Pond, and Fitness Center.

7. Correspondence - Correspondence was discussed earlier in the meeting. (See 4-b.)

8. Open Forum - Residents commented on agenda items as they were discussed and had no additional comments at this time.

July 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

July 13, 2015

MEMBERS PRESENT: Carole Kennon, M6C, Chair; George Stephens, MM; Robert Namoviez, M10; Billie Saunders, M13; Barbara Cronin, M17A; Jordan Harding, M17B; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Fred Seebode, M16, Vice Chair.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Henry Jordan, M24.

1. Call to Order - Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The agenda was adopted as presented.
3. Approval of Minutes - The Minutes of June 8, 2015, were approved as written.
4. Administrative Items - None
5. Unfinished Business -

a. Update on FEP and Other Trust Facilities Projects - Nicole Gerke discussed her report, "Facilities Enhancement Plan and Other Project Update" dated July 13, 2015, which included updates on the Administration Building, Fitness Center Expansion, North Wing Clubhouse I, Crystal Ballroom Renovations, Physical Properties Customer Service Renovation, Golf Course Irrigation Pond Rehabilitation, Golf Course Playable Area Enhancement and Salt Shed.

b. Charter Review Committee Report

Attached to the agenda packet was a draft of a revised charter. After discussion, Mr. Namoviez placed a motion on the table.

Resolved, CPAC agrees to delete the following from the draft committee charter included in the meeting packet: Item II. Specifics Relating to Community Planning Advisory Committee - A. Membership and Organization (Appendix A). The motion passed unanimously.

August 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
August 10, 2015

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; George Stephens, MM; Robert Namovicz, M10; Billie Saunders, M13; Jordan Harding, M17B; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27

MEMBERS ABSENT: Barbara Cronin, M17A

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Gayle Shackelford, Trust Assistant.

VISITORS: S. Katzman, MM; David Frager, M27; Henry Jordan, M24; Girma Allar

1. Call to Order – Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – The Minutes of July 13, 2015, were approved as written.
4. Administrative Items – Ms. Kennon introduced Ms. Shackelford, sitting in for Ms. Gordon.
5. Unfinished Business
 - a. Administration Building Floor Plan and Site Location Report – Ms. Gerke introduced Herb Heiserman and Krissy Crawley from Streetsense and John Sekerak, from the Civil Engineering firm, Stantec. Ms. Gerke reported that they will be presenting the proposed site locations for the administration building and the floor plan.

Two proposed building structures were presented to the committee, a one story (bi-level) and two story building. Two options for the site location were also presented and the floor plan was discussed. There was discussion on the parking and traffic pattern. Following an extensive question and answer period, the following motions were placed on the table.

Resolved, CPAC prefers option B (bi-level) for the Administration Building and site plan B location, with approximate parking as shown on Plan B.

The motion carried.

Community Planning Advisory Committee
Minutes of August 10, 2015 Regular Meeting
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Streetsense and Stantek will work on further development of this plan for the September meeting.

Resolved, CPAC requests that the E&R, Restaurant, Golf & Greens, S & T, and B&F advisory committees, as well as staff, review the preferred plan B dated August 10, 2015, and provide their comments to the CPAC Committee. The motion carried.

Resolved, CPAC requests Stantek and Streetsense to provide options of one-way vs. two-way traffic in the parking lot and present to CPAC and S&T advisory committees. The motion carried by consensus.

6. New Business - None
7. Correspondence - None
8. Open Forum - No comments
9. Adjournment - The meeting was adjourned at 12:00 p.m.
10. Next Meeting - The next meeting is scheduled for Monday, September 14, 2015, at 9:30 a.m. in Clubhouse I.

Approved _____
Carole Kennon, Chair

September 2015

Community Planning Advisory Committee
 Minutes of September 24, 2015 Regular Meeting
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b. Comments from Education & Recreation, Restaurant, Golf & Greens, Security & Transportation, Budget & Finance Advisory Committees and LWMC Staff -

Ms. Gerke presented a report, "New Administration Building - Programming Floor and Site Plans," dated September 24, 2015. The report included recommendations and remarks from the E&R, B&F, S&T, G&G and Restaurant Advisory Committees.

Mr. Marks placed a motion on the floor -

Resolved, CPAC recommends that the LWCC Board of Directors approve Administration Building Option B (Bi-level) and Site Plan B Location. Management is authorized to proceed with development of a parking lot and traffic plan consistent with the Site Plan B Location, taking into consideration the comments made by the reviewing advisory committees of Site Plan B focusing on the number and location of handicapped parking spaces, truck delivery area, and one-way traffic flow. See the following specific recommendations. The motion passed, six for and four opposed.

(It should be noted that those who voted against the recommendation did so because they wanted to have one of the four traffic lanes in the parking lot (nearest Leisure World Boulevard) go the other direction--north to south.)

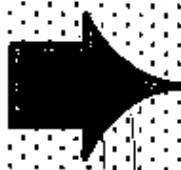
In response, to E&R Advisory Committee's recommendation for walkways between the parked cars leading to the islands for safe passage of pedestrians, CPAC does not support this recommendation for the following reasons:

1. The driveway would be narrowed from 25 feet to 17 feet, making backing out more of a challenge.
2. It would create more barriers for the handicapped - there would not be ramps every four feet.
3. People would take the most direct route.
4. Walkways would necessitate more hand snow shoveling and add logistics problems for snow removal. Snow removal costs would be higher.

The B&F, S&T and Restaurant Committees made recommendations regarding ADA spaces. It is the consensus of CPAC that -

1. The number of handicap spaces should be 1-1/2 times the number required by the County.

Community Planning Advisory Committee
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- 
2. All handicap spaces should be as close as possible to the buildings and in a row.
 3. Satellite handicap spaces should be eliminated in rows 1, 2 and 3.

Regarding B&F Committee's request for an updated cost estimate for the project, CPAC supports the recommendation.

The committee discussed S&T's recommendation about an added bus stop at the Administration Building. CPAC reinforces its recommendation that a Leisure World bus stop be added in front of the Administration Building.

The committee discussed S&T's recommendation about one-way traffic throughout the parking lot. CPAC recommends that all parking lots have one-way traffic and that all drive aisles in the north lot flow from south to north.


The committee discussed S&T's recommendation to add an access from the north parking lot to the south parking lot. CPAC supports this recommendation.

The Golf & Greens Advisory Committee resolved to move forward with the development of Site Plan B and recommended any potential restoration work in the chipping area be included in the project scope. CPAC supports this recommendation to include any potential restoration costs as part of the project.

The Restaurant Committee recommended reconsideration of interface between loading dock access and parking near lawn activities. CPAC supports this resolution, with the focus on safety and maintaining as many handicap spaces as possible.

The Restaurant Committee recommended covered walkways from parking to entrances of Clubhouse I and the Administration Building. It is the consensus of CPAC that covered walkways to the main entrances, Cascade Bistro, Terrace Room, and Maryland Room along with any impacts to regulatory requirements be considered in the design.

Ms. Gerke presented revised floor plans of the Administration Building (Level 1, Level 2 and Level 2 Alternate.) The revisions were made after considering comments from department heads and advisory committees. The committee endorsed the floor plans of the Administration Building presented by management today and "requests that Management proceed on this path."



Ms. Gerke also discussed a plan, "Tree Impact Exhibit," which showed what impact the project will have on existing trees. The plan, developed by the civil engineer, will be reviewed thoroughly by Montgomery County Park and Planning who will

October 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

October 20, 2015, at 9:30 a.m.

Clubhouse II

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; George Stephens, MM; Jordan Harding, M17B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Barbara Cronin, M17A; Robert Namovicz, M10; Billie Saunders, M13.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Marlene Smith, Executive Assistant to Executive Assistant.

VISITORS: Harry Stoffet, M15; Betsey Witte, M17A.

1. Call to Order – Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – The Minutes of September 24, 2015 were approved as written.
4. Administrative Items –
 - Marlene Smith is acting in place of Nancy Gordon today as the recording secretary.
 - In November we will return to our regular meeting place and time.
5. Unfinished Business –

- a. Report from Nicole Gerke on the current iteration of the floor plan for the Administration Building. Representative from Stantec (John Sekerak) and Krissy Crawley from (Streetsense) will join the presentation.

Ms. Gerke presented a report, "New Administration Building – Programming Floor and Site plans dated October 20, 2015." The Community Planning Advisory Committee made a list of priorities for evaluating the design of the site plan associated with the new Administration Building and north wing of Clubhouse I. The three priorities are:

- Improve access to the buildings.
- Increase parking closer to the buildings.

- Improve the overall ambiance of the site.

John Sckerak from Stantec recommended removing three shuffle ball courts to allow additional space for the loading dock area. Ms. Gerke mentioned that this issue will be taken back to E&R for further discussion and approval. Mr. Sckerak demonstrated via the site plan how the removal of the shuffle ball courts would allow more space for delivery trucks. Tractor trailers would be able to have more efficient space for deliveries. The additional spacing would handle both deliveries, ADA parking spaces and safety concerns.

The attached site plans were updated based on input from the various Advisory Committees. The updated site plans show the following:

- The quantity of ADA spaces in close proximity to the Administration Building entrances and CHI main entrance and north wing were increased, for a total of 26 spaces.
- The parking space count is 384 total (26 ADA and 358 regular).
- Traffic flow is one way from south to north.
- Connection between South Parking Lot and Cascade Circle and North Parking Lot has been accommodated.

Ms. Gerke reported that the site plan also indicates specialty parking spaces as follows:

- E = Electric vehicles with charging stations
- CS = Car sharing/carpooling
- M = Motorcycle parking

Mr. Marks placed a motion on the floor –

Resolved, CPAC recommends the elimination of three of the four shuffle board courts.
The motion passed, seven for and two opposed.

Mr. Marks placed a motion on the floor –

Resolved, CPAC recommends widening the access driveway into the loading dock area by moving the handicap parking spaces to the north by 4-6 feet and widening the loading dock access driveway.
The motion passed, six for and one opposed.

Metro Bus access will be reviewed carefully by Security and Transportation.

Ms. Gerke covered the interior of the Administration building as shown on the lower level floor plan. The following was reported:

- Not much changed on the lower level. There are some discussions on the space the IT Department will need for servers.



- There is an area that would serve as a secondary receptionist area. This will be addressed further as options are reviewed.
- There will probably be additional exit areas.
- Accounting is looking into separating Mutual Accountants and Trust Accountants to enhance work flow and obtain easier access to Accounting Managers.
- There will be additional automated services in the lobby area. Management is looking into several automated services that would make condo fee payments easier for residents.
- The floor plan will be impacted by decisions made by the IT Department and Technology Consultant.
- There will still be a need for storage areas. The need to maintain files both electronically and physically is a set requirement.

6. New Business – None

7. Correspondence – None

8. Open Forum – None

9. Adjournment -- The meeting was adjourned at 10:51 a.m.

10. Next Meeting -- The next meeting is scheduled for November 9, 2015 in Clubhouse L.

November 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting
November 9, 2015

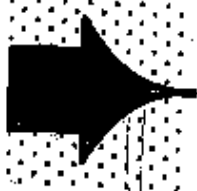
MEMBERS PRESENT: Carol Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; George Stephens, MM; Robert Namovicz, M10; Barbara Cronin, M17A; Jordan Harding, M17B; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Billie Saunders, M13.

LWMC: Jolene King, Assistant General Manager; Nicole Gorko, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Sheryl Katzman, MM; Paul Eisenhaur, M10; Stephanie Herman, M21; Henry Jordan, M24; and David Frager, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 9:40 a.m.
2. Approval of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – The Minutes of October 20, 2015, were approved as written.
4. Administrative Items –
 - a. The chair stated that Joan Jenkins, Billie Saunders, and George Stephens have not renewed membership on the committee in 2016. They will be missed.
 - b. A resolution was forwarded to Ms. Kennon from the chair of the E&R Advisory Committee. The resolution, which will be included in the November Board of Directors' packet, states that the E&R Advisory Committee accepts that three shuffleboard courts are to be eliminated and one shuffleboard court and bocce court will remain and that the shuffleboard and bocce courts will be reworked.
5. Unfinished Business -
 - a. Facilities Enhancement Plan and Other Trust Projects Updates -




Ms. Gerke discussed a document included in the meeting packet dated November 9, 2015. It contained updates on the Administration Building, Fitness Center Expansion, North Wing Clubhouse I, Physical Properties Customer Service Renovation, Golf Course Irrigation Pond Rehabilitation, and Crystal Ballroom Renovations.

b. Administration Building Floor Plan Continuing Discussion -

Ms. Gerke presented a revised floor plan of the Administration Building. Some of the changes in the revised floor plan were made as a result of discussions at the last meeting. After considerable discussion,

Ms. Cronin placed a motion on the floor -




The Community Planning Advisory Committee recommends that staff continue refining the development of the A303 and A304 floor plan discussed and reviewed on November 9, 2015, and progress to obtain updated cost estimates for the new Administration Building.

The motion was approved unanimously.

A revised Preliminary Layout Study Site Plan distributed at the meeting by Ms. Gerke was discussed. Members were asked to write the date, November 9, 2015, on copies of the site plan. Changes to the revised site plan included enlarging the loading dock area for easier truck access, removing three shuffleboard courts, and providing handicap parking closer to the Administration Building.

Ms. Cronin placed a motion on the floor -



The Community Planning Advisory Committee recommends that staff continue refining the development of the Preliminary Layout Study of the Site Plan discussed and reviewed on November 9, 2015, and obtain updated cost estimates.

The motion was approved unanimously.

c. Resolution Concerning Interim Space Adjustments to the Old Administration Building -

At its February 9, 2015, meeting, the committee agreed to postpone action regarding staff overcrowding in the Administration Building until after the receipt of the Assessment of Space Needs from StreetSense.

Inasmuch as that information has been provided, a draft resolution and rationale were included in the meeting packet.

Mr. Kipping placed a motion on the floor -

Resolved CPAC recommends that the Board of Directors implement plans to relieve staff overcrowding in the Administration Building as soon as reasonably possible (in 2015) starting with the following:

- 1) Negotiate with Weichert to recover up to 1,000 square feet of leased space in exchange for reduced rent. Weichert could still retain a smaller space in the atrium.
- 2) Move some staff (administrative assistants and Accounting) into the vacated space and adjust office areas to provide about 120 square feet of space for each relocated employee.
- 3) Begin negotiations with Bank of America to recover some of their unused office space to be used for further decompression of administrative staff.

The motion failed: 2 for, 10 opposed.

Mr. Marks placed a substitute motion on the floor -

Resolved, CPAC requests management make a preliminary recommendation to determine if it is cost effective to invest in an analysis of existing administration building space for the purpose of reallocating existing space including reducing current rental space. Management is asked to make a case for the investment of time and consultant resources for the interim reallocation of space. Management is requested to report to the committee by March 2016.

The committee will only consider space reallocation proposals after it receives management's recommendation.

The committee agreed (7 for, 5 opposed) to amend the motion to read:

Resolved, CPAC requests management make a preliminary recommendation to determine if it is cost effective to invest in an analysis of existing administration building space for the purpose of reallocating existing space, including reducing current rental space. Management is asked to make a case for

The committee will only consider space reallocation proposals after it receives management's recommendation.

6. New Business - None

8. Open Forum – Visitors commented on agenda items as they were discussed.

9. Adjournment · The meeting was adjourned at 12:45 p.m.

Approved _____
Carole Kennon, Chair

December 2015

LEISURE WORLD COMMUNITY CORPORATION
COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
December 14, 2015

MEMBERS PRESENT: Carolc Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Robert Namovicz, M10; Barbara Cronin, M17A; Jordan Harding, M17B; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Joan Jenkins, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: George Stephens, MM; and Billie Saunders, M13.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Girma Allaro, MM; Linda Wach, MM; Stephanie Herman, M21; and Henry Jordan, M24.

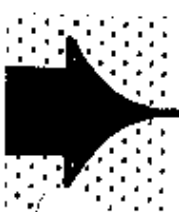
1. Call to Order – Ms. Kennon called the meeting to order at 9:40 a.m.
2. Approval of Agenda – The agenda was adopted as presented.
3. Approval of Minutes – The Minutes of November 9, 2015, were approved as written.
4. Administrative Items

The chair expressed her appreciation to George Stephens, MM; Billie Saunders, M13; and Joan Jenkins, M23 for their years of service on the committee. They will not be continuing on the committee in 2016 and will be missed.

Three new members will join the committee. They are: Girma Allaro, MM; David Pollack, M18; and Frank Roddy, M23.

5. Unfinished Business

- a. Administration Building Area Comparison - Ms. Gerke reviewed a document, "Administration Building Area Comparison," dated December 14, 2015. The document compared figures, by department, of the current and proposed areas.



Community Planning Advisory Committee
 Minutes of December 14, 2015 Regular Meeting
 Page 2 of 3

- b. FEP and Other Project Updates - Ms. Gerke reviewed a document, "Facilities Enhancement Plan and Other Projects," dated December 14, 2015. It included updates on the Administration Building, Fitness Center Expansion, North Wing Clubhouse I, Physical Properties Customer Service Renovation, and Golf Course Irrigation Pond Rehabilitation projects.

6. New Business

a. Committee Charter Revision

The committee discussed a draft of a committee charter dated August 7, 2015. Ms. Cronin, a member of the subcommittee that drafted the revised charter, stated that the Appendix A should be deleted. That information will be included in a "process document," which document was discussed later in the meeting (see 6-b).

After discussion of the charter, and upon motion by Mr. Byron, the committee unanimously agreed -

Resolved, action on a motion regarding Item I of "Areas of Responsibility" of the committee charter is postponed until the next meeting.

b. Process - Moving FEP from Initiation through Action

The committee discussed a document drafted by management which lists process steps for FEP projects. Ms. King stated that the purpose of the process is to be collaborative with all relevant committees, thereby improving efficiency of effort of management, advisory committees and consultants.

Upon motion by Ms. Cronin, the committee unanimously agreed -

Resolved, Community Planning Advisory Committee recommends to management that they continue the process of moving the document, "Process for Moving Facilities Enhancement Plan Projects from Initiation Through Action," dated December 14, 2015, forward to other advisory committees for comments and input prior to bringing it to the LWCC Board of Directors.

7. Correspondence - None

January 2016

COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

January 11, 2016

Corrected

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Girma Allaro, MM; Robert Namovicz, M10; Jordan Harding, M17B; Dave Pollack, M18; Larry Damsky, M19B; Yolanda Hunt, M21; David Kipping, M21; Frank Roddy, M23; Neil Ross, M23; and Ann Ferren, M24.

MEMBERS ABSENT: Phil Marks, M20B; and Gene Byron, M27.

LWMC: Nicole Gerko, Project Manager; and Nancy Gordon, Trust Assistant.

STREETSENSE: Kristina Crawley.

VISITORS: Sheryl Katzman, MM; and Barbara Cronin, M17A.

1. Call to Order - Ms. Kennon called the meeting to order at 9:35 a.m.
2. Approval of Agenda - The agenda was adopted as presented.
3. Approval of Minutes - The minutes of December 14, 2015, were approved as written.
4. Administrative Items
 - Welcome - New Members, Girma Allaro, David Pollack, and Frank Roddy were welcomed.

Resignation - On January 8, 2016, Ms. Cronin was elected vice chair of the LWCC Board of Directors. As such, she cannot serve as a member of an advisory committee and has, therefore, resigned.

5. Unfinished Business

a. Review of Administration Building Project Documents

i. Site Plan

Ms. Gerke said a preliminary meeting with Montgomery County Park and Planning on Friday, January 8, went well. Ms. Gerke stated that remarks about the site plan were favorable. The process will continue toward a formal submission.

Regarding a question raised previously by the committee, Park and Planning stated that motorcycle parking could be relocated but that carpool parking and electric charging spaces must remain as drawn on the plan. Ms. Gerke also stated that there would be no impact tax on the project and that a traffic study is not needed.

- ii. Floor Plan A3.03 and A3.04 - The committee discussed the floor plan. After consideration of the location of the restrooms, Mr. Namovicz placed a motion on the floor -

Resolved, CPAC asks designers to take another look at the location of restroom facilities in the presented plan A3.04. The motion carried, with 7 in favor of the motion and 4 opposed.

(An amendment to the resolution specifying where the restrooms should be relocated, failed.)

The committee discussed the possibility of adding a second story to the new Administration Building.

- iii. Elevations - A2.00 and A4.02

Ms. Crawley presented drawings of the exterior of the Administration Building. The committee requested additional information about, and the rationale for, the facades presented. The committee asked when models will be made; Ms. Gerke stated that it is too early in the process but that she will obtain cost estimates.

- b. FEP Enhancement Plan Status Report - Ms. Gerke reviewed the updated Facilities Enhancement Plan Status Report. Ms. Gerke requested that committee comments about the report be forwarded to her prior to her submitting it to the Board on January 26. Previous reports were presented to the Board in January 2015 and July 2015.
- c. CPAC Charter - It was the consensus of the committee that the document, "Process for Considering and Integrating a Project into the Facilities Enhancement Plan," (Exhibit A) should not be included in the charter and that language referring to it should be eliminated.

Ms. Ferren placed a motion on the floor -

Resolved, Section II. Item 2 of the draft charter dated December 30, 2015 will be revised to read, "From a community perspective, participate in a collaborative process of developing

February 2016
 COMMUNITY PLANNING ADVISORY COMMITTEE
 Minutes of Regular Meeting
 February 8, 2016

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Robert Namowicz, M10; Dave Pollack, M18; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Frank Roddy, M23; Ann Ferren, M24, and Gene Byron, M27.

MEMBERS ABSENT: Girma Allaro, MM; Jordan Harding, M17B; and Neil Ross, M23.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Barbara Cronin, M17A; Stephanie Herman, M21; and Henry Jordan, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 9:35 a.m.
2. Approval of Agenda – The agenda was adopted as amended. Add 5-d, New Administration Building Steps; and 5-e, Model of New Administration Building.
3. Approval of Minutes – The minutes of January 11, 2016 were approved as amended. The following sentence will be added: The committee discussed the possibility of adding a second story to the new Administration Building.
4. Chair's Remarks - In response to a question raised at the last meeting, Ms. Kennon stated that at the June 30, 2015, LWCC Board of Directors meeting, Mr. Frager said that Mr. Marks had agreed to serve as a liaison to the Montgomery County Planning Board with Ms. King and Ms. Gerke.
5. Unfinished Business
 - a. Administration Building Cost Estimate Review - Ms. Gerke discussed a document, "New Administration Building - Preliminary Cost Estimate", dated February 8, 2016. The cost estimate was provided by Morgan Keller and is based on the current Administration Building floor plans, site plans, and elevations developed by Streetsense and Stantec.
 - b. FEP and Other Project Updates - Ms. Gerke discussed a document, "FEP Project Updates" dated February 8, 2016. Projects included in the report were the Administration Building, Fitness Center Expansion, North Wing Clubhouse I, Physical Properties Customer Service Renovation, and Golf Course Irrigation Pond Rehabilitation.

March 2016

COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
March 14, 2016

MEMBERS PRESENT: Carolc Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Robert Namovicz, M10; Dave Pollack, M18; Larty Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; David Kipping, M21; Frank Roddy, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Girma Allaro, MM; and Jordan Harding, M17B.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Rita Moorcr, Trust Assistant; and Nancy Gordon, Trust Assistant.

STREETSENSE: Herb Heiserman; Kristina Crawley; Vanessa Rai; and Alexis Teltser.

VISITORS: Barbara Cronin, M17A; and Henry Jordan, M27.

1. Call to Order – Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was adopted as presented.
3. Streetsense Presentation – Mr. Heiserman presented the new Administration Building exterior design concept and interior floor plan. Samples of finishes were displayed.

After discussion, Ms. Ferren placed a motion on the floor –

Resolved, the Community Planning Advisory Committee approves the Administration Building exterior design concept and the interior floor plan as presented by Streetsense on March 14, 2016. The motion carried unanimously.

Some members questioned the desirability of certain elements in the design concept. After discussion, it was the consensus of the committee that the elements in question (trellis, asymmetrical roofline, and skylights) remain in the design concept.

Regarding steps at the entrance to the Administration Building, Ms. Gerke stated a regrading of the incline may reduce the number of steps needed.

Community Planning Advisory Committee
Minutes of March 14, 2016 Regular Meeting
Page 2 of 2

Regarding solar panels, Ms. King stated that she will report to the committee the findings of the Energy Advisory Committee on the use of solar panels in the Administration Building.

Mr. Marks requested that Management provide a checklist of what else needs to be done before the site plan is presented to the LWCC Board so that it can go to Montgomery County Park and Planning.

Regarding a question about a bus stop, Ms. Gorko stated that a revised site plan will be presented to the committee in April which will show the location of the bus stop.

4. Approval of Minutes – The minutes of February 8, 2016, were approved as written.
5. Chair's Remarks - None
6. Administrative Items – None
7. Unfinished Business -
 - a. FEP and Other Project Updates - This agenda item was postponed until the next meeting.
 - b. CPAC Charter and Rationale for Charter Revision – This agenda item was postponed until the next meeting.
8. New Business - None
9. Correspondence - None
10. Open Forum – There were no comments.
11. Adjournment – The meeting was adjourned at 12:00 p.m.
12. Next Meeting - The next meeting is scheduled for April 11, 2016, at 9:30 a.m. in Clubhouse I.

Approved _____
Carole Kennon, Chair

April 2016

COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
April 11, 2016

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Girma Allaro, MM; Robert Namovicz, M10; Phil Marks, M20B; Yolanda Hunt, M21; Frank Roddy, M23; Neil Ross, M23; and Gene Byron, M27.

MEMBERS ABSENT: Dave Pollack, M18; Larry Damsky, M19B; Jordan Harding, M17B; and Ann Ferren, M24.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Henry Jordan, M24.

1. Call to Order – Ms. Kennon called the meeting to order at 9:35 a.m.
2. Approval of Agenda – The agenda was adopted as amended. To New Business, add “50th Anniversary Time Capsule.”
3. Administrative Items – None
4. Approval of Minutes – The minutes of March 14, 2016, were approved as corrected: Mr. Jordan’s Mutual number was listed incorrectly. Mr. Jordan’s Mutual is 24.
5. Chair’s Remarks – Ms. Kennon sadly announced, for those who did not already know, that David Kipping passed away. In remembering Mr. Kipping, Ms. Kennon said that David was always respectful to his colleagues and to the process of the committee deliberations and that his spoken and written contributions were always thoughtful and fair. He will be missed.
6. Unfinished Business –
 - a. New Administration Building
 - i. Maryland National Capital Park and Planning Commission Requirements – As requested by the committee at its last meeting, Ms. Gerke distributed a list of documents required by Park and Planning.
 - ii. Site Plan – Ms. Gerke presented a revised site plan which showed some changes from the previous version including:
 - Relocation of bus stop
 - Fewer steps to the Administration Building for those who wish to use them.
 - Closer access to the Terrace Room

Community Planning Advisory Committee
Minutes of April 11, 2016 Regular Meeting
Page 2 of 2

The committee discussed making the drop-off spot to the Cascade Bistro closer than the 40 feet shown on the site plan. Ms. Gerke will provide options to the plan for the committee to consider.

- iii. Elevations -- Ms. Gerke presented revised views of the Administration Building. It was the consensus of the committee that signage not be part of the building. As requested by the committee, additional finishes will be shown on the Elevations.

- b. FFP and other Project Updates -- Ms. Gerke provided updates on the following projects: Fitness Center; Terrace Room; and PPD Customer Service area.

- c. CPAC Charter and Rationale for Charter Revision -- In order to more clearly state the committee's responsibility in overseeing current and future improvements, changes and additions to Trust property, the committee revised its charter dated March 5, 2013.

Mr. Byron placed a motion on the table:

Resolved, CPAC recommends that the Leisure World Board of Directors accepts the Committee Charter as dated April 11, 2016. The motion carried unanimously.

7. New Business --

Time Capsule -- Ms. Hunt stated that the 50th Anniversary Committee had discussed creating a clear cylinder time capsule to be opened in 50 years. The 50th Anniversary Committee wished CPAC's feedback on the idea of displaying the capsule in the Administration Building. CPAC thought it would be more appropriate to bury it beneath a plaque in front of the Administration Building.

8. Correspondence - None

9. Open Forum -- There were no comments.

10. Adjournment -- The meeting was adjourned at 11:20 a.m.

11. Next Meeting - The next meeting is scheduled for May 9, 2016, at 9:30 a.m. in Clubhouse I.

Approved _____
Carole Kennon, Chair

May 2016

COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

May 9, 2016

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Girma Allaro, MM; Robert Namovicz, M10; Dave Pollack, M18; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; Frank Roddy, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Jordan Harding, M17B.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Nancy Gordon, Trust Assistant, and Monica Tejada, Trust Assistant.

NONMEMBERS: Barbara Cronin, M17A; and Henry Jordan, M24.

1. Call to Order - Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The agenda was adopted as presented.
3. Administrative Items
 - Monica Tejada, Trust Assistant, was introduced and welcomed.
 - Stephanie Herman's, (M21) appointment to the committee will be confirmed by the Board of Directors on May 24.
 - Terrace Room is reopening tomorrow.
4. Approval of Minutes - The minutes of April 11, 2016, were approved as written.
5. Unfinished Business
 - a. Site Plan - Ms. Gerke presented a revised site plan.

Mr. Namovicz placed a motion on the table -

Resolved, CPAC recommends to the Restaurant Committee that the site plan presented today be adopted with the following modification: four handicap parking spaces closest to the Terrace Room will be removed. The motion carried with 11 voting in favor.

A memorandum will be sent to the Restaurant Committee regarding the motion.

Ms. Ferren placed a motion on the table.

Resolved, CPAC recommends to the Education & Recreation Committee that other options be considered for location of the shuffleboard and bocce courts, keeping in mind the cost. The motion carried unanimously.

A memorandum will be sent to the Education & Recreation Committee regarding the motion.

Mr. Ross placed a motion on the floor.

Resolved, CPAC recommends to the Restaurant Committee that planning for outside seating for the Cascade Bistro and the Terrace Room will continue for the site plan approval; however, only an outside seating area for the Terrace Room will be built initially. The motion carried with 11 voting for the motion.

A memorandum will be sent to the Restaurant Committee regarding the motion.

b. FEP Updates

Ms. Gerke gave brief updates on the following projects: Terrace Room; Maryland Room; Cascade Kitchen; Cascade Bistro; Fitness Center; PPD Customer Service Area; and Irrigation Pond.

c. Committee Charter – The charter which was approved by the LWCC Board of Directors on April 26, 2016, was included in the meeting packet. The Board approval date will be noted on the charter.

6. New Business – None

7. Correspondence - None

8. Open Forum – There were no comments.

9. Adjournment – The meeting was adjourned at 11:10 a.m.

10. Next Meeting - The next meeting is scheduled for June 13, 2016, at 9:30 a.m. in Clubhouse I.

Approved _____
Carole Kennon, Chair

June 2016

COMMUNITY PLANNING ADVISORY COMMITTEE
 Minutes of Regular Meeting
 June 13, 2016

MEMBERS PRESENT: Carol Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Robert Namoviez, M10; Larry Damsky, M19B; Phil Marks, M20B; Stephanie Herman, M21; Yolanda Hunt, M21; Frank Roddy, M23; Neil Ross, M23; Ann Ferren, M24; and Gene Byron, M27.

MEMBERS ABSENT: Girma Allaro, MM; Jordan Harding, M17B; and Dave Pollack, M18.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Nancy Gordon, Trust Assistant; and Monica Tejada, Trust Assistant.

NONMEMBERS: None.

1. Call to Order – Ms. Kennon called the meeting to order at 9:40 a.m.
2. Approval of Agenda – The Agenda was adopted as presented.
3. Approval of Minutes – The Minutes of May 9, 2016, were approved as written.
4. Administrative Items –
 - New member Ms. Herman was welcomed.
 - Trust Assistant Nancy Gordon is retiring at the end of the month.
5. Unfinished Business –

Site Plan

- Ms. Kennon recapped the process by which CPAC decided to recommend to the Restaurant Committee that four handicap parking spaces closest to the Terrace Room be removed from the site plan and to recommend to the Education & Recreation Committee that other options be considered for the location of the shuffleboard and bocce courts.
- Ms. Gerke presented "Administration Building Site Plan Alternate F Revised dated June 13, 2016." The site plan reflects the comments received from Community Planning, Education & Recreation and Restaurant Committees.
- After a lengthy discussion of the plan, three motions were made.

Mr. Namoviez placed a motion on the floor -

Resolved, CPAC recommends that the architect be asked to look into the possibility of adding covered entryways, particularly at the Terrace Room. The motion carried, 7 for.

Mr. Seebode placed a motion on the floor –

Resolved, CPAC recommends that the architect be asked to propose a design that would have covered access for the bus stop going into the Administration Building. The motion carried, 7 for.

Mr. Namovicz placed a motion on the floor –

Resolved, CPAC will offer the Security & Transportation Advisory Committee the opportunity to comment on the revised site plan dated June 13, 2016. The motion carried unanimously.

- It is anticipated that a recommendation and cost estimate from CPAC to the LWCC Board regarding the site plan will be made in August and that a joint memo from the Community Planning, Education & Recreation, Restaurant, and Security & Transportation Committees will accompany the recommendation.
 - Ms. Kennon will provide an update on the site plan to the Executive Committee meeting on June 17.
6. New Business – None.
 7. Correspondence – Attached to the meeting packet were copies of memos from Ms. Kennon to the chairs of the Education & Recreation and the Restaurant Committee regarding the site plan.
 8. Open Forum – There were no comments.
 9. Adjournment – The meeting was adjourned at 11:40 a.m.
 10. Next Meeting - The next meeting is scheduled for July 11, 2016, at 9:30 a.m. in Clubhouse 1.

Approved _____
Carole Kennon, Chair

July 2016

COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

July 11, 2016

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode, M16, Vice Chair; Robert Namovicz, M10; David Pollack, M18; Larry Damsky M19; Phil Marks, M20B; Yolanda Hunt, M21; Frank Roddy, M23; Neil Ross, M23.

MEMBERS ABSENT: Girma Allaro, MM; Jordan Harding, M17B; Stephanie Herman, M21; Ann Ferren, M24; Gene Byron, M27.

LWMC: Nicole Gerke, Project Manager; Ellen Solomon, Trust Assistant; Marlene Smith, Executive Secretary.

VISITORS: Marybeth Ardike, M5; Sheryl Katzman, MM.

1. Call to order – Ms. Kennon called the meeting to order at 9:31 a.m.
2. Approval of Agenda - The Agenda was adopted as presented.
3. Approval of the Minutes -- The minutes of the June 13, 2016 meeting were adopted as written.
4. Administrative Items –
 - a. Committee welcomed Ellen Solomon, the new Trust Assistant.
 - b. Ms. Kennon spoke briefly about the two memos attached and listed under correspondence, both related to Administration Building Site Plan Alternate F Revised. The first to David Frager, Chair, LWCC Board, and the second to Paul Eisenhaur, Chair of the Security and Transportation Advisory Committee.
5. Unfinished Business –
 - a. Site Plan F Revised July 8, 2016 – Ms. Kennon explained that the site plan will be distributed when an LWCC Board meeting is announced to review it for Board action. She added that any additional revisions must be discussed at today's meeting. Adding revisions after the plan is submitted to Montgomery County Park and Planning would require resubmitting the entire site plan. Moving forward is a priority.
 - i. The document which has been written highlighting the benefits of the current version of Administration Building Site Alternate F Revised and which was attached to the meeting packet, was noted with a request for Members comments.
 - ii Ms. Gerke distributed copies of Administration Building Site Plan

Alternate F Revision 2 showing the locations of covered walkways to the entrances of the Terrace Room and the Cascade Bistro as well as between the Administration Building and the Bus Stop. She also distributed drawings of the sheltered entrances that are planned for the Terrace Room and the Cascade Bistro.

The committee discussed the following:

- Covered walk ways -- placement, coverings and design
 - Bus stops -- Location, number of bus stops, effect on handicapped spaces due to the size of pull offs
 - Vestibules -- Size, design, doors and seating
 - Roof lines -- How will they look after other changes
 - Doors - size, sliding vs swinging, offset entries to prevent wind tunnels.
 - Vehicles in drive circle -- Should LW buses be allowed to stop at restaurants
- It was suggested that CPAC pass this issue to Security and Transportation committee for possible test of viability and that the Restaurant Committee get involved in the decision making.

After lengthy discussion of the plan, Mr. Marks placed the following motion on the floor:

Resolved, CPAC recommends the approval of Site Plan Alternate F Revision 2 dated July 8, 2016 as submitted. The motion carried unanimously

Further discussion included the desire to refine the look and the style of the walkways to interact with the vestibules. Ms. Gerke will get feedback from the Restaurant Committee and share it with CPAC.

b. FEP and Other Project Updates -- Nicole Gerke

Cascade and Maryland Rooms are moving forward.

Trust problems -- The ceiling in Maryland Room had broken roof trusses. Also, The Cascade Room had broken roof trusses. These have been fixed. Valves going to the bathrooms had to be replaced, as did a valve going back to kitchen. It was found that the electrical conduits in the slab have disintegrated, options and costs are being investigated. Ms. Gerke thinks all the unforeseen conditions have now been identified.

The Fitness Center -- Ms. Gerke was on vacation and she has not looked into this at this time.

The Irrigation Pond Project is progressing. Ms. Gerke was able to get two very different bids. She will work with contractors to assess the best option. The access route will go through M20A and M20B. It will be brought to those Mutuals in August, and if all goes well, it will be brought to the LWCC Board in October with an intent to start work in November.

6. New Business -- none

7. Correspondence -- Two items are attached to the packet -- Ms. Kennon mentioned

August 2016

COMMUNITY PLANNING ADVISORY COMMITTEE
Minutes of Regular Meeting
August 8, 2016

MEMBERS PRESENT: Carol Kennon, M6C, Chair; Girma Allaro, MM;
Robert Namovicz, M10; David Pollack, M18; Larry Damsky
M19; Phil Marks, M20B; Yolanda Hunt, M21; K. Neil Ross,
M23; Ann Ferren, M24; Gene Byron, M27.

MEMBERS ABSENT: Fred Seebode, M16, Vice Chair; Stephanie Herman, M21; Frank
Roddy, M23; Jordan Harding, M17B.

LWMC: Jolene King, LWMC; Nicole Gerke, Project Manager; Ellen
Solomon, Trust Assistant.

VISITORS:

1. Call to order - Ms. Kennon called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The Agenda was adopted as presented.
3. Approval of the Minutes - The minutes of the July 11, 2016 meeting were adopted as written.

4. Administrative Items

- a. Ms. Kennon spoke briefly; Work on planning the formal presentation of Site Plan Alternate F Revision 2 to the full LWCC Board is going forward. Nicole Gerke will share materials related to that later in the meeting. Phil Marks is writing a resolution for approval of that Site Plan which will include a request for a Special LWCC Board meeting in which to present it. It is possible that a vote for approval/disapproval could be taken at the that meeting, but it is more likely that the plan will proceed to the next following LWCC Board meeting for that process.

5. Unfinished Business

- a. Presentation by Nicole Gerke of the rough draft of Site Plan Alt F Revision 2 that will be presented to the LWCC Board.

The formal site plan presentation will be similar to Power-Point presentations which the Committee has been reviewing. There is a new version of the exterior site plan design from Stantec which places an aerial shot in yellow designating everything that is new over a black and white site plan as it now exists.

Ms. Gerke explained arrows for traffic circulation will be added to the site plan before the presentation to the Board. The Committee discussed the traffic pattern

in the parking lot and reaffirmed the decision already made to have one-way traffic only.

The exterior design portion of the Power Point presentation shows the elevations, including entrances, roofs, palette of materials for the exterior, covered walkways and vestibules. Additional areas of the site plan in Clubhouse 1 include the Terrace Room vestibule doors. The Committee discussed how to deal with problems created by the sensors for automatic entry/exit doors which may result in repeated opening and closing of the doors when someone may just be moving in the waiting area.

A color version of a furniture plan with suggested interior palette may be included. A request was made that the page showing furniture be removed because it is not definite yet and adds unnecessary confusion to the discussion.

The Committee discussed permeable pavement. Ms. Gerke explained that Stantec is addressing the possibility; however, decisions will depend on what is on and under existing materials and the costs involved. Solar collectors on the roof were mentioned again and the Committee noted that issue had been previously discussed.

It was noted that value engineering reviews will be very important in containing costs. These reviews will be ongoing during the project.

Mr. Namovicz brought to the Committee's attention the availability of a free Design Assistance Program sponsored by Montgomery County.

Ms. King advised that as the project proceeds in the engineering phase, storm water management requirements may dictate some changes in the current design. She added that all professionals/consultants involved in the project are environmentally conscientious and bring forward best practices for sustainable features.

A question regarding asbestos in the old Administration Building was raised with respect to its demolition. Ms. Gerke said at this time there is no evidence of it, but that will continue to be investigated.

To a question, Ms. Gerke responded that the effect of snow removal on the plan has been addressed.

If the Board approves Site Plan Alternate F Revision 2, significant issues will remain to be addressed including storm water management, final grading, landscaping, geotechnical analysis, site amenities, lighting, interior design features etc. The Montgomery County Park and Planning Commission will give a comprehensive look at this plan and undoubtedly make suggestions for some changes before they approve it.

b. Finances

The Committee discussed the fact that this version of the Administration Building site plan projects a cost which is significantly higher than the \$5,000,000. estimated in 2012. Ms. King said that the plan then was for a smaller two-story building with no conference area and the building was located near Leisure World Boulevard with little parking area. This plan was not well developed.

Ms. Gerke will provide a report on the costs and content of the original plan versus the current plan.

Ms. Gerke also requested that Committee Members send her any ideas regarding the current plan which may come to them after this meeting.

6. New Business --

Phil Marks advised the Committee that a Trust Replacement Reserve Study had been approved by the LWCC Board at its July 12, 2016, Special Meeting. He shared related documents including: Background; Rationale; Approach; Costs. He invited the Members to discuss the materials presented. He also invited any Member with an interest and some expertise to participate in developing a draft RFP for the project that would be presented to the LWCC Board for an approval to be circulated among experienced vendors. Mr. Marks noted that he hoped to begin this work in August.

7. Correspondence -- none8. Open Forum -- none9. Next Meeting: September 12, 2016, at 9:30 a.m. in Clubhouse I10. Adjournment -- 10:50 a.m.

September 2016
 COMMUNITY PLANNING ADVISORY COMMITTEE
 Minutes of Regular Meeting
 September 12, 2016

MEMBERS PRESENT: Carole Kennon, M6C, Chair; Fred Seebode M16, Vice Chair; Robert Namowicz, M10; David Pollack, M18; Larry Damsky M19; Phil Marks, M20B; Stephanie Herman, M21; Yolanda Hunt, M21; K. Neil Ross, M23; Ann Ferren, M24; Gene Byron, M27.

MEMBERS ABSENT: Girma Allaro, MM; Frank Roddy, M23; Jordan Harding, M17B.

LWMC: Jolene King, LWMC; Nicole Gerke, Project Manager; Ellen Solomon, Trust Assistant.

NON - MEMBERS: Barbara Cronin, M17A; Paul Eichenhair, M10; Henry Jordan, M24; David Frager, M27.

1. Call to order -- Ms. Kennon called the meeting to order at 9:31 a.m.
2. Approval of Agenda - The Agenda was adopted as presented.
3. Approval of the Minutes -- The minutes of the August 8, 2016, meeting were adopted as written.
4. Administrative Items -- October Meeting rescheduled to Monday, October 17, 2016, at 1:30 p.m. due to the Columbus Day holiday.
5. Unfinished Business -- Presentation by Nicole Gerke of Site Plan H for the new Administration Building including slides and correlating report.
 - a. Ms. Kennon thanked Ms. King and Ms. Gerke for their excellent work on this project.
 - b. The Members viewed and discussed the final draft of the presentation (slides and written report) of Site Plan H which will be presented to the LWCC Board of Directors on September 26th for approval to go forward to the Maryland National Capital Park and Planning Commission.

Suggestions for the slides included: some rearrangement of order; clearer and more descriptive labeling; clearer numbering of pages.

Suggestions for the written report included: a clear explanation of all acronyms; verification of the exact number of parking spaces.

It was noted that the question of permeable vs paved surfaces will be addressed in the next phase of development of the project.

The Committee also discussed how to present the costs of the project and suggested making a clear delineation between the cost of the Administration Building alone from the costs of the improvements to Clubhouse 1 which were added to the original version of the project.

Mr. Marks placed a motion on the table:

Resolved, Community Planning Advisory Committee (CPAC) approves and recommends that the LWCC Board of Directors approve the Administration Building and Clubhouse 1 Site Plan Revision H dated 9/27/16 as endorsed by Education & Recreation, Restaurant, Security & Transportation and management and authorize submission to Maryland National Capital Park and Planning Commission for approval.

Further, CPAC approves and recommends that the LWCC Board of Directors authorizes an amount not to exceed \$258,000 for consultants to complete the regulatory submissions process including architecture and engineering (mechanical, electrical, plumbing, fire protection), civil engineering and landscape (including storm water management fees); geotechnical engineer, audio visual engineer; utility expeditor; legal and related filing fees. Funds to be charged to the previously approved FEP Budget. The motion carried unanimously.

Ms. Kennon noted the importance of including the endorsing Advisory Committees in the resolution as this is the first step in the new collaborative process that CPAC is working to develop and then establish among all Advisory Committees.

6. New Business – none
7. Correspondence – none
8. Open Forum – none
9. Next Meeting: October 17, 2016, at 1:30 p.m. in Clubhouse I
10. Adjournment – The meeting was adjourned at 11:53 a.m.

Approved by: _____

Carole Kennon, Chair

APPROVED

October 2016

The discussion then moved to the importance of establishing a time line for the call for new projects to be reviewed for incorporation into the FEP. It was recognized that some of the issues that would be important in this process would include: 1) available funding; 2) the need for consultants 3) the necessary, and usually lengthy, permitting process.

There was a suggestion that CPAC should look at new project ideas and consider their merits on an annual basis. Ms. King noted that an annual process can easily become overwhelming given the fact that most projects take more than a year to develop. It was also noted that there is still a lot of work to be done on the already approved projects in FEP. Ms. King added that once the LWCC Board has approved a group of new projects for the FEP, it would be beneficial to moving the plan forward if the Board placed a moratorium on the inclusion of more new projects for a period of time.

Mr. Damsky suggested that projects could be considered in two categories: "a wish list" of proposals and a "want list" of proposals that the Board had approved.

Mr. Namovicz placed a motion on the floor:

Resolved: The Community Planning Advisory Committee adopts an annual project review process.

After considerable discussion, Mr. Marks put forward a substitute motion:

Resolved: The motion on the table be postponed until the next meeting of the Community Planning Advisory Committee in November. In the interim, Mr. Namovicz will write a concrete proposal that better defines the process he is suggesting. The motion passed.

Mr. Namovicz was requested to complete the written proposal and email it to all Members before the November meeting.

b. FEP Update - Nicole Gerke

The design team is developing the Site Plan H submission which will be sent to the Maryland Capital Park and Planning Commission. Landscaping for Site Plan H will be discussed at the next Landscape Advisory Committee meeting in November.

The Fitness Center construction has begun. It is due to be completed in March 2017.

Work on the pond will start in November.

The temporary vestibule at the entrance to the Terrace Room will be installed within the week.

November 2016

Mr. Namovicz placed a motion on the floor:

Amendments to the FEP proposal be forwarded to the Executive Committee with request for input before it is finalized. **Motion passed.**

b. FEP Update –

- Ms. Gerke notified the committee that the fitness center was held back by two weeks due to termination of a contractor (Morgan Keller). A new contractor was hired.
- Administration Building – Landscape committee presented the landscape site plan.
- Pond – Wildlife will capture fishes and turtles. They will be moved into a safe containment while work goes on. Dredging of pond will start after thanksgiving – 6 weeks expected.


6. New Business –

- a. Jolene King, Phil Marks, and Attorney Barbara Sears have been working on Bradford landing project (on Norbeck Boulevard). Storm water management control is a major concern, as well as major traffic. The State Highway has also been contacted. There will be an extension of the side walk on Norbeck Road.

7. Correspondence – There was none.

8. Next Meeting – Monday, December 12, 2016 at 9:30 a.m.

9. Adjournment – The meeting adjourned at 11:09 a.m.


- 
- b. Nicole Gerke presented the draft document responding to the questions that were included in the Motion to Postpone Elaine Hurley's Resolution calling for "suspension of the new Administration building plan" and "...an invasive engineering study to determine feasibility and cost to renovate and bring up to current code a viable, properly functioning administration building..." There was a discussion of that document as well as the two sets of questions concerning this issue which were added to the agenda at the outset of this meeting. A motion was made that all questions entertained in this discussion, with answers, be forwarded to the LWCC Board of Directors. The motion passed.

- c. Ms. Gerke reviewed the current status of FEP projects which included the fact that the dredging work on the irrigation pond was completed the first week in February, but landscape and path restoration remain.


February Minutes 2017

6. New Business – Special Strategic Planning Committee – Approved by LWCC Board January 31, 2017

Ms. Kennon announced that LWCC Board President, David Frager, has appointed CPAC to perform an initial review of all applications for the Special Strategic Planning Committee. The three members who reviewed the applications for the Special Technology Committee in 2015 are all willing to serve again: Ann Ferren, Phil Marks, Fred Seebode. Following the initial review, all applications will be forwarded to Mr. Frager for final decisions.

- 
7. Correspondence – Ms. Kennon directed the attention of the Members to the letters included which all deal with the new vs. old/renovated Administration Building.

8. Open Forum – Joan Hecht, M21, expressed concerns about the bank space and leasing space, noting that all this work is being done with residents' funds without their opinions.



Cheryl Katzman, MM, spoke to the point that no invasive study has been performed on the old administration building.

9. Next Meeting – Monday, March 13, 2017 at 9:30 a.m. in Clubhouse 1.
10. Adjournment – The meeting was adjourned at 11:41 a.m.

In Correspondence
Meeting February 2017

Subj: Renovation Study of Current Admin Building
Date: 1/8/2017 5:11:46 P.M. Eastern Standard Time
From: scampbell.lw@gmail.com
To: virtualcarole@aol.com
CC: scampbell.lw@gmail.com

Hello, Carole: Thank you so much for taking my call today and taking time to talk with me, especially about communicating with the Community Planning Committee. As noted in our conversation, I would gladly have emailed the entire Committee if emails had been provided rather than only phone numbers.

My request is that the Committee please seriously reconsider recommending to the Board that a full structural engineering study (or other appropriate study) be performed on the current admin building that would let us all understand how it could be renovated (presumably by adding a second level) to provide the space for necessary offices and resident amenities (perhaps losing those no longer necessary or in residents'/LW's best interests), in order to compare that study (including costs and new handicapped parking) to the currently proposed new building plans.

Having heard both "sides," I am finding it impossible to intellectually reconcile the new build decision without a comparison to a renovation study. While not an engineer or architect, I have been on a previous board making similar decisions and the lack of data would, for me, make it impossible to decide. However, with objective good data on the renovation vs new build, that would be sufficient to make such a weighty decision.

Add to that the fact that almost any reno or rebuild will approximately double in cost from initial decision to completion, we're really into big numbers (and in this case many other important considerations). It seems to me incumbent on both the Committee and the Board to do all appropriate and necessary pre-work in order to make the best decision possible and to have that process be as transparent as possible. With this, there likely would be precious little room for complaint and potentially lots of avid support. Without it, the truck that has driven through the hole in data just keeps rolling along.

It was a pleasure to meet and speak with you by phone and I am sorry that the Committee's meeting times do not fit in my schedule or I would be delighted to attend.

Thank you, in advance, for sharing this communication with the full Committee and for including it in the Correspondence portion (or other) of the February 2017 meeting, as if I were there. I do appreciate it.

Best regards,
Sharon Campbell, 17A

December 15, 2016

To: Carole Kennon and Fred Seebode of the LW CPAC
From: Janice McLean, LW resident

As a founding member of LW Green dedicated to improving the environment in the LW community, and as a strong opponent to the construction of new Administration Building here, I was quite pleased that recently Vice-Chair Barbara Cronin said the need for a new administration building should be reconsidered.

Over the years there have been a number of initiatives, resolutions, and votes urging that a new building not be built but the current one be renovated. Each time the boards that were sitting at that moment voted for the build option over the no-build option; many times the votes were quite close. This in itself should give you pause.

As I pointed out in my Resident's Forum letter published in the October 21, 2016, issue of LW News, the Board has repeatedly refused to authorize an engineering study to determine the feasibility costs of renovating and/or expanding the existing building. Now that there will no longer be a bank occupying space in the current building, it is imperative that such a study be authorized and funded.

Moreover, it is my belief that the real estate office and the small, part-time Post Office should be removed. The real estate company should not have preferential treatment, especially when there are many other companies with offices nearby. The Post Office's hours are so limited that its utility should be considered, especially when a larger Post Office is conveniently located in Leisure World Plaza.

II, as some people have advocated, the most important reason for building a new Administration Building is to allow for better access to both the Administration Building and Clubhouse I, particularly for residents and visitors with mobility issues, then a variety of other ways of doing that should be considered. I am sure there are many capable, creative companies that can develop multitudes of options for consideration. (There are many ways to skin a cat!!!)

LW Green has repeatedly pointed out the large number of trees that will be impacted with the construction of a new Administration Building: 144 trees of varying sizes and species are inside the development site. Of these, 57 will be removed, 22 will be protected and 65 are unaffected. It is true that Montgomery County Planning Commission will require the planting of a number of replacement trees. These, of course, will be much smaller and will certainly not be a substitute for the mature trees that will be destroyed.

Handwritten signature: Janice McLean

Given these facts, and a variety of others not discussed here, including more asphalt for more parking spaces, I urge you to halt the recently approved contract for \$250,000 for services to procure permits and approvals for a new Administration Building, and to revisit the need for it at all. Instead, the Board should fund an economic and social feasibility study for the current building. This study should, at the least, involve a resident survey.

As LW Green members talk to residents of Leisure World about the need for a new Administration Building, we have found only one person who supported it. And we think he could be persuaded otherwise. Actually many, many residents don't even know about the proposal.

The Board should, as Ms. Cronin said, thoroughly review the need for a new Administration Building in view of the changes that have occurred and are occurring as the months go by.

March 2017


FEP projects currently underway are the Irrigation Pond, the Fitness Center, and the Administration Building. (The Golf Course project is on hold.) With the completion of these three projects in the second quarter of 2020, the estimated balance in the Resales Fund will be \$308,000. This will increase to \$998,932 by January 2021. The Committee discussed the implications of this report for future Trust properties improvement projects.

b. Process for updating the Facilities Enhancement Plan: It was explained that the document "Process for Considering and Integrating a Project into the Facilities Enhancement Plan" had been postponed for consideration by the LWCC Board Executive Committee from February to March. In the interim the document had been reviewed by several CPAC members and reformatted with some minor changes for clarity.

There was one significant content change in the forwarding Memo: "Starting in 2018, a call for new projects would go out in February with a closing date of July 1, at which time the "Process" will begin. Thereafter, the call and the process would be repeated at the discretion of the LWCC Board of Directors. The FEP becomes the multi-year capital improvements program for Leisure World Trust projects funded by the Resales Fund, Replacement Fund, Facilities Maintenance Fund and Operating Budget."

Ann Ferren moved for approval of the amended document and the Committee voted in favor. Ann Ferren also moved to change the title for the "Process" document to: "Process for Updating the Facilities Enhancement Plan" and the Committee voted in favor.

c. FEP Update:

- 
- Administration Building – a public meeting is scheduled for March 29, 2017, at 6:30 p.m. at CHII (Auditorium) as a part of the approval process for the Administration Building Site Plan. There are entities outside of Leisure World in Montgomery County that will receive notice of the meeting and their seating is reserved. If you plan to attend you must make reservations at the E&R office. There will be a notice of the meeting in the upcoming Leisure World News. Also there will be signage notification placed throughout the community.
 - Fitness Center – The demo is complete and pad is done. Interior plumbing is going on now.

Minutes April 2017

Community Meeting Held Wednesday, March 29, 2017 in Clubhouse II to present the Administration Building and CHI Site Plan --This meeting was convened in compliance with the requirements for filing the Site Plan application with the Maryland-National Capital Park and Planning Commission. Submission of this plan is required to be done electronically and within 90 days of the meeting. Ms. King reported that questions centered on how the LWCC Board made the decision for a new building along with comments and questions on landscaping and accessibility in the design. Further, Ms. King reported that Management, LW Resident Representative, Phil Marks, and the Design Team met with the MNCPPC Lead Reviewer to discuss the project and finalize documentation requirements for submission of the plan.

In subsequent discussion she said there will need to be further review of the options for the Administration Building roof; MNCPPC likes to see a green roof to aid in storm water management but this would preclude the use of the roof for solar panels. There will be a review of the design alternatives at the May CPAC meeting.

6. New Business

a. Landscape Design for the Irrigation Pond

Ms. King presented a McFall and Berry document detailing the landscape plan which has been developed in coordination with Audubon Society requirements to support certification of the golf course by that group. She reported that the pond edges have been stabilized with coco mats, and that the landscaping would provide further stabilization. The installation of the landscaping will begin in late April or early May as weather permits.

b. Solar Panels and Permeable Pavement for Trust Properties – Postponed until 5/8/17

7. Correspondence – None.

8. Open Forum – David Frager, M27 – Thanked the Committee for its work on reviewing the applicants for the newly established Special Strategic Planning Committee.

9. Next Meeting – The next meeting will be on Monday, May 8, 2017 at 9:30 a.m.

10. Adjournment – The meeting adjourned at 10:01 a.m.

☒ **APPROVED**

Carole Kennon, Chair

COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

Monday, May 8, 2017

- MEMBERS PRESENT:** Carole Kennon, Chair, M6C; Fred Seebode, M16; Girma Allaro, MM; Marion Jones, M13; David Pollack, M18; Yolanda Hunt, M21; Neil Ross, M23; Ann Ferren, M24; Gene Byron, M27.
- MEMBERS ABSENT:** Jordan Harding, M17B; Larry Damksy, M19B; Phil Marks, M20B; Stephanie Herman, M21; Frank Roddy, M23;
- LWMC:** Nicole Gerke, Project Manager; Stacy Smith, LW News; Monica Tejada, Trust Assistant.
- NONMEMBERS:** Sheryl Katzman, MM; Henry Jordan, M21; David Frager, M27.


1. Call to Order – The meeting was called to order at 9:32 a.m.
2. Approval of Agenda – The agenda was approved as amended to add under New Business Item a. Reallocation of Trust Property Space
3. Approval of April 10, 2017 Minutes – The minutes were approved as presented.
4. Administrative Items – Copies of the CPAC document, “The Process for Updating the Facilities Enhancement Plan” (March 9, 2017) as approved by the LWCC Board were distributed to the Membership. It was noted that the resolution for approval had been shortened to eliminate an annual call for projects which now can be put forth at any time by Advisory Committees.

Unfinished Business – FEP Update

a. Solar Panels and Permeable Pavement for Trust Properties

Ms. Gerke reported to the committee that the Administration Building does not have enough space available in the roof area to install a green roof that would make a significant enough offset to the amount of storm





water management on the ground. (10,000 sq. ft. of roof space is needed to offset ground storm water management.) The possibility of installing solar panels is being explored. Secondary walkways and some parking areas will be permeable.

- b. Proposal Irrigation Pond – There are two options to consider for replacing the walkways around the irrigation pond: asphalt (\$53,000) and pervious (\$96,000). There is no real benefit to pervious in this instance as surface run off water drains into the pond and not into a stream or other body of water to offset impervious tax assessments.

A motion was made and seconded: CPAC recommends that the walkways around the irrigation pond be replaced with asphalt not pervious pavement since the surface run off water drains into the irrigation pond and not into a stream or other body of water to offset impervious tax assessments. The motion passed.

- c. Fitness Center – Steel is up and will be inspected this week. Concrete for the floor slab will be poured at the end of the week. The project is still on target for completion in August.

Ms.. Gerke informed CPAC that the Energy Advisory Committee has been considering solar panels for the community and has had companies make presentations. She noted that lessons learned from other projects suggest that design companies are a better choice than companies that sell solar panels.

6. New Business –

- a. Ms. Ferren proposed a motion: Projects that involve reallocation of Trust Property space and upgrading for a new use should be sent to CPAC for review before going to the LWCC Board of Directors for final decision. The motion was seconded. After discussion, the motion passed (on a second call for the vote due to members not voting) 6-2.

COMMUNITY PLANNING ADVISORY COMMITTEE

Minutes of Regular Meeting

Monday, June 12, 2017

MEMBERS PRESENT: Carole Kennon, Chair, M6C; Fred Seebode, M16; Bob Namovicz, M10; David Pollack, M18; Larry Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; Frank Roddy, M23; Gene Byron, M27.

MEMBERS ASBENT: Girma Allaro, MM; Marion Jones, M13; Jordan Harding, M17B; Stephanie Herman, M21; Neil Ross, M23; Ann Ferren M24

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Monica Tejada, Trust Assistant.

1. Call to Order – The meeting was called to order at 9:34 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of May 8, 2017 Minutes – The minutes were approved as amended with name correction: Larry Damsky.
4. Administrative Items – The motion passed at last month's meeting regarding the Reallocation of Trust Property Space for Upgrading and New Use requires a rationale. The sponsor of the motion could not be in attendance, so this item was postponed until next month.

Ms. Kennon informed the committee that Ms. King is resigning and shared her resignation letter. Her many positive contributions to CPAC and Leisure World were recognized.

5. Unfinished Business –

a. FEP Update – Ms. Gerke reported:

- Administration Building/Clubhouse I Site Plan Alternate H was submitted to Maryland Capital Park and Planning Commission in May and accepted. Cost for submission was approximately \$32,000.



Minutes August 2017

5. Unfinished Business –

a. FEP Update – Montgomery County Planning Department Review Site Plan: Ms. Gerke presented the Site Plan (available upon request via email) and reported the following:

- Development Review Committee (DRC) – reviewed the site plan project. They provided notes on certain things they want changed on the site plan based on the meeting (storm water management, pedestrian walkway, trees, windows, signage, and widening of front steps.)
- A beacon was proposed for the exterior of the Administration Building. (The Committee was not in favor of this addition.)
- Stantec, StreetSense, and the Leisure World Lawyer will be present at every Park and Planning meeting.

b. Phil Marks, who also attended the meeting with the Development Review Committee, reported that questions were raised concerning sustainability issues such as LED lighting and solar panels

c. CPAC Charter – Charter subcommittee will meet immediately after this CPAC meeting.

6. New Business – None.

7. Correspondence – None.

8. Open Forum –

- Sheryl Katzman, MM – expressed concerns of some residents who are opposed to the new Administration Building and its Site Plan.

Correspondence – None

Minutes September 2017

Open Forum – Carol Sloane, M18, stated that she had expected to hear discussion of the costs for projects such as the new Administration Building, the Fitness Center, the CH1 renovations. Since this item was not on the agenda for this meeting, it was suggested that she access documents that already exist such as the recent report on the possibility of an Invasive Study of the old Administration Building.

Next Meeting – Monday, October 2, 2017, at 9:30 a.m.

Adjournment – The meeting was adjourned at 10:11 a.m.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, October 2nd, 2017

Sullivan Room

Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Lawrence Damsky, M19B; Yolanda Hunt, M21; Frank Roddy, M23; Ann Ferren, M24

Members Absent: Girma Allaro, MM; Marion Jones, M13; Jordan Harding, M17B; David Pollack, M18; Stephanie Herman, M21; K. Neil Ross, M23; Gene Byron, M27

LWMC: Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Approval of Agenda – The agenda was approved as amended:
 - Correct meeting location – “Sullivan Room”
3. Approval of Minutes – The minutes of the September 11th, 2017 meeting were approved as presented.
4. Administrative Items – Ms. Kennon reported the following:
 - Announced the birth of Trust Assistant, Monica Tejada’s healthy baby boy.
5. Unfinished Business
 - a. FEP Update – Nicole Gerke
 - Ms. Gerke provided an updated status regarding the Administration Building, Clubhouse I and Site Plan Improvement Project. The Site Plan is undergoing the “Staff Review Process” at the Maryland-National Capital Park & Planning Commission. The Commission’s hearing date for the Site Plan is tentatively scheduled for November 2nd.
 - b. Report from CPAC Charter Review Subcommittee
 - New Charter and proposed Rationale –
 - (i) Ann Ferren moved:

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, November 13th, 2017

Club House I – Montgomery Room

Members Present: Carole Kennon, Chair, M5C; Girma Allaro, MM; Robert Namovicz, M10; Lawrence Damsky, M19B; Phil Marks, M20B; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Eugene Byron, M27

Members Absent: Fred Seebode, Vice Chair, M16; Marion Jones, M13; Jordan Harding, M17B; David Poilack, M18; Ann Ferren M24

LWMC: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant

1. **Call to Order** – The meeting was called to order at 9:34 a.m.
2. **Approval of Agenda** – The agenda was approved as amended:
 - Add agenda item under New Business – “Strategic Planning Report to CPAC” – Girma Allaro
3. **Approval of Minutes** – The minutes of the October 2nd, 2017 meeting were approved as presented.
4. **Administrative Items** – Ms. Kennon reported the following:
 - Vice Chair, Fred Seebode was absent due to the passing of a loved one.
 - The official hearing with Montgomery County Park and Planning for the administration building, clubhouse I site improvements has been re-scheduled to November 30th.
 - Ernesto Castillo will continue to serve as the CPAC Trust Assistant moving forward.
5. **Unfinished Business**
 - a. **FEP Update** – Nicole Gerke reported the following:
 - Further details regarding the Park and Planning hearing of November 30th (time, location, etc.)



- Ms. Gerke received a draft copy of the "Staff Report" from Park and Planning; the report recommends approval of the site plans.
- All equipment has been installed in the Fitness Center; Comcast will return and run cables to the TVs to provide television service.
- The network is now connected to the old section of Clubhouse II, allowing security cameras to send feeds to the E&R office. A booster signal was attained in order to send the security camera feed to the Main Gate as well.
- Currently waiting for proper hardware to make automatic doors operational in the Fitness Center.

b. CPAC Charter 2017

- The draft Charter was returned to CPAC by the Executive Committee for further work; the language is "too broad" in certain sections.

MOTION:

Mr. Marks moved to refer the CPAC 2017 Charter to the sub-committee for review and revision. The Charter will be voted on by the CPAC members following the revision.

The motion PASSED.

c. Checklist for Project Evaluation

- Ms. Gerke pointed out there are currently no "Facility Design Standards" developed by CPAC even though it is mentioned in the Checklist.

MOTION:

Mr. Marks moved to amend an item on the Checklist to include language stating that the "Facility Design Standards" are in the process of being developed.

The motion PASSED.

MOTION:

Ms. Kennon moved to approve the Checklist for Project Evaluation, as amended.

The motion PASSED.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, January 8th, 2018

Club House I – Montgomery Room

Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Carol Sloane, M18; Brenda Kirkpatrick, M20A; Phil Marks, M20B; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Patricia Hempstead, M26.

Members Absent: Lawrence Damsky, M19B; Ann Ferren, M24; Eugene Byron, M27.

LWMC: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Linda Wacha, MM; Carolee Rowse, MM; Roger Blacklow, M14; Janice McLean, M17A; Henry Jordan, M24.

1. **Call to Order** – The meeting was called to order at 9:30 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of the December 11th, 2017 meeting were approved as amended:
 - Correct the spelling of Ms. Brodsky's name.
 - Add Linda Wacha, MM to "Non-Members" that were present at the December CPAC meeting.
4. **Administrative Items** – Ms. Kennon reported the following:
 - Ms. Kennon welcomed and introduced new CPAC members, Patricia Hempstead, Brenda Kirkpatrick, and Carol Sloane.
 - Ms. Kennon will appoint a sub-committee to pursue further development of "Design Standards." Ms. Herman, Ms. Ferren and Mr. Seebode have been appointed to the sub-committee.
5. **Unfinished Business**
 - a. **FEP Update – Nicole Gerke**

- Ms. Gerke presented an updated site plan that incorporates the changes recommended by the Park and Planning Commission (MNCPPC.) The presentation detailed what is being currently proposed and what has changed from the original site plan. Feedback was provided through discussion.

b. Planning Commission Report

- Ms. Gerke is scheduled to meet with Park and Planning staff on Wednesday, January 12th.
- Ms. Gerke will be presenting the updated site plans to several relevant committees to receive feedback.
- Ms. Gerke will create a written document incorporating the comments/feedback from all relevant committees; it will be distributed to all relevant committees.
- Ms. Gerke will be presenting site plan information to all mutuals at their monthly board meetings.

c. CPAC Charter – Update

- Mr. Marks is preparing a final draft of the CPAC Charter which he will distribute to the committee members.

6. **New Business** – There was no new business.

7. **Correspondence** – There was no correspondence.

8. **Open Forum/Non-Member Comments** –

- Ms. Rowse expressed strong disagreement with the site plan for a new administration building which was presented in an updated form to include the changes recommended by the Park and Planning Commission (MNCPPC).

9. **Next Meeting** – Monday, February 12th, 2018 at 9:30 a.m.

10. **Adjournment** – The meeting was adjourned at 11:07 a.m.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, February 12th, 2018

Club House I – Montgomery Room

Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Carol Sloane, M18; Brenda Kirkpatrick, M20A; Phil Marks, M20B; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Patricia Hempstead, M26.

Members Absent: Lawrence Damsky, M19B; Ann Ferren, M24; Eugene Byron, M27.

LWMC: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Sheryl Katzman, MM; Candice Wessling, MM; William Butynski, M11; Henry Jordan, M24; Diane Knott, M26.

1. **Call to Order** – The meeting was called to order at 9:35 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of the January 8th, 2018 meeting were approved as presented.
4. **Administrative Items** – Ms. Kennon reported the following:
 - The Special Strategic Planning committee will give two presentations on the New Administration building site plans to the community. They will be held on February 20th, at 2:00 p.m., and February 21st, at 7:00 p.m. Both presentations will be held in the Clubhouse II auditorium.
 - Following the community-wide meetings, the Special Strategic Planning committee will hold a presentation for the Board of Directors and members of CPAC to convey/discuss comments gathered from the community. This presentation will be held on February 26th, at 2:00 p.m. in the Baltimore Room of Clubhouse I.
 - Radha Pillai provided recommendations for the site plans. Ms. Kennon distributed copies and will work further with the recommendations.

5. **Unfinished Business**

a. FEP Update – Site Plan Presentation/Discussion – Nicole Gerke

- Ms. Gerke presented an updated site plan that incorporates additions/changes recommended by the Park and Planning Commission (MNCPPC) and residents alike. The presentation detailed what is being currently proposed and what has changed from the original site plan. Feedback was provided through discussion.
- Ms. Gerke has given a series of site plan presentations at a number of different mutuls. A schedule of the site plan presentations for the rest of the mutuls is available through Ms. Gerke, Ms. Castillo, or Ms. Pelaez.
- Ms. Hamps suggested angled parking spaces in the proposed new parking lot to encourage one-way traffic. Mr. Marks reinforced the idea of angled parking and suggested it be added to any plan moving forward.

MOTION:

Mr. Marks recommended the adoption of the proposed revised upper parking lot plan with the addition of angled parking.

The motion **CARRIED**.

- Mr. Jordan recommended that CPAC organize a joint meeting with the Security and Transportation (S&T) committee to discuss aspects of the proposed site plan; including the proposed upper parking lot. Committee members suggested including the Restaurant Advisory committee in the meeting as well.

MOTION:

Mr. Namovicz moved to proceed with the request to establish a three-committee, single meeting including CPAC, S&T, and Restaurant. Ms. Kirkpatrick presented an amendment to include the Education and Recreation (E&R) committee in the joint meeting.

The amendment **CARRIED**.

MOTION:

To proceed with Mr. Namovicz's motion as amended.

The motion CARRIED.

b. CPAC Charter Review Committee Report

- The revised charter was presented in the agenda packet. The charter incorporates changes recommended by the Executive committee.

MOTION:

Mr. Seebode moved to forward the revised CPAC charter to the LW Board of Directors via the Executive committee.

The motion CARRIED.

6. New Business – There was no new business.

7. Correspondence –

- Ms. Kennon provided copies of the document provided by Ms. Pillai which detailed her recommendations on the site plans. Ms. Pillai's document will be a part of the March agenda packet.

8. Open Forum/Non-Member Comments –

- Ms. Katzman inquired about multiple aspects of the proposed site plan including the number of total parking spaces, the location and slope of the main entrance to the proposed administration building, etc.
- Mr. Jordan inquired what the main objection to two-way traffic in the proposed upper parking lot is; members provided a few reasons including traffic congestion and increased risk of collisions.
- Ms. Katzman announced that a "town hall" meeting addressing topics surrounding the proposed Administration building site plans will be held on March 1st, from 1:30-3:30 p.m. in the Crystal Ball Room of Clubhouse I.

9. Next Meeting – Monday, March 12th, 2018 at 9:30 a.m.

10. Adjournment – The meeting was adjourned at 11:20 a.m.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, March 12th, 2018

Club House I – Montgomery Room

Members Present: Carole Kennon, Chair, M6C; Robert Namovicz, M10; Lawrence Damsky, M19B; Brenda Kirkpatrick, M20A; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Ann Ferren, M24; Patricia Hempstead, M26; Eugene Byron, M27.

Members Absent: Fred Seebode, Vice Chair, M16; Carol Sloane, M18; Phillip Marks, M20B.

LWMC: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Sheryl Katzman, MM; Carolee Rowse, MM; William Butynski, M11; Herman Cohen, M17A; Tom Conger, M18; Henry Jordan, M24; Diane Knott, M26.

1. **Call to Order** – The meeting was called to order at 9:30 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of the February 12th, 2018 meeting were approved as presented.
4. **Administrative Items** – Ms. Kennon reported the following:
 - Ms. Kennon provided a copy of the “Leisure World Administration Building/Clubhouse I Site Plan Project Fact Sheet” to give members an opportunity to review the history of the site plan development. Copies can be found at the front desk of the Administration Office.

5. **Unfinished Business**

a. **FEP Update – Site Plan Presentation/Discussion – Nicole Gerke**

- Ms. Gerke announced that only four Mutual site plan presentations remain. Upon completion of the final Mutual presentation, Ms. Gerke will prepare a document detailing the comments/feedback from all Mutual presentations. The comment/feedback document will be reviewed at the ‘Special Joint Meeting’.

- Overall, Mutual presentations are going well. An abundance of feedback has been provided.

b. Special Meeting – Site Plan Traffic Flow

- A ‘Special Joint Meeting’ between the Community Planning, Security & Transportation, Education & Recreation, and Restaurant Advisory Committees will be held Thursday, March 22nd, at 9:30 a.m. in the Maryland Room of Clubhouse I. The meeting’s only discussion topic will be traffic flow in the parking lots of the proposed Site Plans.
- The meeting is open to all Leisure World residents. Announcements of the Special Meeting will be in the LW News, on the LW CCTV channels, and on the residents’ website.

6. New Business – There was no new business.

7. Correspondence –

- An email containing site plan suggestions by Leisure World resident, Ms. Radha Pillai was a part of the agenda packet.
- An email from Leisure World residents, Mr. and Mrs. Teller, that comments on the possible renaming of the proposed Administration building to “Resident Services” was provided in the packet.

8. Open Forum/Non-Member Comments –

- Mr. Conger expressed strong discontent with the site plan; he explained that the first thing residents will see is a parking lot when entering the community from the Georgia Avenue/Main gate.
- Ms. Knott inquired about a strong, unpleasant odor that fills the Clubhouse I area when a specific work truck arrives to Leisure World. Ms. Gerke explained that the work truck is collecting grease from the restaurant grease traps. In the future, the work truck will pull into the loading dock to avoid high resident-traffic areas. Ms. Gerke also mentioned that the truck could be scheduled to arrive earlier in the morning to avoid disturbing residents.

- Ms. Knott expressed discontent with proposed entrances to Clubhouse I because they would bring traffic through the restaurants.
- Ms. Katzman questioned the credence placed on comments/feedback given by residents in opposition to the proposed site plans.
- Mr. Conger explained that the current Administration building should not be torn down simply because it is "old."
- Ms. Rowse reinforced Mr. Conger's position. She also expressed general disapproval for the proposed site plans.
- Mr. Conger stated that approximately 2,000 signatures have been collected in a petition calling for a community-wide referendum on the proposed site plans.
- Mr. Namovicz recommended battery-powered lawncare equipment replace the gas-powered lawncare equipment currently used by McFall & Berry. Mr. Namovicz will provide a written document in favor of battery-powered equipment at the following meeting per Ms. Kennon's request. Ms. Ferren recommended consulting with the Landscape Advisory Committee in this endeavor.
- Ms. Katzman brought attention to the eco-friendly lawn care company, A.I.R.; however, she mentioned that the current contract with McFall & Berry will obstruct the use of A.I.R. or 'green' equipment.
- Mr. Namovicz encouraged CPAC members to support the strategic plan being developed by the Special Strategic Planning Committee.
- Mr. Conger explained that moving forward with the proposed site plans will have a negative impact on any strategic planning.
- Mr. Butynski supported the idea of a community-wide referendum. Mr. Butynski also inquired if sufficient cost analyses have been explored in regard to the proposed site plans. Ms. Kennon briefly explained the history of cost analyses and previously explored options associated with the proposed site plans.
- Ms. Katzman expressed that the Administration building site plans should be part of the developing strategic plan.

9. **Next Meeting** – Monday, April 9th, 2018 at 9:30 a.m. in Clubhouse I

10. **Adjournment** – The meeting was adjourned at 10:43 a.m.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, April 9th, 2018

Club House I – Maryland Room

Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Brenda Kirkpatrick, M20A; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Ann Ferren, M24; Patricia Hempstead, M26; Eugene Byron, M27.

Members Absent: Carol Sloane, M18; Lawrence Damsky, M19B.

LWMC: Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Sheryl Katzman, MM; Carolee Rowse, MM; Janice McLean, M17A; Henry Jordan, M24; Diane Knott, M26.

1. **Call to Order** – The meeting was called to order at 9:34 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of the March 12th, 2018 meeting were approved as presented.
4. **Administrative Items** – Ms. Kennon reported the following:
 - Ms. Kennon announced that the Special Site Plan meeting between the Community Planning and Security and Transportation committees will be held on Thursday, April 19th, at 9:30 a.m. in the Montgomery Room of Clubhouse I. The meeting was rescheduled due to inclement weather on the originally scheduled date.
5. **Unfinished Business**
 - a. **FEP Update – Site Plan Presentation/Discussion – Nicole Gerke**
 - Ms. Gerke presented an updated site plan that incorporated recommendations from multiple committee and mutual presentations. Topics discussed include multiple Administration parking lot traffic flow options, angled parking spaces, safety and accessibility concerns, and handicap parking spaces.

- Ms. Gerke announced that all mutual site plan presentations have been made. Recommendations gathered from mutual presentations include more handicap parking spaces and traffic flow suggestions.

MOTION 1:

Ms. Ferren moved to eliminate all parking lot proposals that include angled parking spaces. Discussion ensued.

The motion PASSED.

- Mr. Namovicz raised the idea of merging the proposed new (upper) parking lot and the old (current) Administration Building parking lot.

MOTION 2:

Ms. Ferren moved to maintain the separation between the proposed new (upper) parking lot and the old (current) Administration Building parking lot. Discussion ensued.

The motion PASSED.

MOTION 3:

Ms. Ferren moved to maintain the current entrance to the Administration parking lot as it currently is in any proposed plan moving forward.

Discussion ensued.

The motion PASSED.

- The idea of making the majority, if not all, of the proposed upper parking lot spaces ADA/handicap spaces was raised and discussed.

MOTION 4:

Ms. Hempstead moved to make all the proposed upper parking lot spaces ADA/handicap spaces except for the upper most row of parking spaces.

Discussion ensued.

The motion FAILED.

- Ms. Gerke inquired if the committee would be for or against two-way traffic in any area of the proposed and/or current Administration parking lot area.

MOTION 5:

Mr. Byron moved to allow two-way traffic on the outer lane of the current administration parking lot (closest to Leisure World Boulevard.)

The two-way traffic lane would extend through the newly proposed upper parking lot as well.

- Mr. Marks moved to amend Mr. Byron's motion to only consider the two-way traffic lane in the bottom (current) Administration parking lot.

The amendment PASSED.

Motion to approve Mr. Byron's motion as amended (two-way traffic in the outer lane of current Administration parking lot only.)

The motion PASSED.

MOTION 6:

Mr. Marks moved to adopt a proposal design option that would see one entrance, one exit, and one-way traffic in the proposed upper parking lot.

Discussion ensued.

The motion FAILED.

MOTION 7:

Mr. Namovicz moved to adopt a proposal design option that would block/eliminate an opening to the cascade circle and implement a one-way circular traffic flow in the proposed upper parking lot. Discussion ensued.

The motion FAILED.

MOTION 8:

Mr. Roddy moved to adopt the proposed upper parking lot design option "A1."

The motion PASSED.

- Mr. Jordan raised the question of whether the current entrance to the Administration parking lot should remain a one-way entrance or if it

should be modified to serve as both an entrance and an exit (two-way traffic.)

MOTION 9:

Mr. Byron moved to make the current entrance to the Administration parking lot both an entrance and an exit.

The motion FAILED.

b. Special Meeting – Site Plan Traffic Flow

- Ms. Gerke mentioned that the Special Site Plan meeting will be to discuss ONLY the traffic flow in the proposed Administration parking lot area.
 - The meeting will be primarily between the S&T and CPAC; however, the Restaurant and E&R Committee members have been invited to provide input as well.
 - The Special Meeting is open to all Leisure World residents.
- Announcements of the Special Meeting have been in the LW News, on the LW CCTV channels, and on the residents' website.

6. **New Business** – There was no new business.

7. **Correspondence** – There was no correspondence.

8. **Open Forum/Non-Member Comments** –

- Ms. Knott raised the suggestion of including 15-minute parking spaces for residents who are planning to quickly use an amenity or facility.
- Ms. Rowse expressed deep discontent with the proposed site plan options.
- Ms. Rowse recommended creating a curved road around the back/pool area of Clubhouse I that would connect the parking lot to Gleneagles Drive. Ms. Rowse also raised the idea of creating more parking spaces in the area behind Clubhouse I.
- Ms. Rowse mentioned that the Clubhouse I doorway between the Terrace Room and Chesapeake Room is underutilized; she recommended that the site plan include a method to make the doorway more easily accessible to increase its utilization.

- Ms. Katzman raised the idea of creating a protected right-hand turn lane by the current Administration parking lot entrance to allow residents to exit at that location on to Leisure World Boulevard.
- Mr. Namovicz stated he would postpone a presentation on battery powered lawn equipment for contractors to use within the community until the following meeting.

9. **Next Meeting** – Monday, May 14th, 2018 at 9:30 a.m. in Clubhouse I

10. **Adjournment** – The meeting was adjourned at 11:33 a.m.

Leisure World Community Corporation
Special Joint Meeting for Advisory Committees:
Community Planning & Security and Transportation
Minutes of Special Meeting
Thursday, April 19th, 2018
Club House I – Montgomery Room

CPAC Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Phillip Marks, M20B; Yolanda Hunt, M21; Stephanie Herman, M21; Frank Roddy, M23; Patricia Hempstead, M26.

S&T Members Present: Herman Cohen, Chair, M17A; Joyce Temple, M17B.

LWMC: Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Candice Wessling, MM; Patricia Gleason Wiles, MM; Linda Wacha, MM; Sheryl Katzman, MM; Carolee Rowse, MM; Bob Ardike, M5; Elsie Maxam, M6C; Bruce MacDonald, M9; Elizabeth Leanza, M14; Janice McLean, M17A; Sandra Marks, M20B; John Feldman, M20B; David Polinski, M21; Susan Crawford, M23; Henry Jordan, M24; Joe Anderson, M25.

1. **Call to Order** – The meeting was called to order at 9:42 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **New Business** –

A. Traffic Flow in the Parking Areas on the Proposed Site Plan

- Ms. Gerke presented three different proposed plans for the traffic flow in the parking-lots of the proposed Administration Building/Clubhouse I Site Plans.
- The Community Planning (CPAC) and Security & Transportation (S&T) Advisory Committees each provided one of the plans (A1 from CPAC, A2 from S&T) presented; the third plan (A3) was a hybrid of the first two plans provided by Ms. Gerke.
- Topics discussed include the quantity and location of handicap/ADA, motorcycle, electric vehicle, and regular parking spaces, one-way vs. two-way traffic, the quantity of electric vehicle charging station and

their locations, ensuring adequate signage is present in the parking area, and enforcement measures to ensure parking lot and signage regulations are followed.

MOTION:

Mr. Namovicz moved that in any plan approved, the exit from the proposed upper parking lot to the lower parking lot be relocated further down towards Clubhouse I to avoid traffic congestion at the original location. Discussion ensued.

The motion PASSED.

MOTION:

Mr. Seebode moved to approve Site Plan A3 with the modification of relocating the exit from the upper to the lower parking lot further down to align with the parking island and be right turn only.

Discussion ensued.

The motion PASSED.

4. Open Forum/Non-Member Comments --

- Mr. Jordan originally suggested the relocation of the exit from the upper parking lot to the lower parking lot in order to avoid creating a traffic-heavy intersection.
- Ms. Maxam stated that the number of handicap/ADA parking spaces should not be increased by a significant amount.
- Mr. Feldman raised the idea of utilizing the area behind Clubhouse I for additional parking.
- Ms. Leanza expressed concern about the potential difficulty of exiting the handicap/ADA parking spaces in the proposed drop-off circle due to the angle and traffic in the circle.
- Mr. Ardike stated that proper enforcement of the signage in the parking lot area should be implemented.
- Mr. MacDonald raised the ideas of valet parking and a dinner-time bus service at Clubhouse I to ease traffic congestion.

- Mr. MacDonald expressed concern that the proposed site plans would increase the total number of intersections and cars in the parking lot area.
- Ms. Wachal expressed support for Site Plan A3 due to her concerns of 2-way traffic and the conservation of the green-area between the Georgia Ave./Main Gate and the parking lot area.
- Ms. Katzman inquired how many total handicap/ADA and motorcycle parking spaces were included in the proposed site plans. Ms. Gerke stated that there were 27 handicap/ADA parking spaces and 7 motorcycle spaces.
- Mr. Anderson inquired about the possibility of combining the proposed upper and lower parking lots. Mr. Seebode explained that this idea was thoroughly explored by CPAC and rejected for a number of reasons.
- Mr. Anderson inquired about reconfiguring the entire parking lot area by narrowing one-way lanes to allow for additional parking spaces. Ms. Gerke explained that residents have expressed concerns about backing out of a parking spot with less space and therefore the lanes were not narrowed.

5. **Adjournment** – The meeting was adjourned at 11:08 a.m.

Community Planning Advisory Committee

Minutes of Regular Meeting

Monday, May 14th, 2018

Club House I – Montgomery Room

Members Present: Carole Kennon, Chair, M6C; Fred Seebode, Vice Chair, M16; Robert Namovicz, M10; Brenda Kirkpatrick, M20A; Phillip Marks, M20B; Yolanda Hunt, M21; Frank Roddy, M23; Ann Ferren, M24; Patricia Hempstead, M26; Eugene Byron, M27.

Members Absent: Carol Sloane, M18; Lawrence Damsky, M19B; Stephanie Herman; M21.

LWMC: Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

Non-Members: Sheryl Katzman, MM; Carolee Rowse, MM; Janice McLean, M17A; Henry Jordan, M24.

1. **Call to Order** – The meeting was called to order at 9:30 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** –
 - The minutes of the April 9th, 2018 CPAC Regular meeting were approved as presented.
 - The minutes of the April 19th, 2018 Special Site Plan meeting were approved as presented.
4. **Administrative Items** – Ms. Kennon had no Administrative Items to report.
5. **Unfinished Business**
 - a. **FEP Update – Site Plan Presentation/Discussion – Nicole Gerke**
 - Ms. Gerke presented two Administration Building/Clubhouse I parking lot site plans to the committee. One was the site plan approved at the April 19th Special Joint meeting (Site Plan A3 Modified) and the other was a new, updated plan (Site Plan A4 Red Line.)
 - Ms. Gerke explained that modifications to "Site Plan A3 Modified" were necessary to properly construct the exit/entrance to the upper parking

lot and to preserve trees in the area. As a result, the total number of regular parking spaces in the upper lot would be reduced.

MOTION:

Mr. Namovicz moved to approve Administration Building/Clubhouse I Site Plan A4 Red Line as presented by Ms. Gerke. Discussion ensued.

The motion PASSED.

MOTION:

Mr. Marks moved to modify Administration Building/Clubhouse I Site Plan A4 Red Line by converting the path from the current Administration parking lot to the main entrance of Clubhouse I into a covered walkway.

Discussion ensued.

The motion PASSED.

6. New Business –

a. Encouraging future discussion and cooperation with the Security & Transportation Advisory Committee's deliberations concerning technology for non-manned gate entry into Leisure World – Mr. Namovicz

- Mr. Namovicz strongly encouraged CPAC members to get involved with the discussions about potential changes in the technology and methods of entry utilized at the security gates.
- Mr. Namovicz was particularly interested in automatic gate access for vehicles that would not require interaction with a security guard.
- Ms. Hunt clarified that none of the options currently being explored include "unmanned gates." Security guards would be present at each gate regardless of automated entry for vehicles.
- Ms. Ferren suggested developing a process where CPAC members would discuss projects being worked on by other committees that have broad, community-wide implications.
- Potential process suggestions raised during discussion included having CPAC members attend other committee meetings, reviewing agendas

and minutes posted on the Residents' website, reports from CPAC members who serve on other committees, and holding quarterly meetings between advisory committee chairs.

- Committee members reached the consensus to have members whom serve on other committees report relevant projects/work taking place in those other committees to CPAC during monthly meetings.

7. Correspondence – There was no correspondence.

8. Open Forum/Non-Member Comments –

- Ms. Rowse raised the idea of changing the starting time of advisory committee meetings to a later time of day in an attempt to reach a greater number of residents.
- Ms. Rowse encouraged stronger efforts to upsurge resident attendance for advisory committee meetings such as increasing the size of the advisory committee section of the LW Newspaper.
- Ms. McLean reinforced the notion of increasing publicity for advisory committee meetings. Ms. McLean suggested that the LW Newspaper could include reports from advisory committees regarding their projects.
- Ms. Katzman advised Ms. Rowse and Ms. McLean to attend an upcoming Communications Advisory Committee meeting in order to share their suggestions about the LW Newspaper.
- Ms. Hunt expressed her belief that reports in the LW Newspaper should focus only on the LWCC Board of Directors as they make the final decisions on projects, etc. The advisory committees' main purpose is making recommendations to the LWCC Board of Directors.
- Ms. Kirkpatrick expressed concern about the appearance the Leisure World globe on Georgia Avenue. Ms. Hempstead mentioned that the globe is scheduled to be refurbished in 2019.
- Mr. Marks mentioned that three broadband information sessions will be held by Computer Technology Consultants (CTC) on Friday, May 18th. CTC is developing

an RFI and will need feedback from LW residents in order to determine the community's broadband priorities and needs.

9. **Next Meeting** – Monday, June 11th, 2018 at 9:30 a.m. in Clubhouse I

10. **Adjournment** – The meeting was adjourned at 10:58 a.m.

SECTION 4

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of

Thursday

September 10, 2015

Montgomery Room- Clubhouse I

MEMBERS PRESENT: Paul Eisenhaur (M10), Chair; Herman Cohen (M17A), Vice Chair; John Barr (MM); Marion Simmons (MM); Susan Eisenhour (M6B); Philip Zenchoff (M13); J. Donald Pruet (M14); Barbara Fink (M15); Idell Corson (M19A); Lawrence Damsky (M19B); Vernetta Reynolds (M20A); Morton Davis (M20B); Yolanda Hunt (M21); Joan Jenkins (M23);

MEMBERS ABSENT: David Spivock (M9); Alvin Shapero (M20B); Marvin Franklin (M24)

LWMC: Tim Coursen, Assistant General Manager; Richard Schultz, Director of Security and Transportation; Nicole Gerke, Community Services; Elisabeth Hamilton, Administrative Assistant

VISITORS: Duke DuCharme (MM); LeRoy Salazar (M10); Clarise Pruitt-Jones (M12); Elena Peterson (M12);

1. Call to Order: Mr. Eisenhaur called the meeting to order at 9:30 a.m.
2. Traffic Flow in Parking Lots: Ms. Gerke from presented three parking lot options for the site plan for the new Administration Building. CPAC reviewed several options for parking lot layout and then selected three options which were presented to the committee. Ms. Gerke also presented a site plan for the new building. Discussion ensued. The committee favored the one way modified option with further modifications they suggested creating access through the smaller parking lot. Ms. Gerke stated she would report back to CPAC with feedback. Ms. Gerke stated she would report back to CPAC 9/24/15 to discuss suggestions and modifications and that as developments occur information will be presented to STAC.
3. Chairperson's Remarks: Mr. Eisenhaur had no remarks.
4. Review/Approval of Agenda: Mr. Eisenhaur removed Chairperson's remarks, items 6b, 7a, and 7b in an effort to expedite the meeting.
5. Review/Approval of Minutes: The minutes for the meeting held on August 13, 2015 were approved as presented.
6. Unfinished Business:
 - a. Mutual 19B Request for Input Re: Signage: Mr. Coursen and Mr. Schultz met with Mr. Damsky and determined that no parking signage be placed 60 feet from the intersection of Beaverbrook and Leisure World Blvd. in an effort to increase visibility. Discussion ensued. The following motion was made, seconded, and approved -

The establishment of a 60 foot difference from the corner of Beaverbrook Ct. towards Ellicott signage erected in the area indicating no parking from here to corner.

- b. Changing Perceptions/Fortress Leisure World: Mr. Cohen discussed community perception of the Gate Guards and how news articles can be used to inform residents of Gate Guard duties. Discussion ensued.
7. New Business:

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- a. Parking Situation in Mutual 12: Ms. Pruitt-Jones informed the committee that vehicles are parking on Leisure World Blvd. near the entrance of Haslemere Ct. which is creating a line of sight issue. Ms. Pruitt-Jones would like to see the area designated a no parking zone. Mr. Schultz stated that he would like the opportunity to visit the site and then report back to the committee next month with his recommendation.
8. Investigative Reports: The investigative reports were discussed.
9. Open Forum:
 - Mr. Cohen thanked Mr. Davis for the presentation that he did regarding senior issues and scams. Mr. Cohen reminded committee members that Mr. Davis is available to give presentations to other Mutuels as well.
 - Mr. Davis reminded the committee of the FINRA dinner regarding fraud and scams that will be hosted by JRLW in Clubhouse I.
10. Adjournment: There being no further business, the meeting adjourned at 11:10 a.m.

Paul Eisenhaur

Paul Eisenhaur, Chair
Security & Transportation Advisory Committee

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of

Thursday

July 14, 2016

Montgomery Room- Clubhouse I

MEMBERS PRESENT: Paul Eisenhaur (M10), Chair; Herman Cohen (M17A), Vice-Chair; John Barr (MM); Marion Simmons (MM); Carole Harris (M5); Elena Peterson (M12); Barbara Fink (M15); Susan Eisenhour (M17A); Idell Corson (M19A); Albert Weisenfeld (M19A); Lawrence Damsky (M19B); Allan Miller (M20A); Morton Davis (M20B); Al Shapero (M20B); Yolanda Hunt (M21);

MEMBERS ABSENT: David Spivock (M9); Philip Zenchoff (M13); J. Donald Pruett (M14); Barbara Stolor (M23)

LWMC: Tim Coursen, Assistant General Manager; Richard Schultz, Director Security & Transportation; Nicole Gerke, Project Manager; Elisabeth Hamilton, Administrative Coordinator

VISITORS: Ralph Sheaffer (M15); Rodney Eng (M15)

1. Call to Order: Mr. Eisenhaur called the meeting to order at 9:37 a.m.
2. Chairperson's Remarks:
 - a. Reminder to Sign In: Mr. Eisenhaur reminded members and visitors to sign in.
 - b. 50th Anniversary Banner: Mr. Eisenhaur informed the committee that the Board approved a banner on the Globe for the 50th Anniversary. The Board intends to discuss and decide on banners on the globe for Leisure World Groups in the fall.
 - c. Keeping Seniors Safe: Mr. Eisenhaur congratulated Keeping Seniors Safe on the award they received from the White House.
3. Review/Approval of Agenda: Mr. Eisenhaur moved item 7c on the agenda to 5a. The agenda was approved with change above.
4. Review/Approval of Minutes: The minutes were approved as presented.
5. Nicole Gerke Presentation – Revised Site Plan: Nicole Gerke presented the new site plan and discussed the changes from the original site plan. Discussion ensued. Upon motion duly made and seconded the Security & Transportation Advisory Committee agreed to –

Support the revised site plan for the new Administration Building as presented.

 - a. 2017 Operational Budget: Mr. Eisenhaur reminded committee members that in 2017 cost center 61 will be rolled into cost center 65. Mr. Schultz presented the proposed operational budgets for 2017 for cost centers 60, 61, and 65. Discussion ensued. Upon motion duly made and seconded the Security & Transportation Advisory Committee agreed to –

Approve the proposed 2017 operational budgets for cost centers 60, 61, and 65 as presented.

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6. Unfinished Business:

- a. Bus Selection Process Update: Discussion was postponed until the August meeting.
- b. Moving Wednesday Bus Service: The move was briefly discussed. Mr. Weisenfeld discussed the results of the survey he conducted. Concerns with the survey being slightly biased arose. Mr. Eisenhaur suggested strengthening his resolution by including information on the survey that was conducted, how residents would be notified if the change was to occur, and consider a trial period for the change at first. Further discussion was postponed until the August meeting.
- c. MedStar Pilot Program: Discussion was postponed until the August meeting.

7. New Business:

- a. Keeping Seniors Safe: The presentation was postponed until the August meeting. Mr. Davis informed the committee of the recent recognition that Keeping Seniors Safe had received from the White House.
- b. Parking at Intersections: Discussion was postponed until the August meeting.
- c. Hidden Entrance Sign at Fairways North: Discussion was postponed until the August meeting.

8. Investigative Reports: There was no discussion.

9. Open Forum:

- Mr. Sheaffer addressed the committee on behalf of Mutual 15 regarding concerns of obstructed site exiting Mutual 15 due to cars parking on North Leisure World Blvd. adjacent to buildings 47 and 48. There currently is no painted yellow curb to indicate a fire hydrant and/or no parking. Mr. Sheaffer stated that there is little consistency on Leisure World Blvd. when it comes to identifying no parking areas; some areas have signs, some curbs are painted, some are not. Mutual 15 would like to have the curb painted from Twin Branches Dr. and North Leisure World Blvd. to past the fire hydrant. Mutual 15 would also like to have no parking signs installed. Mr. Eisenhaur stated the topic will be addressed during the August meeting.
- Mr. Davis stated he feels that the Chair should address all committee members in regards to leaving meetings early. Mr. Davis stated that this is disrespectful to those speaking during open forum as well as their fellow committee members. Mr. Eisenhaur stated he would address this during the August meeting.
- Ms. Petersen asked if other items on the agenda would be discussed. Mr. Eisenhaur stated that due to timing certain items would be postponed until the August meeting. Ms. Harris stated that there was concern with not following the agenda and that the possibility of moving the Wednesday bus was not discussed. Mr. Eisenhaur stated that being that discussion was not time sensitive it would be discussed during the August meeting. Mr. Eisenhaur informed the committee that there is no set time for the meeting's but in his opinion when meeting's run long attention spans tend to wilt.

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- Mr. Eng stated that he walks from Mutual 15 to Clubhouse II and uses the pedestrian crosswalk. Mr. Eng is concerned for the safety of pedestrian's crossing. Mr. Eng suggested a sign in the center island on Leisure World Blvd. indicating there is a crosswalk.

10. Adjournment: There being no further business, the meeting adjourned at 11:09 a.m.

Paul Eisenhaur, Chair
Security & Transportation Advisory Committee

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of
Thursday, October 13, 2016

MEMBERS PRESENT: Paul Eisenhaur (M10), Chair; Herman Cohen (M17A), Vice-Chair; John Barr (MM); Marion Simmons (MM); Carole Harris (M5); Elena Peterson (M12); Philip Zenchoff (M13); J. Donald Pruett (M14); Barbara Fink (M15); Idell Corson (M19A); Lawrence Damsky (M19B); Allan Miller (M20A); Morton Davis (M20B); Al Shapero (M20B); Yolanda Hunt (M21); Barbara Stolov (M23)

MEMBERS ABSENT: David Spivock (M9); Susan Eisenhour (M17A); Albert Weisenfeld (M19A);

LWMC: Tim Coursen, Assistant General Manager; Richard Schultz, Director Security & Transportation; Elisabeth Hamilton, Administrative Coordinator

VISITORS: Duke DuCharme (MM); Ralph Sheaffer (M15); Marcia Gould (M17B)

1. Call to Order: Mr. Eisenhaur called the meeting to order at 9:30 a.m.
2. Chairperson's Remarks:
 - a. Reminder to Sign In: Mr. Eisenhaur reminded members and visitors to sign in.
 - b. Committee Registration: Mr. Eisenhaur asked any members interested in remaining a member in 2017 complete a registration form (included in member packet) and return to Mutual President.
 - c. Congratulations Forward @50: Mr. Eisenhaur congratulated the Forward @50 committee on the festivities and thanked Security for their support and involvement.
 - d. Ride-a-long: Mr. Eisenhaur discussed the ride-a-long program. Mr. Schultz suggested waiting until January to start with the new committee.
 - e. Metro at New Resident Orientation: Mr. Eisenhaur informed the committee that Metro would be present at the New Resident Orientation which will take place November 9, 2016.
3. Review/Approval of Agenda: Items 5b the date was changed from 9/14/16 to 10/14/16. The agenda was approved with the change.
4. Review/Approval of Minutes: The minutes were approved as presented.
5. Unfinished Business:
 - a. Evening Restaurant Bus: Ms. Hunt provided an update, she informed the committee that she spoke with Mr. Schultz, Perry LLC (restaurant) owners, and residents who do not drive but frequent the restaurant. At one point in time there was a free shuttle bus that ran from 6 p.m. to 8 p.m., this bus had zero ridership. At another point when the restaurant was managed by LWMC free rides to the restaurant were offered, there was not enough interest to sustain the program. Ms. Hunt stated that offering a subsidized or free service would not be prudent considering many residents do not want to see their condo fees rise. Ms. Hunt pointed out that there are other options to get to/from the restaurant. Ms. Hunt proposed advertisement of the current transportation options to increase awareness. Discussion ensued.

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- Mr. DuCharme and Mr. Prullt informed the committee of the upcoming fire forum and handout provided by EPAC.
- Ms. Harris asked if there was any sort of pet registry within Leisure World. Mr. Schultz informed her that some Mutuals require registration. Discussion ensued.

9. Adjournment: There being no further business, the meeting adjourned at 11:06 a.m.

Paul Eisenhower, Chair
Security & Transportation Advisory Committee

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of
Thursday, January 11, 2018

MEMBERS PRESENT: Herman Cohen (M17A), Chair; Elena Peterson (M12); J. Donald Pruett (M14); Sylvia Herring (M15); Idell Corson (M19A); Lawrence Damsky (M19B); Allan Miller (M20A); Alvin Shapero (M20B); Yolanda Hunt (M21); Alma Melcher (M23); George Pearlman (M24); Suzette Levine (M27)

MEMBERS ABSENT: John Barr (MM), Vice-Chair; Marion Simmons (MM); Bernice Genovese (M6C); Morton Davis (M20B); Patricia Mitchell (M22)

LWMC: Crystal Castillo, Executive Coordinator of Support Services; Richard Schultz, Director, Security; Elisabeth Hamilton, Administrative Coordinator; Nicole Gerke, Project Manager

VISITORS: Les Lichter (M6C); Bill Butinski (M11); Dianne Bradley (M18)

1. Call to Order: Mr. Cohen called the meeting to order at 9:30 a.m.
2. Chairperson's Remarks:
 - a. Reminder to Sign In: Mr. Cohen reminded members and visitors to sign in.
 - b. Welcome New Members: Mr. Cohen welcomed new members to the committee.
3. Review/Approval of Agenda: The agenda with the addition of item 6c Fees and Services.
4. Review/Approval of Minutes: The minutes of December 14, 2017 meeting were approved as presented.
5. Unfinished Business:
 - a. Gate Access/Software Sub-Committee Update: Mr. Damsky provided the committee an update. Gate access software was discussed. The following motion was made and seconded -

Move forward with the gate access portion of the software program including vehicle barcodes for residents and visitors.

Discussion ensued. Upon discussion, the motion was amended to the following:

The current Gate Access/Software Sub-Committee was disbanded, and a new Sub-Committee was formed to work with the Tech Committee to present an option to the Committee to go forward with barcoding on cars and ultimately present to the Board of Directors.

The motion passed.

- b. 2018 STAC Charter Handout 1-18 5b: Ms. Petersen discussed the draft charter. The following motion was made and seconded -

Accept the Leisure World Corporation standing STAC Charter Revised as presented.

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Discussion ensued. Upon discussion it was decided to postpone a vote until next month's meeting to allow committee members to review the charter. The motion was withdrawn.

6. New Business:

- a. Sex Offender Forum: Mr. Cohen reminded committee members of the forum that was to be held later in the afternoon.
- b. Administration Building Site Plan Update: Ms. Gerke discussed updates regarding Administration Building plans.
- c. Fees & Services: Mr. Cohen discussed fees for services that were published in LW News. The fees were published incorrectly and some required clarification. Ms. Hamilton stated she would speak to Ms. Freeman regarding the correct information.

7. Investigative Reports:

- The reports were discussed.

8. Open Forum:

- No discussion.

9. Adjournment: There being no further business, the meeting adjourned at 10:10 a.m.


Herman Cohen, Chair

Security & Transportation Advisory Committee

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of

Thursday, April 12, 2018

MEMBERS PRESENT: Herman Cohen (M17A), Chair; John Barr (MM), Vice-Chair; Marion Simmons (MM); Bernice Genovese (M6C); Elena Peterson (M12); J. Donald Pruett (M14); Sylvia Herring (M15); Dianne Bradley (M18); Idell Corson (M19A); Lawrence Damsky (M19B); Allan Miller (M20A); Morton Davis (M20B); Alvin Shapiro (M20B); Yolanda Hunt (M21); Alma Melcher (M23); Suzette Levine (M27)

MEMBERS ABSENT: George Pearlman (M24)

LWMC: Crystal Castillo, Executive Coordinator of Support Services; Richard Schultz, Director, Security; Elisabeth Hamilton, Administrative Coordinator; Nicole Gerke, Project Manager; David Merritt

VISITORS: Duke DuCharme (MM); Sheryl Katzman (MM); Elsie Maxom (M6C); Paul Eisenhower (M10); Bill Butynski (M11); Jane Carona (M14); Ruth Hunter (M14); Rodney Eng (M15); Susan Eisenhower (M17A); Henry Jordan (M24); Sandra McLesksey (M26)

1. Call to Order: Mr. Cohen called the meeting to order at 9:28 a.m.
2. Chairperson's Remarks:
 - a. Reminder to Sign In: Mr. Cohen reminded members and visitors to sign in.
 - b. Welcome New Members: Mr. Cohen welcomed new members to the committee.
3. Review/Approval of Agenda: Item 6e was added (Crosswalks) previous items 6c and 6f were respectively shifted to 6f and 6g. The agenda was approved with the change.
4. Review/Approval of Minutes: The minutes of March 8, 2018 meeting were approved as presented.
5. Unfinished Business:
 - a. Site Plan: Ms. Gerke discussed the parking lot layout for the proposed new Administration Building. Ms. Gerke presented several different layout options. Discussion ensued, including possible changes.
 - b. Gate Access/Software Sub-Committee Update: Mr. Merritt discussed the gate access software, focusing on resident access. The updated proposal was presented. Discussion ensued. Upon motion duly made and seconded -

The Security & Transportation Advisory Committee accepts the proposed access control system.

The motion passed.

Upon motion duly made and seconded

The Security & Transportation Advisory Committee accepts the proposed access control system with the cost amended to \$126,807.40.

The amended motion passed.

- c. Outsourcing Transportation Services: The Security Department reported they had reached out regarding the cost but have not yet heard back.

6. New Business:

- a. On Patrol Column: The column, which was previously written by a committee member, has not been published in some time. Ms. Eisenhower whose appointment from the committee should be confirmed for next month offered to take over writing the column.
- b. Shuttle Bus Expansion – Plaza del Mercado and Montgomery Mall: Shuttle bus service expansion was discussed. Mr. Davis stated he would like to see the bus driver's offer assistance to the riders of the bus; in the form of assisting with packages as well as assisting the residents getting on/off the bus. The committee requested to be provided with approximate cost of expanding service and/or support to riders. Mr. Davis and Mr. Miller agreed to form a sub-committee to work on this as well.
- c. Mutual 11 Crosswalk Request: Mr. Butynski addressed the committee regarding his Mutual's request. Discussion ensued. Upon motion duly made and seconded –

The Security & Transportation Advisory Committee recommended installing a crosswalk as detailed in Handout 4-18 6c.

The motion passed.

- d. Audible Crosswalk Request: Ms. Carona addressed the committee regarding the request for a detectible crosswalk. Ms. Carona stated this will assist visually impaired residents. She requested that truncated domes be installed, instead of an audible crosswalk. The truncated domes are a more affordable alternative to the audible crosswalk. Discussion ensued. Upon motion duly made and seconded –

The Security & Transportation Advisory Committee recommended having a truncated dome installed on the sidewalk running parallel with Leisure World Blvd. leading up to the crosswalk as well as a truncated dome at the crosswalk at a cost NTE \$1,000.

Mr. Schultz recommended that the committee confer with PPD as this is something the PPD committee may already be considering/working on.

Discussion ensued. Upon motion duly made and seconded

The Security & Transportation Advisory Committee recommends that the Board of Directors direct PPD to install safety products as necessary to assist the visually impaired specifically at the crosswalk near the Administration Building, but they also examine other areas of the community as needed.

The motion passed.

- e. Crosswalks: Mr. Miller discussed crosswalks, he stated he was under the impression that as concrete work was done throughout the community that crosswalks would be updated with signage and proper marking.

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- f. Proposed Schedule of Fees 2019: Mr. Schultz discussed the schedule of fees as presented in Handout 4-18 6c. Discussion ensued. Upon motion duly made and seconded –

The Security & Transportation Advisory Committee approved the 2019 Schedule of Fees as presented in Handout 4-18 6c.

- g. 2019 Capital Budget: 2019 Capital Budget was discussed.

7. Investigative Reports:

- The reports were discussed.
- Mr. Barr discussed the fact that there are incidents that Montgomery County Police respond to that Security is not necessarily involved in. In these cases, Security may or may not have an incident report of their own. Discussion ensued.

8. Open Forum:

- Ms. Temple expressed concern with individuals not being challenged when entering the community.
- Mr. Eng stated that paint and chemicals had been improperly disposed of at Clubhouse II. Mr. Schultz stated he was not aware of the incident but would follow up the E&R Director.
- Mr. Eng asked what would need to be done to request a 4 way stop at Norbeck and Leisure World Blvd. Mr. Eng was informed the committee has a form that is used to request signage.
- Mr. Eng asked if LW Security can issue moving violations. Mr. Schultz stated LW Security cannot issue moving violations. Mr. Schultz stated that Montgomery County Police have on occasion issued moving violations.

9. Adjournment: There being no further business, the meeting adjourned at 11:29 a.m.

Herman Cohen, Chair
Security & Transportation Advisory Committee

SECURITY AND TRANSPORTATION ADVISORY COMMITTEE

Minutes of the Meeting of

Thursday, May 10, 2018

MEMBERS PRESENT: Herman Cohen (M17A), Bernice Genovese (M6C); J. Donald Pruett (M14); Sylvia Herring (M15); Joyce Temple (M17B); Idell Corson (M19A); Lawrence Damsky (M19B); Allan Miller (M20A); Morton Davis (M20B); Alvin Shapero (M20B); Yolanda Hunt (M21); Suzette Levine (M27)

MEMBERS ABSENT: John Barr (MM), Vice-Chair; Marion Simmons (MM); Elena Peterson (M12); Dianne Bradley (M18); Alma Melcher (M23); George Pearlman (M24)

LWMC: Crystal Castillo, Executive Coordinator of Support Services; Richard Schultz, Director, Security; Elisabeth Hamilton, Administrative Coordinator; David Merritt

VISITORS: Duke DuCharme (MM); Sheryl Katzman (MM); Rodney Eng (M15); Sue Sandler (M20B)

1. Call to Order: Mr. Cohen called the meeting to order at 9:31 a.m.
2. Chairperson's Remarks:
 - a. Reminder to Sign In: Mr. Cohen reminded members and visitors to sign in.
 - b. Welcome New Members: Mr. Cohen welcomed new members to the committee.
3. Review/Approval of Agenda: Item 5a was moved to be discussed prior to unfinished business, making it item 5 on the agenda. New item 7d starting time of the shuttle buses and item 7e supplemental transportation were added to the agenda. The Agenda was approved with the changes.
4. Review/Approval of Minutes: Ms. Temple was incorrectly marked absent, she was present. The minutes were approved with the change.
5. Site Plan Update: Ms. Gerke presented site plan Alternate A3 Modified and plan A4 to the committee. Discussion ensued. Upon motion duly made and seconded –

The Security & Transportation Committee approved site plan A-4 as presented at the 05/10/18 meeting.

The motion passed.

6. Unfinished Business:
 - a. Gate Access/Software Sub-Committee Update: Mr. Merritt discussed the gate access software, focusing on resident access. Discussion ensued.
 - b. Outsourcing Transportation Services: There was no update, the committee was opposed to outsourcing or adjusting the bus service to assist the riders.
 - c. Shuttle Bus Expansion – Plaza del Mercado & Montgomery Mall: Discussion ensued, no action was taken.

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d. Truncated Domes: Mr. Pruett provided an update. Discussion ensued.

7. New Business:

- a. Meeting Time: Mr. Cohen informed the committee that the possibility of moving meetings to evenings is being explored. Discussion ensued. Little interest was expressed in having evening meetings.
- b. 2019 Capitol Budget: Mr. Schultz discussed the handout provided. Discussion ensued. Upon motion duly made and seconded.

The Security & Transportation Committee approved site plan A-4 as presented at the 05/10/18 meeting.

The motion passed.

- c. First Responder Appreciation Day 06/01/18: Mr. Cohen informed the committee of the event.
- d. Starting Time of Buses: Mr. Damsky requested that the item be addressed next month.
- e. Supplemental Transportation: Mr. Damsky requested that the item be addressed next month.

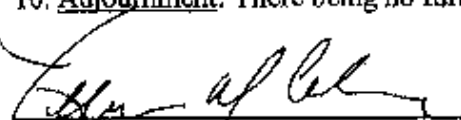
8. Investigative Reports:

- The reports were discussed.

9. Open Forum:

- Mr. Eng stated that Mutual 15 would be bringing a crosswalk request to the committee.
- Mr. Eng asked if the issue with improper dumping at Clubhouse II was resolved. Mr. Schultz stated it was. Mr. Eng discussed his concerns with hazardous material disposal. Mr. Schultz informed him that was not a security issue, but he would share his concerns with the Physical Properties Department.
- Mr. Eng suggested that the State Highway Administration be asked to do a study within Leisure World. Discussion ensued.
- Ms. Katzman inquired as to the bulletproof vests the SPOs are now wearing. Mr. Schultz stated he felt the need to protect his employees. The SPOs respond to calls that could place them in potentially violent situations. Vests are a measure that can be taken to protect the SPOs.

10. Adjournment: There being no further business, the meeting adjourned at 11:34 a.m.



Herman Cohen, Chair
Security & Transportation Advisory Committee

SECTION 5

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Tuesday, March 6, 2012 – 9:30 a.m.
Montgomery Room – Clubhouse I

MEMBERS PRESENT – Rita Penn, M20A, Chair; Ruth Carlson, M15, Vice Chair; Barbara Braswell, MM; Berdie Firestone, M6C; Dolly Vanscoyoc, M10; Judy Owen, M11; Judith Casey, M13; Beth Leanza, M14; Joan Allston, M16; Herbert Block, M17A; Gerry Kaufman, M17B; Janet Lazar, M19B; Yolanda Hunt, M21; Alma Melcher, M23; Rosemary Marks, M24; Ruth Friedman, M26; Stewart Lillard, M27

MEMBERS ABSENT - Regina Featherston, M19A;

MEMBER EXCUSED – Sandy Marks, M20B

FOR MANAGEMENT - Jolene King, Assistant General Manager; Stacy Sigler, Director of Education and Recreation; Dee Martynuska, Assistant Director of Education and Recreation; Joan Griffin, Trust Assistant

VISITOR - Alice Rosen, M17B

1. Call to Order - Mrs. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Approval of Minutes of Meeting held February 7, 2012 -- The Minutes of the meeting held February 7, 2012, were approved as presented.
4. Chair's Report - Mrs. Penn welcomed Dolly Van Soyoc from Mutual 10, who is replacing Dora Pugliese. Ms. Vansoyoc gave a brief resume.
5. Sub Committee Reports
 - a. Education – No report, as Regina Featherston is absent.
 - b. Entertainment - Gerry Kaufman reported that all programs are covered and all is in order for the month of March. She reviewed the schedule for April.
 - c. Fitness - Joan Allston reported that the early trial period of the Fitness Center, 5a.m., has been successful, with 10 to 15 residents participating. At the Sub committee meeting it was discussed to continue the early opening and the Sub Committee recommended that this be continued in the future.

After discussion, a motion was made and seconded it was agreed:

The Fitness Center continue to be open seven days a week at 5 a.m. in the future, for persons who wish to exercise at that early hour.

The vote was unanimous.

At that meeting the Sub Committee also discussed signing in at the Fitness Center.

Mrs. King reported that at the meeting last month this committee passed a resolution to have management look into the cost of having a window installed at the Fitness Center. This resolution went to the Planning Advisory Committee, they have approved retaining Alan Meyers, the Architect, to design a window/windows for the Fitness Center.

Also, the members will discuss what is going to be done with this space, when the Fitness Center is moved.

- d. Pool - Ms. Sigler reported on the comments made at the February meeting regarding the deck, condition of the chairs and artificial plants at the indoor pool. The deck has been cleaned and the artificial plants removed. The chairs have been cleaned but due to the age of the furniture, they do not clean completely, new chairs may need to be purchased in the near future.

Regarding the checking of passes of residents, and the rules, that are posted; these items will be enforced

- e. Travel - Mrs. Hunt stated the committee will be meeting every other month. The next meeting is April 18. She reported that Eyre representative will be available for people wishing to book long trips. Appointments can be made for specific times after 2 p.m. on the days the Eyre office is open. It was suggested that Jill Wood, of Eyre, write an article for the Leisure World News explaining how the company prices it's Trips.

- 6. Director's Report - Ms. Sigler reported that the Fitness service agreement with Motivational Fitness expires May 31st. The Fitness Sub Committee will discuss the agreement and report at the meeting next month.

The Flea Market is scheduled for April 14th.

Ms. Sigler met with the General Manager to discuss what can be done with the old Fitness Center when the new Fitness Center is completed. In the near future, the General Manager, Mrs. King and Ms. Sigler will be meeting to discuss what other improvements the Clubhouses need.

Ms. Sigler presented a sign that will be displayed at the Auditorium for the purpose of explaining to late arrivals who have paid for performances, the procedure. Suggestions were made for placing a graphic to call more attention to the sign.

In reply to a suggestion regarding more storage space in the Clubhouses, Ms. Sigler agreed there was a need, there is always a need for such space.

7. New Business

- a. 2012 Facilities Improvement Plan - Mrs. King informed the members that the Facility Improvement Plan, has advanced from the Community Planning Committee to the LWCC Board of Directors. The LWCC Board of Directors sent this Plan back to the responsible committee for each project for comment. She reviewed the Stein Room

and the renovation of the Administration Building. The Fitness Center expansion has been prioritized with an estimated completion date of fall 2014. This Plan is a guide and a living document. Each individual project will have to go back to the LWCC Board of Directors, at the appropriate time for final approval by the Board.

In response to a question by a member, Mrs. King explained the vestibule improvement for Clubhouse I.

8. Unfinished Business

- a. Coffee Machine in Café – Ms Sigler reported that the acquired coffee machine for Clubhouse II was brought up last meeting of this Committee. Ms. Sigler had spoken to Physical Properties regarding a water line hook up, which there is. This machine would go in the pantry rather than the Café. She has spoken to the gentleman who provides vending services and he is looking for machines that could be used in this space. She should have more information at the next meeting.

A motion was made and seconded, the members agreed;

The Education and Recreation Advisory Committee recommends moving forward with the installation of a coffee machine in Clubhouse II in the pantry. This will eliminate the free coffee, which would be a savings.

The motion was passed with one (1) abstention.

- b. High Definition TV for Clubhouse II - Ms. Sigler stated that prices on HD Televisions have gone down, so the purchase of one for Clubhouse II, will not qualify to be a Capital Purchase item. She will have a cost at the next meeting. The size will be a least 52 inch with a cart to move it around.

Mrs. Penn informed the members that she has received a report regarding how Advisory Committees should function. She will e-mail this to the members for their review.

9. Open Forum – There were no questions or comments by the visitor.

10. Adjournment - There being no further business to come before the Committee, the meeting was adjourned at 10:30 a.m.

The next regular meeting of the Education and Recreation Advisory Committee will be held Thursday, April 5, 2012, at 9:30 a.m., in the Montgomery Room of Clubhouse I, due to Election Day being Tuesday, April 3rd, the regular meeting day.

Rita Penn, Chair

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Thursday, April 05, 2012 - 9:30 a.m.
Montgomery Room - Clubhouse I

MEMBERS PRESENT: Rita Penn, Chair M20A; Ruth Carlson, Vice Chair M15; Barbara Braswell, MM; Berdie Firestone, M6C; Dottie Van Scoyoc M10; Judith Casey, M13; Beth Leanza, M14; Joan Allston, M16; Gerry Kaufman, M17B; Janet Lazar, M19B; Sandy Marks, M20B; Yolanda Hunt, M21; Alma Melcher, M23; Rosemary Marks, M24; Ruth Friedman, M26; Stewart Lillard, M27

MEMBER ABSENT: Herbert Block, M17A; Regina Featherston, M19A

FOR MANAGEMENT: Stacy Sigler, Director of Education and Recreation; Dee Martynuska, Assistant Director of Education and Recreation; Joan Griffin, Trust Assistant

VISITOR: Alice Rosen, M17B

1. Call to Order - Mrs. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda
3. Approval of Minutes of Meeting held March 6, 2012 - The Minutes of the Meeting held March 6, 2012, were approved with the following changes:

Page 2 - First Paragraph:

Mrs. King reported that at the meeting last month this committee passed a resolution to have Management look into the cost of having a window installed at the Fitness Center. This Resolution went to the Planning Advisory Committee, they have approved retaining Alan Meyers, the Architect to design a window/windows for the Fitness Center.

Last Paragraph, under New Business:

Mrs. King informed the members that the Facility Improvement Plan has advanced from the Community Planning Committee to the LWCC Board of Directors. The LWCC Board of Directors sent the plan back to the responsible committee for each project for comment.

Page 3 - First paragraph:

The Fitness Center expansion has been prioritized with an estimated completion date of fall 2014. This plan is a guide and a living document. Each individual project will have to go back to the LWCC Board of Directors at the appropriate time for final approval by the Board.

4. Chair's Report - Mrs. Penn reported that she had gone to a meeting where she learned that that it is permissible to have more than one person as members of a Committee from the same Mutual. Alice Rosen, M17B, is in the process of joining this Committee.

Mrs. Penn invited Dottie Van Scoyoc to join one of the Sub Committee. She will make that decision.

5. Sub Committee Reports

- a. Education Sub Committee - Mrs. Penn announced that Regina Featherston will no longer be chairing the Education Sub Committee. She will continue being on that Committee. At this point there are no pressing needs for this Committee. A discussion was held regarding the combining of the Education Sub Committee and the Entertainment Sub Committee calling the Sub Committee "Events".

The motion was made and seconded to combine the Education Sub Committee and the Entertainment Sub Committee to form one Sub Committee., which would be called "Events".

The motion was defeated.

It was decided to leave both Sub Committees as they are and review this matter at the next meeting.

There is an opening for a Chair for the Pool Sub Committee, this will be discussed at the next meeting.

- b. Entertainment Sub Committee - Gerry Kaufman noted that Greeters for the April shows have been assigned, with the exception of Saturday April 21st, a Greeter was assigned. May shows have been taken care of.

- c. Fitness Sub Committee - Joan Allston reported the Fitness Contract is scheduled to be renewed June 1, this will be discussed under New Business.

In respond to a question from a member, the trainers will receive First Aid Training.

- d. Pool Sub Committee - There was no report by this Sub Committee, it will be covered under New Business.

- e. Travel Sub Committee - Yolanda Hunt stated a meeting is scheduled for April 18 at 10:00 a.m. in the Harbor Room. There is an article in the Leisure World News, page three.

- f. Deer Sub Committee - Judith Casey reported that no decision was been made on a method for controlling the deer.

6. Director's Report - Ms. Sigler gave an update on the coffee machine, the vendor is working on the details with the coffee company.

An update on the TV for Clubhouse II - it has been purchased and will be here in the next couple of weeks.

Flea Market scheduled for April 14, both the Maryland Room and the Ball Room have been filled with vendors.

The Spring Walk-a-thon is scheduled for April 20th, 29 persons have registered, and the Foundation is helping as a sponsor.

Update on the new baby grand piano for the auditorium - a person will be here on Monday, from the piano company to look at the auditorium space. He will also look at the piano in the Ball room.

A quick update on Capital Purchases for 2012, two more items that were approved have now been purchased - body mikes and body packs for the auditorium, to replace the eight there currently. The new ones are high-tech, costing a little more than projected. Money was saved by purchasing coat racks for Clubhouse I with a savings that was used for the mikes and body packs.

The social pool had a motor failure; the pool was closed for two days. It is working now. The pool company is prepping the outdoor pool for the coming pool season.

Hearing devices for the Ball Room and the Auditorium are available in the Offices of both Clubhouses.

A suggestion that during the announcement be made before the start of the movies, we could mention the hearing devices, and to turn off all cell phones.

7. New Business

a. Motivational Fitness Contract – Ms Sigler reviewed the contract.

After discussion, upon motion duly made, the members of the Committee agreed:

To renew the Motivation Fitness Contract for the period of three years, with a 2% annual increase.

The Motion was passed. Ms. Braswell opposed.

b. Capital Budget 2013 – Ms. Sigler requested that members provide suggestions for the Capital Budget 2013 for both Clubhouses, to her in the next two weeks. They will be discussed at the May meeting.

One item presented by Ms. Sigler is a new outdoor stage for the July 4th celebration. She will have more information regarding the stage at the May meeting.

Mrs. Hunt informed the members that the Restaurant Advisory Committee has requested three items for the Stein/Terrace Rooms kitchen.

A new double convection oven, at a cost of about \$5,500; three warming tray elements at \$1,500, total; a heating lamp for over the buffet.

Ms. Sigler will have all the information regarding these items at the May meeting.

c. Schedule of Fees - Ms. Sigler provided the members with a copy of the 2012 Schedule of Fees asking them to review them for a vote at the next months meeting.

d. Water Volleyball – Ms. Sigler stated in the outdoor pool the volleyball players meet every day for an hour. When the outdoor pool closes, they move into the indoor pool and they meet three days a week. They meet in the Social Pool. The reason this is being reviewed, it has been brought to Stacy's attention that the players would be interested in have an extra ½ hour, they want to play for an hour and ½ on these three occasions, at the indoor pool.

After discussion, upon motion duly made, the members of the Committee agreed:

The motion that the time for Volleyball at the indoor pool be extended ½ hour on the three days a week on the end of the scheduled time, that volleyball is played in the Social indoor pool.

The vote was unanimous.

8. Unfinished Business

- a. Facility Improvement Plan - Ms. Sigler gave an update on the Facility Improvement Plan, stating that it was tabled at the Board meeting until next month. This was regarding the window/windows in the Fitness Center.

Discussion was held regarding the alternatives to the Fitness Center, how and why the decision was made.

- b. FISH Artwork - Beth Leanza reported that art work, done by a volunteer, have been hung on the walls at the FISH room.

9. Open Forum

Questions regarding volleyball in the outdoor pool and replacement of door stops were discussed.

10. Adjournment - There being no further business to come before the Committee, the meeting was Adjourned at 10:50 a.m.

The next regular meeting of the Education and Recreation Advisory Committee will be held Tuesday, May 1, 2012 at 9:30 a.m. in the Montgomery Room of Clubhouse 1.

Rita Penn, Chair

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

November 13, 2012

MEMBERS PRESENT: Rita Penn, Chair, M20A; Ruth Carlson, Vice Chair, M15; Judith Casey, M13; Beth Leanza, M14; Alice Rosen, 19B; Gerry Kaufman, 17B; Janet Lazar, M19B; Sandy Marks, 20B; Rosemary Marks, M24; Stewart Lillard, M27

MEMBERS ABSENT: Barbara Braswell, MM; Berdie Firestone, M6C; Dotty Van Soyoc, M10; Joan Allston, M16; Regina Featherston, M19A; Yolanda Hunt, M21; Alma Melcher, M23; Ruth Friedman, M26

MANAGEMENT: Kevin B. Flannery, General Manager; Stacy Sigler, Director of Education & Recreation Department; Dee Martynuska, Assistant Director E & R Department and Jane Emerick, Trust Assistant

VISITORS: John Carr, M12; Tony Anastasi, M20A; Marian Altman, M12.

1. Call to Order: The Chair, Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The agenda was approved as written.
3. Approval of Minutes of the meeting held October 9, 2012. The minutes were approved with the following amendment to No. 9, Open Forum: The participants comments during the Open Forum should reflect the topic of the comments or suggestions in all future minutes. The subject of the comment was parking for woodshop users. Also amended was: paragraph 1 of page 2, sentences 1 through 4 as underlined.
4. Chair's Remarks: Ms. Penn stated that the number of attendees for the meeting did not meet the requirement of a quorum. Therefore, there would not be any votes being taken at the meeting today. Ms. Penn stated that the list of committee members for 2013 would be available at the December 4, 2012 meeting.
5. New Business:
 1. Fitness Center Expansion - Mr. Flannery presented a memorandum and report to all committee members reporting on the following:
 - I. Projects submitted to the LWCC Board of Directors in April, 2012.)
 - II Additional projects added and submitted to the LWCC Board of Directors in May, 2012.)
 - III Additional items for review and discussion.)

Mr. Flannery explained in detail on all of the above items, answered questions and listened to comments and suggestions from committee members and guests.

Mr. Flannery reported on the status of projects in the new Facilities Plan, submitted to the LWCC Board of Directors by the Community Planning Committee in February, 2012 and acknowledged by the Board in April, 2012 and also the Cash Flow Analysis submitted to LWCC Board of Directors by Management in May, 2012. Mr. Flannery also reviewed some additional new projects not on the draft of the Facilities Improvement Plan. Mr. Flannery also reported on advisory committees partnering with other advisory committees on projects which directly relate to specific advisory committees. Mr. Flannery also answered questions regarding reconfiguration of some spaces and using certain spaces for different functions. Mr. Flannery also explained some of the aspects of sources of funding for projects. A request that a resolution be made to approve the expansion of the Fitness Center was brought forward by a member of the Community Planning Advisory Committee. Ms. Penn agreed that it was a good idea to partner with the CPAC on this subject but a vote could not be taken without a quorum.

2. Directional Boards - There were several specific suggestions of what to replace the bulletin boards in the Clubhouse I lobby with. Ms. Sigler will look into and get additional information on the suggestions made at the meeting. The subject was also discussed on using the Roman Numerals for Clubhouse I and Clubhouse II. Suggestions were using the number 1 and 2 or spelling it out for example One and Two. It may be discussed at a future meeting. While on the subject of the lobby, it was suggested that pricing for programming the daily schedule on the TV in the lobby be solicited. Comments included that it presently takes too much time to see the schedule on #952.
3. New Projects - New projects were listed in Item III of Mr. Flannery's memo. They include projects which were not on the draft of Facilities Improvement Plan and includes outside areas both new and existing outside areas. It was requested that a microphone system be dedicated for each meeting room. Mr. Flannery responded that \$24,000 had been dedicated to the acoustics. Speakers will also be addressed as part of this plan.
4. Pool Pass Rates - Ms. Sigler presented reports to the committee. Ms. Sigler suggested committee members give this some thought and the committee will discuss and vote on this issue next month at the December 4 meeting.

6. Old Business

1. Locker Rentals – Ms. Sigler presented a report on Women's Locker Room which explains the number of lockers that are rented and the concern from swimmers that there are not enough lockers available for daily use. This will be discussed at the next meeting.
2. Indoor Pool Hours – This will be put on the agenda for the December meeting.

Guests will have an opportunity to comment on any and all Agenda items on which the Board takes action, prior to the vote being taken.

7. Sub Committee Reports

1. Education – No report.
2. Entertainment - Ms. Carlson reported that she only needed a few volunteers for several events.
3. Fitness – No report
4. Pool – Mr. Lillard commented on depending on the lifeguards to clean the dressing rooms of the outdoor pool and suggested that we look into having a cleaning company do the cleaning. He also commented that we do not have the proper equipment to accomplish some of the tasks.
5. Travel – No report – The year-end report will be distributed and discussed at the December meeting.
6. Deer – Ms. Casey reported that the report received stated there were 51 deer in the community. The fences are being repaired to keep the deer out. Gate grids are rejected because it can be dangerous to have the grids. Deer eat residents plants and know how to remove the mesh around plants. Salt licks for birth control were also mentioned. Ms. Casey also stated that eight residents in Leisure World have lime disease and deer cause other diseases also. Deer can enter the community via streams and preventing this would be difficult.

Mr. John Carr of Mutual 12 has a copy of the report and would be happy to supply a copy of the report if requested.

A Deer Committee meeting will be held November 21,

8. Director's Report – Ms. Sigler reported that the Leisure World channel has changed beginning November 14. The channel #952 will be #972 and #954 will become #974.

Ms. Sigler distributed reports on Locker Rooms, Pool Passes, E&R Quarterly Facilities Report, reviewed and answered questions.

9. Open Forum

- (a) State Name and Mutual

(b) Three (3) Minute Time Limit

There was one participant in the Open Forum. The subject of the comment was Parking for Woodshop Users.

10. Adjournment – The meeting adjourned at 11:20a.m.

The next regular meeting of the Education and Recreation Advisory committee will be held on December 4, 2012 at 9:30 a.m. in the Montgomery Room.

Approved

Rita Penn, Chair

Education & Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

October 1, 2013

9:30 a.m.

Clubhouse II

MEMBERS PRESENT: Rita Penn, Chair, M20A; Ruth Carlson, Vice Chair, M15; Diane Ivan, M10; Dorothy Van Scoyoc, M10; Jeanette Schuder, M11; John Carr, M12; Judith Casey, M13; Beth Lanza, M14; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Sandy Marks, M20B; Yolanda Hunt, M21; Judy Schwartz, M23; Allen Ett, M25; Steward Lillard, M27

MEMBERS ABSENT: Gladys Blank, M20B; Ruth Friedman, M26

LWMC: Stacy Sigler, Director of E&R Department; Dee Martynuska, Asst. Director E&R Department; Erica Lieberman, Trust Assistant

VISITORS: Jack and Rita Bienstock; Walter Budman; Aileen Feldman; Julie Friedman; John Gervis; Gerald Gillman; Ruth Hayn; Esther Kaplan; Gerry Kaufman; Clydis Kellough; Phyllis Lovett; Nancy Marchone; Allen and Joan Okin; Saul Penn; Frank Rossomondo; Michael Schwartz; Mike Stein; Marion Stempel; Merrill Stern; Homer and Aura Wehr

1. Call to Order – Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of September 3, 2013 were approved as written.
4. Chair's Remarks – Ms. Penn introduced Ms. Lieberman, Trust Assistant, to the committee.
5. New Business –
 - a. Board Action – FEP – Ms. Penn updated the committee on the Facilities Enhancement Plan. She stated that the LWCC Board had asked management to report back with financial information about the Crystal Ballroom. She stated that Board discussed the Fitness Center and the Restaurant. Ms. Penn stated that the Board decided on option 3, to build a new Administration Building.
 - b. Friday Water Class – Ms. Sigler discussed the water class that is scheduled on Fridays at 10:00 a.m. She explained that there had been an overflow of residents that had signed up for the Wednesday water class. The instructor that teaches classes on Wednesday's has accommodated the residents by teaching the class on Fridays. Mr. Stein explained that he swims laps in the pool on Friday mornings. He stated that the class that is scheduled on Friday mornings is interrupting his access to the pool.

- c. Fun and Fancy production (handout) – Ms. Penn discussed the LW Community Corporation Board of Directors Community Rules. She stated that “All cast members involved in any theatrical production sponsored by a recognized Leisure World organization must be Leisure World residents.” Ms. Feldman stated that there had been five auditions for the lead role in the show Grease.

Upon motion duly made by Ms. Allston and seconded, the Education and Recreation Advisory Committee approved a one time allowance to a male non resident to take the lead part in the upcoming Grease production of Fun and Fancy. The motion carried with all in favor.

- d. Review club membership rules (handout) – Ms. Penn discussed the Leisure World Organizations, Groups, or Clubs with the committee. She stated that “Non-resident members may not hold office of any type.” Ms. Marks stated that only residents that live in the Leisure World Community can be an officer of a club. There were no changes to the rules at this time.

6. Unfinished Business –

- a. Ping Pong (attachment) – Ms. Friedman spoke to the committee on behalf of the ping pong club. She explained that the proposed relocation of the ping pong tables is in the basement of Clubhouse II, in a storage room. She described the room as being dimly lit with no outside windows, hard cement walls and floors. Ms. Friedman requests that the E&R Advisory Committee reevaluate their position on the proposal to relocate the ping pong tables.

Upon motion duly made by Mr. Lillard and seconded, the Education and Recreation Advisory Committee approved to continue to look for additional space for Leisure World residents and their visitors to play ping pong.

7. Subcommittees Report –

- a. Events - There was no report at this time.
- b. Fitness - Ms. Allston reported that the rug in the fitness center had been cleaned. She stated that the fitness club had been approved to use the area between the indoor pool and meeting room at Clubhouse II to play badminton and horseshoes. She reported that there were complaints about the volume of the music in the fitness center and that she spoke with both of the residents to resolve the issue.
- c. Pool - Mr. Carr reported that the plumbing in the outdoor pool will be replaced in the year of 2017. He stated that there will be holes patched in the shallow end of the pool this winter. The outdoor pool has children hours the first Sunday of the month from 10am-3PM. Mr. Carr stated that he will be working on a project over the winter to find prices on solar panels to heat the pool.
- d. Travel - There was no report at this time.
- e. Projects – Ms. Marks reported that tickets went on sale for Paul Fahri from the Washington Post. He will be talking about the sale of the Washington Post and the Future of News on November 19, 2013 at 10:30 a.m. Tickets are \$3.00 per person.

8. Director's Report – Ms. Sigler stated that the Flea Market is scheduled on October 19, 2013 in Clubhouse I. The Fall Walk with the Inter-Faith Chapel is on October 26, 2013 at 10:00 a.m. and will start and end at the Chapel.
9. Open Forum – Mr. Schwartz noted that the expansion of the Fitness Center is going to be funded from the Resale's fund.
10. Adjournment – There being no further business, the meeting was adjourned at 10:55 a.m.

Approved

Rita Penn, Chair
E&R Advisory Committee

Erica Lieberman,
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
November 5, 2013
9:30 a.m.
Clubhouse I

- MEMBERS PRESENT: Rita Penn, Chair, M20A; Ruth Carlson, Vice Chair, M15; Diane Ivan, M10; Dorothy Van Scoyoc, M10; Jeanette Schuder, M11; John Carr, M12; Judith Casey, M13; Joan Allston, M16; Carol Sloane, M18; Gladys Blank, M20B; Yolanda Hunt, M21; Judy Schwartz, M23; Allen Eit, M25; Ruth Friedman, M26; Stewart Lillard, M27
- MEMBERS ABSENT: Beth Lanza, M14; Alice Rosen, M17B; Janet Lazar, M19B
- MEMBERS EXCUSED: Sandy Marks, M20B
- LWMC: Kevin Flannery, General Manager; Stacy Sigler, Director of E&R Department; Dee Martynuska, Asst. Director of E&R Department; Erica Lieberman, Trust Assistant
- VISITORS: Robert Dargel, M27; Paul Eisenhaur, M10; Richard Sherman, M15; Joyce Temple, M17B
1. Call to Order – Mrs. Penn called the meeting to order at 9:30 a.m.
 2. Approval of Agenda – The Agenda was approved as amended. Add 6. (c.) Mr. Flannery's Report on the Facilities Enhancement Plan.
 3. Approval of Minutes – The Minutes of October 1, 2013 were approved as written.
 4. Chair's Remarks – Mrs. Penn discussed past meetings and the attendance of the committee members.
 5. Financial Report – Ms. Sigler reported to the committee on the financial statements for Cost Center 20 and Cost Center 21.
 6. New Business –
 - a. Procedures for reserving rooms (handout) – Ms. Sigler provided the committee with information on requesting meeting rooms, reserving rooms and catering procedures. She had asked that the committee report back at the next meeting with their feedback on the information that she had provided.
 - b. In house television (handout) – Ms. Sigler discussed the in-house television channels with the committee. She provided an in-house television request form and a form explaining the channel programming for the committee to review.

- c. Facilities Enhancement Plan – Mr. Flannery updated the committee on the Facilities Enhancement Plan. The projects that are involved in the Facilities Enhancement Plan of the Trust facilities had been reviewed. He discussed the enhancements to Clubhouse II, the expansion of the Fitness Facility in Clubhouse I, the renovation of the Ballroom, Cascade Bistro and the Maryland Room.

7. Unfinished Business –

- a. Woodshop parking request – Mr. Dargel, President, Woodshop, discussed the new woodshop parking lot with the committee. He stated that he anticipates having reserved parking spaces for the woodshop Monday through Saturday from 9:00 a.m. to 3:00 p.m. except on Sundays. Mr. Dargel discussed having parking decals for members of the woodshop. Mrs. Penn had asked that Mr. Dargel report back to the committee at the next meeting with the total costs for the sign and decals. Upon motion duly made and seconded, the following resolution was unanimously agreed:

RESOLVED, that the Education and Recreation Advisory Committee approved requesting the Woodshop to report back at the December 2013 meeting with the total costs for the sign and decals.

8. Subcommittee Reports –

- a. Fitness Center – Mrs. Allston reported that there had been no resident complaints at this time. She had discussed badminton and the horseshoe pit that had been approved and will be located behind Clubhouse II. There will not be any CPR classes until the committee finds the name and certification of a CPR instructor. Mr. Sherman discussed the status of a plan to make the badminton and horseshoe pit moveable and easy to maintain. He stated that there will also be room available on a temporary basis for volleyball.

Mr. Sherman discussed holding CPR classes. He stated that the Health committee is in the process of finding the same type of class. He met with Dr. Kaufman, President, Health Committee, and they had decided that the Health committee will hold the CPR classes. Mr. Sherman will follow up with Dr. Kaufman to see if he has formed the CPR class.

- b. Pool – Mr. Carr reported that when there is an exercise class, one lane is designated for lap swimmers in the indoor pool. He stated that there had been an altercation at the indoor pool. Ms. Sigler and Mr. Carr created lap pool etiquette for swimmers to follow and placed the rules in the locker rooms and around the pool.
- c. Travel – Ms. Hunt stated that the subcommittee had their last meeting of the year. She stated that Eyre Travel has been looking at different possibilities for the New Year. She stated that Eyre Travel is planning a trip to spend 10-14 days in Badlands South Dakota. The trip is scheduled in September 2014. Ms. Hunt stated that Eyre Travel maintains a bulletin board with future trips and it is posted in the south wing of Clubhouse I. Ms. Hunt stated that the subcommittee will meet on in January 2014. Eyre Travel will hold a travel show on Thursday, November 7, 2013 between 1:00 p.m. and 3:00 p.m. in the Maryland Room.

9. Director's Report - Ms. Sigler reported that there will be a Friday water class that will start on November 1, 2013 and end on December 20, 2013. The time that the Friday water class is scheduled to meet is between 10:00 a.m. to 11:00 a.m. Capital Budget 2013 update - Ms. Sigler stated that Cardinal Sound installed the sound system in the Baltimore Room and Chesapeake Room. She discussed that there had been a budget for sound system improvements in the Crystal Ballroom but due to the renovations they will not happen yet. Ms. Sigler discussed replacing the chairs for the indoor pool and she will be researching the solar covers. She stated that Atlantic Physical Therapy had a therapy group that met in the indoor pool, purchasing tickets for residents. She stated that MedStar, which is now in charge of physical therapy, will continue that practice on Fridays between 12:00 p.m. and 1:00 p.m. Ms. Sigler noted that Paul Fahri with the Washington Post has been re-scheduled from November 19, 2013 to November 25, at 10:00 a.m. Residents that had purchased a ticket to see Paul Fahri on November 19, 2013 can use the same ticket to see him on November 25. Tickets are refundable.
10. Open Forum - Mr. Eisenhaur, M10, suggested that the entrance marquis in the Clubhouses have a map. He had asked about the user fees on some items. Ms. Sloane asked about the Veterans Park sign.
11. Adjournment - There being no further business, the meeting was adjourned at 11:05 a.m.

Approved,

Rita Penn, Chair
E&R Advisory Committee

Erica Lieberman
Recording Secretary

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
December 3, 2013
9:30 a.m.
Clubhouse 1

MEMBERS PRESENT:

Rita Penn, Chair, M20A; Ruth Carlson, Vice Chair, M15;
Diane Ivan, M10; Dorothy Van Scoyoc, M10; Jeanette Schuder,
M11; John Carr, M12; Judith Casey, M13; Beth Leanza, M14;
Joan Allston, M16; Alice Rosen, M17B; Janet Lazar, M19B;
Gladys Blank, M20B; Sandy Marks, M20B; Judy Schwartz,
M23; Allen Ett, M25; Ruth Friedman, M26; Stewart Lillard,
M27

MEMBERS ABSENT:

Carol Sloane, M18; Allen Ett, M25; Yolanda Hunt, M21

LWMC:

Kevin Flannery, General Manager; Jolene King, Assistant
General Manager; Stacy Sigler, Director of E&R Department;
Dee Martynuska, Asst. Director of E&R Department; Erica
Lieberman, Trust Assistant

VISITORS:

Richard Ablard, MM; Barbara Braswell, MM; Sheryl Katzman,
MM; Linda Wacha, MM; Brenda Flam, M6C; Charles Mason,
M15; Richard Sherman, M15; Joyce Temple, M17B; Robert
Koubek, M20A; Allan Doris, M27; Margaret Levy, M27

1. Call to Order – Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The Agenda was approved as amended. Add 6. (b) Lapidary Group
3. Approval of Minutes – The Minutes of November 5, 2013 were approved as amended. Correct: Beth Leanza to read as a Member Excused.
4. Chair's Remarks – Ms. Penn stated that Ms. Carlson, Vice Chair will be retiring from the committee and thanked her for her hard work. She stated that Mr. Lillard and Ms. Schuder are retiring from the committee. Ms. Penn stated that the next meeting of the E&R committee is on January 7, 2014. She explained that if public schools are closed or opening late due to inclement weather there will not be a meeting.
5. Financial Report –
 - a. Budget - Mr. Flannery reported to the committee on the financial statements for October 2013. He discussed the 2014 Leisure World Community Corporation budget with the committee.

- b. Facilities Enhancement Plan - Mr. Flannery discussed the status of the Facilities Enhancement Plan with the committee. Ms. King reported to the committee on the renovations to the Cascade Bistro, Chesapeake Room, Crystal Ballroom and the Maryland Room.

Ms. King discussed the expansion of the fitness center with the committee. She had asked that the committee provide their feedback on the existing architect or whether they are interested in interviewing new architects to be considered for the project.

[Mr. Flannery and Ms. King departed the meeting at 10:15 a.m.]

6. New Business

- a. Leisure World Organizations, Groups, or Clubs policy revision (handout) - Ms. Sigler discussed policy revisions with the committee to the document titled "Leisure World Organizations, Groups, or Clubs" dated December 3, 2013. Ms. Sigler responded to questions and comments from the committee.

Mr. Doris explained to the committee that a club had violated their by-laws and failed to supply E&R with an updated list of officers and chairpersons. He stated that there had not been an election held for new officers for two consecutive years. Mr. Doris requested that the committee consider adding the following paragraph: "the steps to take if its by-laws are violated" to the document under the heading Organization/Group/Club Information on File.

Ms. Katzman discussed the INFORCE Group with the committee. She stated that the club has had several meetings without Jay Harding, President, to discuss holding an election and to enforce the group's by-laws. This item was tabled till the next meeting.

- b. Lapidary Group - Mr. Mason discussed the Lapidary Group with the committee. He stated that the grinding machines are extremely old and broken down. He expressed the need to have two working machines for the group but would like to have three or four machines to train new members. Mr. Mason requested that the E&R Advisory Committee help with the groups request for financial aid. Ms. Sigler stated that the E&R committee will discuss the 2015 Capital Budget item requests in March or April 2014. She had mentioned that the committee will revisit this item in January or February 2014.

7. Unfinished Business -

- a. Procedures for reserving rooms (handout) - Ms. Sigler discussed revisions to the document for room rental and catering with the committee. She stated that adjustments had been made to the document and that section 8. (d.) Leisure World Website had been added.
- b. In house television explanation (handout) - Ms. Sigler discussed the document titled "In-House Television Explained." She stated that the software for channel 974 does not permit a full week of programming at a time. Ms. Sigler stated that there were additions to the document titled "Leisure World In-House Television Request." There is now verification provided for office use only at the bottom of the form which will verify that the request is on the television. She stated that this form is a notice for channel 972 and is not a form for the schedule of events on channel 974. Upon motion duly made by Ms. Allston and seconded the following resolution was adopted:

RESOLVED, that the Education and Recreation Advisory Committee approved the documents titled "In-house television explanation" and "In-house television request." The motion carried unanimously.

- c. Wood shop parking request – Mr. Dargel discussed a proposal for the signage for the woodshop parking lot with the committee. The proposal was to provide reserved parking for woodshop members only. Mr. Dargel proposed that four signs be placed between two parking spaces. The signs will state "Woodshop member parking only, 9:00 a.m. though 3:00 p.m. Monday through Friday." He stated that the cost for the signs and poles will be approximately \$400. The woodshop will provide members with decals for parking. This item will be tabled until the next meeting.
8. Subcommittee Reports – Ms. Allston reported that she had received a proposal for badminton. She stated that the fitness club will not be providing monitors for the fitness center. Ms. Allston reminded the committee that the Hold Harmless agreements need to be posted.
9. Director's Report – Ms. Sigler reported that there had been a letter submitted to the resident's forum of the Leisure World News regarding the pool. Ms. Sigler stated that the resident had expressed concerns about the cleanliness of the women's locker rooms and behavior in the lap pool. Ms. Sigler stated that the pool will close after Sunday, December 29, 2013 to be cleaned, drained and acid washed. The inside and outside windows of the pool will be cleaned. Ms. Sigler stated that she ordered indoor pool furniture that will arrive mid December.
10. Open Forum – Ms. Flam, M6C asked about the use of electronic cigarettes in the fitness center. She asked if the committee could supply hooks for residents to hang up their coats on the wall in the ladies bathroom.
11. Next Meeting – The next meeting is scheduled on January 7, 2014 at 9:30 a.m. in Clubhouse I.
12. Adjournment – There being no further business the meeting was adjourned at 11:45 a.m.

Approved,

Rita Penn, Chair
Education and Recreation Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

March 11, 2014

1:00 p.m.

Clubhouse I

MEMBERS PRESENT:

Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; Diane Ivan, M10; Dorothy Van Scoyoc, M10; John Carr, M12; Barbara Barnes, M12; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20A; Sandy Marks, M20B; Judy Schwartz, M23; Ruth Friedman, M26

MEMBERS ABSENT:

Judith Casey, M13; Gladys Blank, M20B; Allen Ett, M25; Cecil Uychara, M26; Aileen Feldman, M27

1. Call to Order – Ms. Penn called the meeting to order at 1:00 p.m.
2. Approval of Agenda – The Agenda was approved as amended. Move 7.) Unfinished Business under 4.) Chair's Remarks.
3. Approval of Minutes – The Minutes of February 4, 2014 were approved as written.
4. Chair's Remarks – Ms. Penn thanked the committee for coming to the meeting today since it had been rescheduled due to inclement weather. She welcomed Ms. Barnes and Ms. Soffer as new members of the E&R Committee.
5. Unfinished Business –
 - a. Update on the Facilities Enhancement Plan (FBP) – Ms. King discussed the architectural design of the three site plans that had been recommended by Streetsense with the committee. Mrs. Schwartz recommended that the Education and Recreation Advisory Committee approve to support Option 3 in concept subject to the committee's comments.

RESOLVED, that the Education and Recreation Advisory Committee agreed to support Comprehensive Site Plan Option 3 in concept, and subject to the following comments:

1. View – Views from the north wing of Clubhouse I should be as bucolic/green as possible. (Don't want to be looking at just a street and a building.)
2. Two Stories – Administration Building should be two stories to allow for future expansion. (Second story could be rented out or used for additional meeting space until needed.)

3. Roundabout – Roundabout design should be safe and easily navigable for the resident population. A "parking" lane should be added along the north wing so that traffic will not back-up as people load and unload.
4. Parking – Maximize parking closer to Clubhouse I, especially for handicapped spaces. Parking lot should be designed for safe pedestrian and vehicular traffic. Keep parking spaces with the same size as the existing spaces. Do not use too many trees in the parking lot.
5. Recreational Area – Identify potential alternative locations for the recreational facilities (shuffle board, lawn bowls and bocce) which will be impacted.

The motion passed unanimously.

6. Financial Report – Ms. Sigler reported to the committee on the financial statements for Cost Center 20 and Cost Center 21.
7. New Business –
 - a. Capital Budget 2015 – Ms. Sigler stated that the committee will discuss the 2015 Capital Budget Purchases at the next months meeting. She asked for recommended items to be sent to her in the next two weeks in preparation for the next meeting. She will provide the committee with a list that the committee will finalize and approve to pass onto the LWCC Board of Directors.
 - b. Schedule of Fees 2015 (attachment) – Ms. Sigler had asked if the committee recommended any changes to the Schedule of fees. She stated that this document will appear on the agenda next month and to please provide her with any changes. If a committee member may have a change to the fee schedule, the change can be voted on at the next meeting.
 - c. Sub Committee Descriptions (attachment) – Ms. Penn stated that each of the sub committee chairs had been asked to provide a description of what their committees perform, so that new and continuing members know what to expect if they would like to join one of the sub committees.
8. Subcommittee Reports –
 - a. Events – Ms. Leanza stated that she will schedule a meeting for the Events Subcommittee.
 - b. Fitness –
 1. Orientation Sessions - Ms. Allston reported that the Fitness Subcommittee met on February 25, 2014. She stated that the "Hold Harmless Agreement" had been discussed and has been completed. She stated that Ms. Sigler met with the trainers; consideration of new equipment for the fitness center was presented and had been put on hold until resolution of construction issues. Ms. Allston recommended that the Education and Recreation Advisory Committee approve to change the number of free sessions to one and initiate the new orientation sessions starting May 1, 2014.

RESOLVED, that the Education and Recreation Advisory Committee agreed to change the number of free training sessions at the Fitness Center from four to one and initiate the new group orientation sessions, which would be twice a month free of charge for residents starting May 1, 2014. The motion passed unanimously.

2. Motivational Fitness - Ms. Allston recommended that the Education and Recreation Advisory Committee approve that as of June 1, 2014 only trainers affiliated with Motivational Fitness are allowed to work with residents in the Fitness Center due to insurance coverage.

RESOLVED, that the Education and Recreation Advisory Committee approved that as of June 1, 2014 only trainers affiliated with Motivational Fitness are allowed to work with residents in the Fitness Center due to insurance coverage. The motion passed unanimously.

3. Fitness Club – Ms. Allston reported that Mr. Sherman's Fitness Club has 450 members. He will continue to work on the feasibility of a horseshoe pit and outdoor badminton. She stated that Mr. Sherman will follow up with the Health and Wellness Committee on CPR classes. Ms. Allston stated that he will and his club will take over responsibility for the two bulletin boards in the Fitness Center.

Mr. Sherman discussed moving the location of the bulletin board to the location of where the sign in sheet is located. He stated that it is important to have residents sign into the Fitness Center. He mentioned non-residents are using the facility. Ms. Sigler stated that she will ask that Security patrol the Fitness Center and ask residents to provide their Identification cards.

- c. Pool – Mr. Carr reported that there had been a problem with the adjustment of the heat in the indoor pool. He stated that the temperature had dropped down and has now been repaired.
- d. Projects – There was no report at this time.
- c. Travel – Ms. Hunt reported that at the February LWCC Board of Directors meeting the resolution to extend the Eyre Travel Companies contract for another five years was approved. Ms. Hunt stated that Eyre Travel Company does pay Leisure World rent for their space. She stated that at the meeting on February 9, 2014, Ms. Deborah Jane attended and discussed future trips. She had discussed that Eyre is working to include more musicals and planning to work on more multi-day trips. Ms. Hunt stated that Eyre is planning a trip to the National Zoo on September 16, 2014. She had mentioned that Eyre is planning a trip to New York.
9. Director's Report (handout) – Ms. Sigler discussed the Event Schedule with the committee. She stated that the document had been revised to reflect if an event had already taken place, how many tickets were sold, at what amount, and if the event was cancelled. Ms. Sigler discussed the Facilities Usage Report for January 2014 which explains the formula for the percentage of the actual room use. Ms. Sigler stated that the Flea Market is scheduled on April 26, 2014 and will be publicized in the next issue of the Leisure World News. She mentioned that all of the E&R events are now going to be listed in their own section of the news, please look at the index box to locate these events.

10. Open Forum – Ms. Marks commended E & R and Ed with Pierre, LLC on the Mardis Gras event. Ms. Marks had discussed charging more for these types of events and publicizing these events differently. Ms. Sigler stated that this has been taken into consideration.
11. Adjournment – There being no further business the meeting was adjourned at 2:30 p.m.
12. Next Meeting – The next meeting is scheduled on April 1, 2014 at 9:30 a.m. in Clubhouse 1.

Approved

Rita Penn, Chair
Education and Recreation Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

April 1, 2014

1:00 p.m.

Clubhouse 1

MEMBERS PRESENT:

Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; Diane Ivan, M10; Dorothy Van Scoyoc, M10; John Carr, M12; Barbara Barnes, M12; Judith Casey, M13; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20A; Gladys Blank, M20B; Sandy Marks, M20B; Judy Schwartz, M23; Ruth Friedman, M26; Cecil Uyehara, M26; Aileen Feldman, M27

MEMBERS ABSENT:

Allen Ett, M25

VISITORS:

Paul Fitzgerald, MM; Brenda Flam, M6C; Jackie Rabinow, M14; Mason Chas, M15; Bob Koubek, M20A; Phil Marks, M20B; Henry Jordan, M24

1. Call to Order - Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The Agenda was approved as amended. Move 7.) Unfinished Business under 4.) Chair's Remarks.
3. Approval of Minutes - The Minutes of March 11, 2014 were approved as written.
4. Chair's Remarks - Ms. Penn welcomed Mr. Uyehara as a new member to the committee.
5. Unfinished Business -
 - a. Status on the Facilities Enhancement Plan (handout) - Ms. King introduced Nicole Gerke, Project Manager to the committee. Ms. King stated that members of the committee had provided their feedback on the Comprehensive site plan and had been forwarded to the architect for review. She stated that members of the Education & Recreation, Community Planning and Restaurant Advisory Committees will meet with the architect on Thursday at 10:00 a.m. to review the architects' response. Ms. Sigler had distributed copies of the site plan to the committee. Ms. King reviewed and discussed the site plan with the committee and responded to questions and comments.

- b. Capital Budget 2015 (handout) – Ms. Sigler distributed a document titled “Capital Budget 2015 -- E&R Committee Requests” to the committee. She stated that the Lapidary Club had requested two replacements; a 16” slab saw, 6” rim saw and a new 8” flat lap at a cost of \$3500. She stated that the Woodshop had requested four dust collectors at a cost of \$4000. There is a request for new computers for staff in Clubhouse I at a cost of \$8000 and Clubhouse II at a cost of \$4000. Mr. Carr had requested a new aqua bike for use at the outdoor and indoor pool; both aqua bikes total \$3000 each. Ms. Sigler explained that there are items on the document that she is still researching. Ms. Sigler stated that she had contacted a company about solar panels to see if it would be possible to place solar panels around the outdoor pool/Lanai area and the indoor pool. Ms. Sigler had asked that the committee report to her before the next meeting if they have any items that need to be discussed.
 - c. Schedule of Fees 2015 – Ms. Sigler stated that the fees for the meeting rooms were increased last year and the swimming pool pass price had been increased. At this time, there are no recommendations to increase prices.
 - d. Update on the Facilities Enhancement Plan -- FEP – There was no discussion at this time. Ms. Penn stated that there will be a discussion after the two representatives from the committee meet with the architect.
6. Financial Report – Ms. Sigler reported to the committee on the financial statements for Cost Center 20 and Cost Center 21.
7. Subcommittee Reports –
 - a. Events – There was no report at this time.
 - b. Fitness – Ms. Allston stated that Ms. Sigler changed the sign-in sheets and residents will no longer need to sign out. She stated that the bulletin board had been changed and is now where the sign in sheet is located. Mr. Sherman reported that he received a lot of good feedback from residents about the bulletin board being changed. He stated that the residents are really happy that they do not have to sign out. He noted that there were more residents that had come into the fitness center last month then in January or February and that the enrollment has increased. Mr. Sherman explained that the reason for changing the amount of the free orientations or lessons was because he feels that when a resident pays for the session the resident will feel more committed.
 - c. Pool – Mr. Carr stated that he will schedule a meeting with Ms. Sigler in April or May 2014 to prepare for the pool season. Mr. Uychara discussed the temperatures in both pools. He reported that a resident mentioned to him that the pool was murky. He stated that he brings a thermometer with him to the pool. He explained to the committee that he took his thermometer in the middle of the pool and measured the temperature and the temperature read that the pool was two degrees higher then posted. He asked that the temperature in the water be controlled and lowered to 84 degrees rather than 89 degrees. Mr. Uychara asked for two handheld showerheads to be installed in the men’s locker room.
 - d. Projects – There was no report at this time.

- e. Travel – Ms. Hunt reported that the next meeting is scheduled on Wednesday, April 16, 2014 at 10:00 a.m. in the Harbor Room.
8. Director's Report – Ms. Sigler discussed February's statistics, an updated events list, and the Cinco de Mayo event with the committee. She stated that the Flea Market is scheduled on April 26, 2014.
9. Open Forum – Ms. Rabinow stated that the utilities are less in Clubhouse II because it is well insulated whereas Clubhouse I is not. She asked if insulating Clubhouse I was going to be considered in the renovation plan.

Mr. Sherman stated that he had been working with Catherine Galano, Chair of the Health Advisory Committee to arrange to have the Silver Spring Fire Department conduct CPR classes in Leisure World. He stated that in order to become certified a resident will need to complete a three hour training class. Mr. Sherman stated that he had asked Mr. Flannery, General Manager, to find people that work at Leisure World to become certified. He had asked members of the Tennis Advisory Committee, Woodshop and Garden Area to become certified.

Ms. Rabinow asked if Mr. Sherman can please include the Emergency Preparedness Advisory Committee in the CPR certification classes.

Ms. Marks asked Mr. Sherman if he is still involved with the balance classes. Mr. Sherman responded and stated that he will be involved and there will be small classes offered soon.

Ms. Feldman asked about the money that is collected for the Fun and Fancy Community show. She wanted to know if the money that is made and given to the Education and Recreation Advisory Committee can be earmarked and used for the auditorium and the booth. Ms. Sigler stated that this item can be included in the Capital Budget for 2015 or their funds could be used, whichever the committee prefers.

10. Adjournment – There being no further business the meeting was adjourned at 10:40 a.m.
11. Next Meeting – The next meeting is scheduled on Tuesday, May 6, 2014 at 9:30 a.m. in Clubhouse I.

Approved

Rita Penn, Chair
Education and Recreation Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, May 6, 2014
1:00 p.m.
Clubhouse I

MEMBERS PRESENT:

Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; Diane Ivan, M10; John Carr, M12; Barbara Barnes, M12; Judith Casey, M13; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20A; Judy Schwartz, M23; Allen Ett, M25; Ruth Friedman, M26; Cecil Uyehara, M26

MEMBERS ABSENT:

Dorothy Van Scoyoc, M10; Gladys Blank, M20B; Sandy Marks, M20B; Aileen Feldman, M27

LWMC:

Ms. King, Assistant General Manager; Nicole Gerke, Project Manager; Stacy Sigler, Director of E&R; Dee Martynuska, Assistant Director of E&R; Erica Lieberman, Trust Assistant

VISITORS:

Herb Heiserman, Streetsense; Paul Fitzgerald, MM; Paul Eisenhaur, M10; Laurie Burdock, M15; Bob Tahler, M20B; Henry Jordan, M24; Stewart Lillard, M27

1. Call to Order – Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended. Correct Next Meeting Date: Tuesday, June 2, 2014 to read as Tuesday, June 3, 2014.
3. Approval of Minutes – The Minutes of April 1, 2014 were approved as written.
4. Unfinished Business –
 - a. Update on the Facilities Enhancement Plan – Ms. King stated that the LWCC Board of Directors endorsed Site Plan 3A which showed the new Administration Building located on the east side of the parking lot adjacent to the Golf Course and north of Clubhouse I. She stated that part of the development of the plan includes the North Wing of Clubhouse I. Mr. Heiserman discussed improvements to the Maryland Room, Cascade Bistro and the Stein Room. Ms. Gerke discussed the North Wing Comprehensive Plan and Clubhouse I Lawn Activities at length with the committee. Ms. Gerke identified some of the activities that take place in the Maryland Room as follows: Annual Meetings, Banquets, Card parties, Chorale

group, Flea markets, Hadassah, Kiwanis, Lions Club, private parties, and the overflow from the Cascade Bistro. Ms. Hunt recommended that the Education and Recreation Advisory Committee approve that the interior entrance from the main corridor into the Maryland room be moved to the opposite side of the room.)

RESOLVED, that the Education and Recreation Advisory Committee approved that the interior entrance from the main corridor into the Maryland room be moved to the opposite side of the room. The motion carried with all in favor.

Ms. Hunt recommended that the Education and Recreation Advisory Committee approve that the door connecting to the Maryland Room to the Stein Room be removed.

RESOLVED, that the Education and Recreation Advisory Committee approved that the door connecting to the Maryland Room to the Stein Room be removed. The motion carried with all in favor.

Ms. Hunt recommended that the Education and Recreation Advisory Committee approve that the location of the Maryland room not be flipped with the Cascade Bistro.

RESOLVED, that the Education and Recreation Advisory Committee approved that the location of the Maryland room not be flipped with the Cascade Bistro. The motion carried with 1 opposed (Judith Casey, M13).

Ms. Hunt recommended that the Education and Recreation Advisory Committee approve that if the size and functionality can be maintained or improved the committee is in favor of expanding the Cascade Bistro and reconfiguring the Maryland Room and the architect will return to the committee with an option to extend the outside wall to the Terrace Room.

RESOLVED, that the Education and Recreation Advisory Committee approve that if the size and functionality can be maintained or improved the committee is in favor of expanding the Cascade Bistro and reconfiguring the Maryland Room and the architect will return to the committee with an option to extend the outside wall to the Terrace Room. The motion carried with all in favor.

- b. Capital Budget 2015 – Ms. King stated that each year as part of the budget that is presented to the PPD Committee there is a five year maintenance plan and a replacement reserve plan of trust assets that cover an excess of \$25,000. She stated that the maintenance plan will cover \$25,000 or less. Ms. King stated that at Clubhouse I and II there is approximately \$70,000 to \$80,000 per building in the five year maintenance plan for general maintenance.

Ms. Sigler discussed items for the 2015 Capital Budget with the committee. Ms. Sigler reviewed the 2015 Capital Equipment Purchases for Clubhouse I and Clubhouse II with the committee. She had requested that the Education and Recreation Advisory Committee approve the 2015 Capital Equipment Purchases for Clubhouse I and II. Upon motion duly made and seconded the following resolution was unanimously agreed:

RESOLVED, that the Education and Recreation Advisory Committee approved the 2015 Capital Equipment Purchases as follows: Clubhouse I: Four computers for staff at a cost of \$8,000; New Jointec Optima Pro Aqua Bike \$3000; Four dust collectors \$4,000 with a total of \$15,000. Clubhouse II: ADA Automatic Door Operator \$3,000; Six computers \$4,000; New Jointec Optima Pro Aqua Bike \$3,000; Slab saw \$3,500; Outdoor furniture \$4,200 with a total cost of \$17,700. Clubhouse I and II: Umbrella and stands \$5,000; Tables \$2,500 with a total of \$7,500. The grand total for Clubhouse I and II is \$40,200. The motion carried with all in favor.

- c. Schedule of Fees 2015 – Ms. Sigler discussed the 2015 Schedule of Fees with the committee. She stated that there had been no changes made and there had been no recommendations for any increases from the committee. Mr. Carr recommended that the Education and Recreation Advisory Committee approve to accept the 2015 Schedule of Fees.

RESOLVED, that the Education and Recreation Advisory Committee approved to accept the 2015 Schedule of Fees. The motion carried with all in favor.

- d. Lobby Directory - Ms Sigler presented and discussed the new lobby directory with the committee. The new digital signage tells the time, name of event and the room. There will be one lobby directory in each Clubhouse.
- 6. Financial Report – Ms. Sigler reported to the committee on the financial statements for Cost Center 20 and Cost Center 21.
 - 7. Subcommittee Reports –
 - a. Events- There was no report at this time.
 - b. Fitness – Ms. Allston stated that the Fitness subcommittee will meet this month to discuss the trainers and orientation sessions. She stated that the carpeting needs to be replaced in the fitness center and she requested a second bulletin board.
 - c. Pool – Mr. Carr stated that the outdoor pool is being prepared for an inspection and will be opening on Memorial Day weekend. He stated that the subcommittee is researching solar panels. Mr. Carr recommended that the Education and Recreation Advisory Committee approve that the Volleyball Group is changed from 3:30 p.m. to 3:00p.m.

RESOLVED, that the Education and Recreation Advisory Committee approve that the Volleyball Group is changed from 3:30 p.m. to 3:00 p.m. The motion carried with 2 opposed (Alice Rosen, M17B and Ruth Friedman, M26).

- d. Travel – There was no report at this time.
- 8. Directors Report -- Ms. Sigler discussed the usage report for the month of March and the usage report for the quarter ending on March 31, 2014. She had also discussed the updated events schedule with the committee. She stated that the July Fourth entries were sent out two weeks ago

and that there are 13 entries at this time. She had asked that the committee take back the entry forms to their Mutuals for participation in the Fourth of July celebration. Ms. Sigler stated that the Walkathon is scheduled on Friday, May 3, 2014 at 8:30 a.m. She reported that the General Manager had received notice that the lifeguards were using their cell phones and laptops while on duty. The President of the pool company has been made aware of the situation. She stated that the outdoor pool will be opening May 24, 2014. Ms. Sigler stated that she had received a recommendation from a trainer in the fitness center for a fall prevention class.

9. Open Forum ~ Ms. Burdock, M14, recommended having miniature golf within the community. Mr. Tabler, M20B commended the Education and Recreation Advisory Committee on their hard work. He suggested an open house for clubs.
10. Adjournment ~ The meeting was adjourned at 11:47 a.m.
11. Next Meeting ~ The next meeting is scheduled on June 3, 2014 at 9:30 a.m. in Clubhouse I.

Approved

Rita Penn/gb
 Rita Penn, Chair
 Education and Recreation Advisory Committee

E. Lieberman/gb
 Erica Lieberman
 Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, June 3, 2014
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; John Carr, M12; Barbara Barnes, M12; Judith Casey, M13; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20A; Sandy Marks, M20B; Shirley Henderson, M24; Allen Ett, M25; Ruth Friedman, M26; Aileen Feldman, M27

MEMBERS ABSENT: Dorothy Van Scoyoc, M10; Diane Ivan, M10; Gladys Blank, M20B; Judy Schwartz, M23; Cecil Uychara, M26

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Dee Martynuska, Assistant Director of E&R; Gayle Shackelford, Trust Assistant

VISITORS: Diana Bolivar, Streetsense; Linda Wacha, MM; Paul Eisenhaur, M10; Henry Jordan, M24; Bob Namovicz, M10

1. Call to Order – Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended. Under New Business add b. Fun and Fancy and following the Fitness Subcommittee report there will be a report on the CPR classes.
3. Approval of Minutes – The Minutes of May 6, 2014, were approved as written.
4. EEP Updates – Ms. Gerke introduced Diana Bolivar, from StreetSense.

Maryland Room

Ms. Bolivar first gave a brief overview of the North Wing design. Ms. Bolivar then discussed in-depth the layouts and design of the Maryland Room. Ms. Penn reported that the Restaurant Advisory Committee has made their recommendations regarding the restaurants and that it is the E&R Committee's responsibility to make a recommendation on the Maryland Room.

A motion was placed on the floor.

RESOLVED, the Education and Recreation Advisory Committee accepts the plan for the Maryland Room as presented by StreetSense.

The motion carried with all in favor.

Ms. King reported that the plan will be presented to the Board of Directors at the June meeting.

Lawn Activities – Ms. Gerke reviewed the handout on the lawn activities. She reported that the Committee needs to review and accept or not accept the concept of an access road between Clubhouse 1 and the Administration Building to provide alternate access to the North Wing of Clubhouse 1. Following discussion the Education and Recreation Advisory Committee agreed to accept the concept for the plan presented by StreetSense for the access road to the North Wing.

A motion was placed on the floor.

RESOLVED, the Education and Recreation Advisory Committee approves the concept for the plan for the access road/loop to the North Wing as presented by StreetSense.

The motion carried with all in favor.

Ms. Gerke explained that having approved the access road, this affects the current location of lawn activities and the Committee needs to make a decision on if the lawn activities should be relocated. Ms. Gerke reviewed the possibilities of where the activities could be relocated to and answered questions. Ms. King reported that the Community Planning Advisory Committee considered the relocation of the lawn activities and passed a resolution to recommend to the Education and Recreation Advisory Committee that Leisure World continue to have some form of lawn activities and that the cost benefit of the activities be considered. They further recommended to the Education and Recreation Advisory Committee that there is not a cost benefit to continuing lawn bowls considering the diminishing number of players. Following a lengthy discussion on the lawn activities the committee agreed to support retaining some lawn activities but that further study is needed.

A motion was placed on the floor.

RESOLVED, the Education & Recreation Committee supports retaining some lawn activities but further study of use is needed before deciding what and where to relocate the activities.

The motion passed with all in favor.

Fitness Center – Ms. King reported that the architect has met with the trainers, visited the site and Ms. King anticipates that next month the architect will be ready to present a plan to the committee. Ms. King reported that StreetSense will have access to the plan which was prepared by A.R. Meyers for the Fitness Center.

Miniature Golf – Mr. Sherman volunteered to do some research on the cost of developing a miniature golf course.

5. Chair's Remarks – Ms. Penn welcomed new member, Shirley Henderson.

6. Financial Report – No report (attached to agenda packet)

7. New Business

a. Clubhouse Signs – No report

- b. Fun & Fancy – Ms. Feldman reported that the Fun & Fancy group would like to use the funds from the community shows to improve the equipment in the auditorium. Ms. Martynuska will arrange to have the lighting company meet with Ms. Feldman. Ms. Feldman would also like some of the money to go to training on the use of the equipment. Ms. King suggested that management meet with the lighting representative and find out what the needs are and how best to address them. The information will be brought back to the Committee.

8. Unfinished Business

- a. Digital Lobby Directory – Ms. Martynuska reported that IT has purchased the monitors for the lobbies. The wiring has begun in Clubhouse 2.
- b. Pool Contract – Ms. King reported that management's recommendation for the process is to resurrect the survey which has been used in the past to evaluate the contract performance and bring that to the Committee for approval in July. July would be spent publishing the survey and gathering the responses so that a recommendation can be made to the Board of Directors in September. Mr. Sherman, chairman of the Pool Committee, volunteered to get the survey to all the pool users.

9. Subcommittee Reports

- a. Events – Ms. Leanza reported that the Subcommittee has agreed to a George Burns impersonator act.
- b. Fitness – Ms. Allston reported that Mr. Flannery is looking into the legal aspects of changing the number of training sessions to one and offering free group training and banning outside trainers from the fitness center. Ms. Allston reported the railing for the proposed balance classes was approved and has been ordered. Ms. Allston discussed two items that need repair now and should not wait until the new fitness center is finished; 1. The rug in the back area and 2. Painting the rails.

Mr. Sherman reported that the first CPR class was held last Sunday and was very successful. All the class participants received a CPR certification at the end of the class. Two more classes have been scheduled for July 20 and 27. Mr. Sherman discussed the importance to get the word out to all residents on the location of the defibrillators.

- c. Pool – Mr. Carr reported that Ms. King has been given information on the solar panels for the pool. There were over 60 people at the pool on Memorial Day. Ms. Martynuska will look into the umbrellas that were ordered for the pool by Ms. Sigler.
- d. Projects – No report.

- e. Travel – Ms. Hunt reported that the Subcommittee discussed changing the policy of surveys conducted twice a year to doing a survey yearly and begin between years four and five of the current contract. The subcommittee recommends the following motion, which was placed on the floor:

RESOLVED, the Travel Subcommittee recommends to the Education and Recreation Advisory Committee that the yearly surveys of residents traveling with Eyre Tour and Travel begin between years four and five of the current contract. In the interim, documentation should be kept by the subcommittee from May 1, 2014, to November 1, 2017, of all comments being made during this period.

The motion passed with all in favor.

Rationale

By waiting to begin formal surveys, fresher and more up-to-date data will be available for study prior to contract renewal.

- 10. Open Forum – Mr. Jordan, M24, commented that the architect is not fully aware of the conversations regarding the lawn services and the need. He further stated the architect is basing his plan of the fitness center on the existing volume of space that is needed for the lawn activities which is quite large. Mr. Jordan suggested the committee may want to give the architect guidance on the size of the fitness center. Following discussion, the Committee agreed to recommend that lawn activities should not impact the space requirements for the fitness center.

A motion was placed on the floor.

RESOLVED, the Education and Recreation Advisory Committee recommends that lawn activities should not impact the space requirements for the fitness center.

The motion passed with all in favor.

Ms. Martynuska reported on an update on July 4 activities.

- 11. Adjournment – The meeting adjourned at 11:38 a.m.
- 12. Next Meeting – July meeting date to be determined

Approved

Rita Penn, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Budget Meeting
Tuesday, September 2, 2014
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; Diane Ivan, M10; Dorothy Van Scoyoc, M10; John Carr, M12; Barbara Barnes, M12; Judith Casey, M13; Beth Lanza, M14; Richard Sherman, M15; Joan Allston, M16; Joan Thomas, M17A; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Gladys Blank, M20B; Judy Schwartz, M23; Shirley Henderson, M24; Ruth Friedman, M26; Cecil Uyehara, M26

MEMBERS ABSENT: Joan Soffer, M20A; Sandy Marks, M20B; Allen Ett, M25; Aileen Feldman, M27

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Dee Martynuska, Director of F&R; Alicia Drummond, Mutual Assistant

VISITORS: Mercedes Murphy, MM; Mary Beth Mason, MM; Lois Reese MM; Lois Jordan, MM2; Rae Cooper, MM3; Barbara Studwell, M6C; Diane Klein, M15; Joe Lipin, M16; Marian Atkin, M17B; Aileen Shadoan, M17B; Frances Deakins, M17B; Beverly Stevens, M17B; Neil Ross, M23; Fred Shapiro, M24; Debbie Sokobin

1. Call to Order – Rita Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended to include Lawn Activities under Streetsense Presentation. Pool Temperature Literature was omitted on Agenda and requested to be included for next month.
3. Approval of Minutes – The Minutes of July 22, 2014, were approved as amended. Page 2 7-C change wording to state John Carr, Dee Martynuska and Contractors will meet to discuss control and management of pool.
4. Streetsense Presentation – Streetsense presented and discussed the projected designs for the Ballroom, Fitness Center and Lawn Activities.

Ruth Friedman placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts the Crystal Ballroom concept as presented by Streetsense for further development.

The motion was approved.

Richard Sherman placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts a single entrance (double door) off the corridor, two person Men's only restroom with direct access from the Fitness Center and an open Studio space divisible with a moveable partition when needed.

The motion was approved.

John Carr placed a motion on the floor.

RESOLVED, the Education and Recreation Advisory Committee accepts lawn activities to be relocated behind the new Administration Building and include a lawn bowling playing surface, bocce court, two shuffleboard courts and a equipment storage shed.

The motion was approved.

5. Neil Ross— Mr. Ross presented a payment change proposal for JRLW.

Shirley Henderson placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts the existing payment policy that is in JRLW contract with no changes.

The motion was approved.

6. Chair Remarks- Ms. Penn stated next meeting November 4, 2014.

7. Unfinished Business

A. Lawn Activities- Streetsense presented Lawn Activities concept.

B. Richard Sherman- Mr. Sherman suggested a subcommittee for a 9-hole miniature golf course. John Carr agreed to volunteer.

8. New Business Dee Martynuska suggested that due to the fact that July 4 falls on Saturday, events for July 4, 2015 will be held on the holiday designated by Federal Government.

Dee Martynuska made a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts that when July 4th falls on a weekend Leisure World will hold festivities on the date designated by the Federal Government.

The motion was approved.

9. Subcommittee Reports

A. Events- no items at this time.

B. Fitness- no items at this time.

C. Pool- Mr. Carr stated he will set up a Pool Committee with Dee Martynuska to go over surveys received. Mr. Carr will request new pool equipment for next year. Mr. Carr addressed the indoor pool temperature status.

D. Projects- no items at this time.

E. Travel- no items at this time.

10. Open Forum- Richard Sherman discussed CPR classes for those who are interested.

11. Adjournment - The meeting adjourned at 11:45 a.m.

12. Next Meeting - Next meeting will be October 7th -9:30a.m. - Clubhouse 1.

Approved

Rita Penn, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, December 2, 2014
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Rita Penn, Chair, M20A; Yolanda Hunt, Vice Chair, M21; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; John Carr, M12; Barbara Barnes, M12; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Joan Thomas, M17A; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20; Sandy Marks, M20B; Leah Weisman, M23; Allen Ett, M25; Ruth Friedman, M26; Cecil Uyehara, M26

MEMBERS ABSENT: Diane Ivan, M10; Judith Casey, M13; Alice Rosen, M17B; Gladys Blank, M20B; Shirley Henderson, M24; Aileen Feldman, M27

LWMC: Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

VISITORS: Bob Ardike, M5; David Frager, M27; Elena Peterson, M12; Jackie Rabinow, M14

1. Call to Order – Ms. Penn called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended: the “Manna” drive proposal has been postponed until March, 2015.
3. Approval of Minutes – The Minutes of November 4, 2014 were approved as written.
4. Chair Remarks – Ms. Penn announced that this would be her last meeting serving as Chair and as a member of the Committee
5. Directors Report – Ms. Martynuska announced that the pool contract with Community Pools has been approved by LWCC Board of Directors and signed.
6. Unfinished Business – Ms. Gerke announced updates of projects that had received BOD approval at its November meeting. Included are the following: Crystal Ballroom—the chandelier will remain intact, additional funding was approved for further detailed design of the ceiling, walls, furnishings; Administration Building—a proposed invasive facilities condition assessment study was not approved, the next phase of study is to be focused on the square footage requirements of the building; Access Road—as proposed on Site Plan 3A was not approved, management and Streetsense were directed to research alternatives that would not disrupt the present location of the lawn activities. Future Streetsense presentations will include: final selections of furniture and design of ceiling in the Ballroom including the chandelier, as well as the Cascade Bistro and Terrace Room in the North Wing. Fitness equipment list will be presented to the Fitness Sub Committee for additional comments
7. Video – Ms. Leanza mentioned that a video titled “A Chemical Reaction” will be showing on December 9th in Clubhouse 2 at 11:00 am. It is a documentary on lawn care without pesticides. It is being shared with the

Events Sub Committee to determine its appropriateness for showing to the Leisure World community by the Education and Recreation Department. The Landscape Advisory Committee has been advised of its showing.

8. Miniature Golf- Mr. Sherman formed a small committee to study the possibility of offering miniature golf as a lawn activity to Leisure World residents. Options including size, site, obstacles to be included on the course, liability, storage size and who would manage the course. He would like suggestions emailed to him regarding these decisions.

9. New Business-

- A. Ms. Hunt presented a recommendation to Education & Recreation Advisory Committee offered by the Community Planting Advisory Committee to retain a vintage "1995's" basic décor to the Crystal Ballroom and to correct its outstanding problems, including audio, lighting and ceiling.

Sandy Marks placed a motion to the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts the Crystal Ballroom concept as proposed by Streetsense in September of 2014, approved by Education and Recreation Advisory Committee, for further development.

The motion passed.

10. Subcommittees-

- A. Events- Ms. Leanza is interested in having a performer come. She will check with the Education & Recreation Department for details of approval.
 - B. Fitness- Ms. Allston stated there have been complaints about the carpeting in the fitness room.
 - C. Pool- Mr. Carr stated that the recommendation to sign a contract with Community Pools has been approved. Mr. Carr will meet with Ms. Gerke about solar cover for pool. An aqua bike for the pool has been approved for 2015.
 - D. Projects- No report at this time.
 - E. Travel- Ms. Hunt stated Eyre has had a great year. Eyre Representatives recommends speaking to the Education & Recreation Advisory Committee.

11. Open Forum - Ms. Peterson-M12- monitoring the spellings of items as presented on the Leisure World channel; Mr. Ardike-M5—achieving community support; Ms. Rabinow-M14—residents failure to read Leisure World News as well as their own mutual newsletters.

12. Adjournment - Meeting adjourned at 10:54 am.

13. Next Meeting - Next meeting will be January 6th -9:30a.m. - Clubhouse 1.

Approved

Rita Penn, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, May 5, 2015
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; John Carr, M12; Faye A. Freedman, M13; Judith Casey, M13; Beth Leanza, M14; Richard Sherman, M15; Joan Allston, M16; Joan Thomas, M17A; Janet Lazar, M19B; Joan Soffer, M20A; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26; Jim Cowie, M27

MEMBERS ABSENT: Diane Ivan, M10; Alice Rosen, M17B; Carol Sloane, M18; Ida Lou Polcari, M25; Cecil Uyehara, M26;

LWMC: Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

VISITORS: Henry Jordan, M24; Sheryl Katzman, MM;

1. Call to Order - Ms. Hunt called the meeting to order at 9:30 a.m. Meet the Staff- Clubhouse 1- Ray Desir introduced herself as a Clubhouse 1 staff member and gave an overview of what her duties include.
2. Approval of Agenda The agenda was approved as presented.
3. Approval of Minutes -The Minutes of April 7, 2015 were approved as written.
4. FEP Update- Nicole Gerke- Handouts

A. The following documents were introduced:

- (1) Fitness Center Floor plans were reviewed and presented.
- (2) Reported feedback received regarding proposed chairs for the Crystal Ballroom. The majority of the responses preferred no arms on the proposed chairs. It was further discussed and decided between Committee Members.

Sandra Marks placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee recommends that the chairs to be used in the renovated Ballroom have no arms.

Motion passed.

- (3) Reported feedback received regarding proposed chairs for the Maryland Room. It was decided among the Committee that the originally proposed chair will not be considered. The desired features that the Committee decided were for the chair to have no arms, square and with a thicker cushion. Ms. Gerke will correspond with Streetsense to have these recommended features.

Ms. Gerke presented the Facilities Maintenance Plan Trust Properties 2016-2020. Line items were discussed and questions from the Committee were answered.

Janet Lazar placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee accepts the Facilities Maintenance Plan Trust Properties 2016-2020 as presented.

The motion passed. 1 abstention.

5. Director's Report- Ms. Martynuska announced the opening of the outdoor pool on Memorial Day weekend; umbrellas for this pool have been received. The Assistant Maintenance Supervisor has resigned, his replacement is Selwyn Alleyne. Other announcements included: the line item on budget for gross income has increased; a new software system is in effect called Venue Booking which will allow the user to see allotted times and to schedule classes and events accordingly.

6. Unfinished Business-

- A. Fitness Center Contract- Ms. Allston reported that the Fitness Center Contract was approved by the Board of Directors.
- B. "Policies and Procedures"- Final Draft Handout- The final draft handout was distributed to the Committee for review and will be discussed in full at the June meeting.

7. New Business -

Use of Auditorium- Ms. Marks commented about a problem with the setup of the Auditorium prior to a scheduled performance. She recommended a system for sets and props to be removed prior to the next scheduled performance.

Fitness Center- Ms. Allston stated the average number of people using the fitness center during the new trial hours thus far is increasing. She will report monthly during the 3 month trial.

8. Subcommittees-

- A. Events- Ms. Marks announced that author Anthony Pitch will speak June 18th.
- B. Pool- Mr. Carr stated that he has received an estimate for a solar system water pump to raise the water temperature of the outdoor pool by 5-10 degrees. If funding can be obtained, the pump could be installed in time for the Memorial Day opening. The cost of the pump is \$3,600.00.

John Carr placed a motion on the Floor.

RESOLVED, the Education and Recreation Advisory Committee recommends the allocation of \$3,600 to purchase a solar system water pump for the outdoor pool.

The motion passed.

- C. Travel- Ms. Friedman reported the Travel meeting is on April 22nd. Emergency contact sheet has been updated for travelers. Fyre Representatives will speak at June meeting.

9. Open Forum – No open forum
10. Adjournment - Meeting adjourned at 11:00 am.
11. Next Meeting – Next meeting-- Tuesday, June 2nd -9:30a.m. - Clubhouse 1.

Approved

Yolanda Hunt _____

Yolanda Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, July 21, 2015

9:30 a.m.

Clubhouse I

MEMBERS PRESENT:

Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; J Diane Ivan, M10; John Carr, M12; Beth Leanza, M14; Joan Allston, M16; Alice Rosch, M17B; Janet Lazar, M19B; Joan Soffer, M20A; Leah Weisman, M23; Ida Lou Polcari, M25; Ruth Friedman, M26; Cecil Uyehara, M26; Jim Cowie, M27

MEMBERS ABSENT:

Faye A. Freedman, M13; Judith Casoy, M13; Richard Sherman, M15; Joan Thomas, M17A; Carol Sloane, M18; Shirley Henderson, M24;

LWMC:

Tim Coursen, Assistant General Manager; Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members:

Paul Fitzgerald, MM; Tim Ohan, PPD

1. Call to Order – Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Budget Review– Mr. Coursen presented a detailed explanation of the 2016 Operating Budget for Clubhouses I & II. Questions were answered accurately from the Committee during this time.

Ms. Marks made a motion:

RESOLVED, the Education and Recreation Advisory Committee recommends to approve the 2016 Operating Budget for Clubhouses I&II.

The motion passed.

4. Approval of Minutes –The Minutes of June 2, 2015 were approved as written.
5. FFP Update– Nicole Gerke reported that:
 - A. Crystal Ballroom– Renovation is well underway. Work is being done now on the ceiling area: moving sprinklers; moving lights; installing the new AV system. Next, panels will be installed on the walls. Lastly, the wood floor will be installed. The room is expected to be complete by the 2nd week of September.
 - B. Fitness Center– A proposal has been submitted to the Montgomery County Park and Planning Commission for review; a building permit will be submitted mid-August.
 - C. Cascade, Maryland and Terrace Rooms – Renovation for the Terrace Room will begin in January and completed by March 2016. Cascade Bistro and Maryland Room renovation will begin in April 2016.
 - D. Administration Building– A floor plan will be presented to Community Planning Advisory Committee. Once approved, it will be submitted to LWCC Board of Directors for approval.

- E. Tennis Courts- Courts 1 & 2 have been replaced; a new fence has been installed; benches will be moved; signs put up. Courts 3 & 4 will be repainted in October or November. Pickle Ball now uses Court 2.
6. Directors Report- Ms. Martynuska reported that the 4th of July was successful and thanked all who attended. Aqua bikes were purchased from France. A blood drive was proposed and volunteers are needed. If enough people volunteer The Red Cross will offer a 25% discount on CPR and First Aid classes.
7. Unfinished Business --
- A. E&R Working Draft- Policies and Procedures - Final Draft Approval
- Ms. Hunt stated that in light of the changes that the Leisure World Community, including the E&R Department, will be experiencing in the next year, it is appropriate to plan an overhaul of the current policies and procedures document.
- Ms. Marks made a motion:
- RESOLVED, the Education and Recreation Advisory Committee recommends that the LWCC Board of Directors endorse Education and Recreation Policies and Procedures as an interim document which outlines current E&R policies and procedures.**
- The motion passed.
8. New Business -
9. Subcommittees-
- A. Events- No report at this time.
- B. Pool- Mr. Carr stated that aqua bikes were purchased from France. Proposal has been received for pool pole wraps for hand rails and ladders. Kids' day on the 1st Sunday in July was a success. Solar panels will be installed on the Lanai roof for warmer pool temperature.
- C. Fitness- Ms. Allston stated the 4:00am Fitness Center opening time motion is up for approval by LWCC Board of Directors on July 28, 2015.
- D. Travel- No report at this time.
10. Open Forum - there were no comments from non-members
11. Adjournment - Meeting adjourned at 10:30 am.
12. Next Meeting - Next meeting - September 1, 2015.

Approved

Yolanda Hunt

Yolanda Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, September 1, 2015
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; J Diane Ivan, M10; John Carr, M12; Faye A. Freedman, M13; Richard Sherman, M15; Joan Allston, M16; Joan Thomas, M17A; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Joan Soffer, M20A; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26

MEMBERS ABSENT: Judith Casey, M13; Beth Leanza, M14; Cecil Uychara, M26; Jim Cowie, M27

LWMC: Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members:

1. Call to Order – Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended. 4.- Fitness Center Audio- Joe Halpin
3. Approval of Minutes –The Minutes of July 21, 2015 were approved as written.
4. Fitness Center Audio- Mr. Halpin presented his position on volume control in the Fitness Center. There were two options that he requested: music to stay on continuously and to not exceed volume 2 or leave music off entirely unless a resident has requested for music to be played. The committee discussed both options and a conclusion was made.

Ms. Marks made a motion on the Floor.

RESOLVED: the Education and Recreation Advisory Committee recommends music continue to be provided in the Fitness Center during its hours of operation and that the volume level of the music shall be maintained at 2.

The motion passed.

FEP Update- Nicole Gerke reported that:

- A. Administration Building- Programming Site Plan Handout- A site plan preliminary layout was distributed that details the proposed location of the new Administration Building and parking space areas.

John Carr made a motion on the Floor.

RESOLVED: the Education and Recreation Advisory Committee recommends the New Administration Building- Programming Site Plan and send recommendation to the Community Planning Advisory Committee.

The motion passed.

- B. Crystal Ballroom- Renovation is well underway. The ceiling has been completed and chandelier has been re-installed. The lighting décor and acoustics have also been installed. Panels will be installed on the walls. Lastly, the wood floor will be installed. The room is expected to be complete by September 19, 2015.
- C. Fitness Center- The notification process is completed for site plan revision. Storm Water Management has required further testing on the infiltration test on the soils and comments were made. The Building Application can be submitted once there is a final approval from Storm Water Management.
- 5. Directors Report- Ms. Martynuska reported the Blood Drive received little interest so will not be going forward. The Bell is not currently working, to be determined if it is repairable. Indoor pool was inspected and was noted that white-coating is needed. The pool will be closed for a week for this service to be completed. Flea Market is on Saturday October 3rd at 9:30 am.
- 6. Unfinished Business – No report at this time.
- 7. New Business – No report at this time.
- 8. Subcommittees-
 - A. Pool- Mr. Carr stated that the outdoor pool will be closing on September 19th for the season. Pool wraps have been received. Will discuss the solar panels for next year. Regulations have been posted. A pool meeting will be scheduled after the outdoor pool is closed for the season.
 - B. Fitness- Ms. Allston stated next meeting will be on Friday September 11th 2015.
 - C. Travel- Ms. Friedman stated meeting has been postponed to Wednesday September 9th 2015.
- 9. Open Forum – there were no comments from non-members
- 10. Adjournment - Meeting adjourned at 10:45 am.
- 11. Next Meeting – Next meeting—October 6, 2015.

Approved

Yoiana Hunt

Yoiana Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, November 3, 2015
9:30 a.m.
Clubhouse 1

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; J Diane Ivan, M10; John Carr, M12; Faye A. Freedman, M13; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26 Judith Casey, M13; Beth Leanza, M14

MEMBERS ABSENT: Richard Sherman, M15; Joan Thomas, M17A; Joan Soffer, M20A; Cecil Uyehara, M26; Jim Cowie, M27

LWMC: Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members: Laurie Burnick; Hal Freeman; John Gervais; Jack Hartnison; Frank Rossonondo; Brian Thomas

1. Call to Order – Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as written.
3. Approval of Minutes – The Minutes of September 1, 2015 were approved as amended. 8.-Travel- Meeting postponed to Wednesday, December 9, 2015.
4. FFP Update- Nicole Gerke reported that
 - A. Administration Building- Programming Site Plan Handout- A site plan preliminary layout was distributed that details the elimination of 3 Shuffleboard Courts.

Sandy Marks placed a motion on the floor:

RESOLVED: the Education and Recreation Advisory Committee recommends three Shuffleboard Courts be eliminated, one Shuffleboard Court and Bocce Court to remain; Shuffleboard and Bocce Courts to be re-worked.

The motion passed.

 - B. Fitness Center- A date has been set to go before the Park and Planning Commission.
 - C. Crystal Ballroom- A projection screen, which was rendered inoperable, is being replaced in December, 2015.
5. Director's Report- Ms. Martynuska stated during the white-coating process, all three indoor pools will be closed. Notifications will be posted. The caroling bell is now working; however, the music part is not operable.
6. Unfinished Business – none

7. New Business —

- A. Ping Pong Club- Members of the Ping Pong Club presented their request for a new ping pong table to be placed in the Activities Room in Club House II.

John Carr placed a motion on the Floor.

RESOLVED: The Education and Recreation Advisory Committee recommends a new Ping Pong table be ordered and placed in the Activities Room.

The motion passed.

8. Subcommittees-

- A. Pool- Mr. Carr stated that there are some concerns regarding life guard attendance. A problem with swimmers not following the rules posted is also a concern. There is a new volleyball net for swimmers' use. A request for blinds for the windows in the pool area will be made.

- B. Fitness- Ms. Allston stated a meeting will be held on November 17th at 10:00 am in the Harbor Room.

- C. Travel- Ms. Friedman stated a meeting will be held on December 9th in the Annapolis Room.

- D. Events- No report at this time. An events calendar was distributed to Committee.

9. Open Forum - Miniature Golf and Wifi access in the Clubhouses were addressed.

10. Adjournment - Meeting adjourned at 10:45 am.

11. Next Meeting - Next meeting—December 1, 2015.

Approved

Yolanda Hunt

Yolanda Hunt, Chair

Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting Tuesday, January 5, 2016 9:30 a.m. Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; J Diane Ivan, M10; John Carr, M12; Faye A. Freedman, M13; Beth Leanza, M14; Arthur Hooker, M14; Judi Richards, M15; Richard Sherman, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Janet Lazar, M19B; Carmiller Dorsey, M22; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26; Linda Frager, M27

MEMBERS ABSENT: Bill Bullough, M11; Joan Soffer, M20A

LWMC: Nicole Gerke, Project Manager; Dec Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members: N/A

1. Call to Order – Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as written.
3. Approval of Minutes – The Minutes of November 3, 2015 were approved as written.
4. Administrative Items
 - A. Welcome New Members- Ms. Hunt introduced the new members of the Committee.
 - B. Remember to Sign-In- Ms. Hunt instructed for all members to sign-in.
 - C. Sub-Committee Sign-Up- Ms. Hunt requested for all members to review the sub-committee sign-up sheet that was distributed to make sure of accuracy.
 - D. Comments from the Chair- Ms. Hunt said that she had heard many positive comments regarding the Crystal Ballroom renovation.
5. FEP Updates-
 - A. Ms. Gerke reported that work to renovate the Terrace Room has begun, that its closure will be through April or May of 2016. The Stein Room is now closed due to kitchen renovations and will re-open by the end of January, 2016. ~~Streetsense is working on chair options for the Maryland Room and will present these to the E&R Committee for final approval at its February, 2016 meeting.~~ The approval for the Fitness Center Site Plan was granted through Park and Planning. Two comments were noted: more bicycle racks and bicycle storage locker that are required.
 - B. Ms. Gerke discussed current fitness room plans. A suggestion was made to place the pool tables and card tables into the current fitness room once the renovated fitness room is complete. The current game room will be made into a second meeting room. A layout was presented for the committee to view.

Sandy Marks placed a motion on the floor:

RESOVLED: the Education and Recreation Advisory Committee approve the plan to make the existing fitness center into a game room. The existing game room will become a meeting room. The motion passed.

6. Director's Report – Ms. Martynska updated the Committee on the new ping pong table, requested by the Ping Pong Club, to be used in the Activities Room. The white-washing of two of the indoor pools is now complete.
7. Unfinished Business- N/A
8. New Business – Proposal- Ms. Marks presented a proposal: To amend the hours of operation of the Leisure World Fitness Center to include the opening of the Center on Thanksgiving Day, Christmas Day and New Year's Day. Discussion ensued.

Richard Sherman placed a motion on the Floor.

RESOLVED: the Education and Recreation Advisory Committee recommends that the Fitness Sub-Committee discuss the proposal, followed by its recommendation to be reported at the next E&R Committee meeting.

The motion passed.

9. Subcommittees-

- A. Travel- Ms. Friedman stated the meeting was held on December 9th. It was decided that the Travel Committee meet twice in the 2016 year: April and November. Eyre Bus, Tour and Travel representative, Deborah Jayne, reported on a quarterly survey that included participation of L.W. residents traveling with the company, club sponsored day trips, trip cancellations and multi-day trips: the result being favorable in terms of resident use of the company and business for the company. Eyre Representatives will attend the E&R meeting in February.
- B. Pool- Mr. Carr reported that there had been good feedback regarding the white-washing of the pools. A newly hired lifeguard has started. An estimate will be done for the installation of solar panels to raise the temperature of the outdoor pool.
- C. Fitness- Ms. Allston reported on the meeting held on November 17, 2015. As a result,

Joan Allston placed a motion on the Floor.

RESOLVED: the Education and Recreation Advisory Committee recommends access cards or fobs will be necessary to access the new fitness center. There should be a one-time charge of \$10.00 for the card or fob. The card or fob will have to be reset yearly at no charge, once a new yearly Liability Waiver is signed. There should be a \$25.00 charge for replacement of a lost card or fob.

The motion passed.

- D. Events- Ms. Hunt, as point of contact for this sub-committee, a meeting to be held on 02/17/16.

10. Open Forum – None
11. Adjournment - Meeting adjourned at 11:00 am.
12. Next Meeting – Next meeting: February 2, 2016.

Approved

Yolanda Hunt

Yolanda Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, March 1, 2016

9:30 a.m.

Clubhouse 1

MEMBERS PRESENT:

Yolanda Hunt, Chair, M21; M2B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; John Carr, M12; Beth Leanza, M14; Arthur Hooker, M14; Judi Richards, M15; Joan Allston, M16; Alice Rosen, M17B; Janet Lazar, M19B; Camiller Dorsey, M22; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26; Linda Frager, M27

d

MEMBERS ABSENT:

Sandra Marks, Vice Chair, M20B; Diane Ivan, M10; Bill Bullough, M11; Faye A. Freedman, M13; Richard Sherman, M15; Carol Sloane, M18; Joan Soffer, M20A

LWMC:

Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members:

N/A

1. Call to Order – Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended: New Business A. Eyro Bus, Tour and Travel presentation to be given after approval of minutes.
3. Approval of Minutes – The Minutes of January 5, 2015 were approved as amended. 5. B. Correct spelling- resolved.
4. New Business- Eyro Bus, Tour and Travel- Representatives Reporting- Ms. Friedman introduced Eyro travel Agents Jill Wood and Deborah Jayne. The representatives described the many types of travel options available to Leisure World residents, the types of assistance that can be offered by Eyro to accommodate the needs of the potential traveler.
5. Administrative Items
 - A. Sign-in reminder- Ms. Hunt reminded the Committee members of the importance of signing in.
 - B. E&R Employee Recognition- Ms. Hunt praised the work, attitude and willingness to be available to assist of two members of the E&R Staff who are responsible for the physical up-keep of the clubhouses: Jose Henriquez and Jonathan Lainez.
6. FBP Updates and Report – Ms. Gerke updated progress being made on the FBP. The Fitness Center proposal is in the bidding process. The site plan has been approved. Drawings for the Maryland Room are being completed. The Terrace Room is currently under construction; adjoining restrooms are also under renovation. Ms. Gerke presented a proposed plan which describes a process for moving FBP projects from "initiation to action" in future projects. The process is intended to expedite, simplify new project proposals and bring them to completion more quickly. It involves collaboration among the advisory committees that have a stake in the project. The process is strictly intended for community-wide projects.

Leah Weisman moved.

RESOLVED: The Education and Recreation Advisory Committee endorses the "Process for Considering and Integrating a Project into the Facilities Enhancement Plan."

The motion passed

7. Director's Report- Ms. Martynuska announced that a review of possible items for the 2017 Budget was necessary. One such item includes automated doors for two of the restrooms in Clubhouse 1. Another includes a more-than two (2) year old piece of equipment for the current Fitness Center. A third possibility is to install a sound system for the "new" meeting room in Clubhouse II. The Committee reviewed the current schedule of fees. The group known as "Fun and Fancy" presents a show once a year, charging a fee of \$3.00 per ticket; it requests an increase in the ticket fee to \$5.00

John Carr moved:

RESOLVED: The Education and Recreation Advisory Committee recommends an increase in the Community Show ticket fee from \$3.00 to \$5.00.

The motion passed.

The Committee discussed another fee: the annual pass for the indoor pool: currently \$145.00. An increase of \$5.00 was suggested.

John Carr moved:

RESOLVED: The Education and Recreation Advisory Committee recommends an increase of \$5.00 from \$145.00 to \$150.00 for the annual indoor pool pass.

The motion passed.

8. Unfinished Business- N/A

9. Subcommittee Reports:

A. Travel- Next meeting scheduled for April.

B. Pool- Mr. Carr reported there no changes for the swimming rules and regulations after review. The solar panel for outdoor pool is not cost effective so the Sub- Committee is looking into a heater for the pool. He is waiting on estimates.

C. Fitness- Ms. Allston stated the meeting was held on February 2nd. The fitness hours will remain the same. Holiday hours will be discussed further. Sign-out is not necessary when leaving the fitness center. A new policy was discussed to post notices and signs for athletic shoes only while using equipment.

D. Events- Ms. Hunt stated that they went over the responsibilities as members of Sub-Committee. The latest edition of events schedule is now up for all to see. A proposal was made to create a survey to be distributed through the Leisure World News asking residents to state what kinds of "events" they would like to be presented. This proposal will be further reviewed at the next Advisory Committee meeting.

10. Open Forum - None

11. Adjournment - Meeting adjourned at 11:06 am.

12. Next Meeting - Next meeting - April 5, 2016 at 9:30 a.m., in Clubhouse I.

Approved

Yolanda Hunt

Yolanda Hunt, Chair

Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, May 3, 2016

9:30 a.m.

Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair, M2B; Marion Stempel, M6C; John Carr, M12; Beth Leanza, M14; Arthur Hooker, M14; Judi Richards, M15; Joan Allston, M16; Alice Rosen, M17B; Janet Lazar, M19B; Shirley Henderson, M24; Ruth Friedman, M26; Linda Prager, M27

MEMBERS ABSENT: Diane Ivan, M10; Dorothy Van Sooyoc, M10; Bill Bullough, M11; Faye A. Freedman, M13; Richard Sherman, M15; Carol Sloane, M18; Carmiller Dorsey, M22; Leah Weisman, M23;

LWMC: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members: Paul Fitzgerald, MM; Maxine Hooker, M14

1. Call to Order -- Ms. Hunt called the meeting to order at 9:30 a.m.
2. Approval of Agenda -- The agenda was approved as amended: Amended: Administrative Items- A. Management Report B. Sign-In Reminder C. North Wing Grand Opening
3. Approval of Minutes -- The Minutes of April 5, 2016 were approved as written.
4. Administrative Items

- A. Management Report - Mr. Flannery reported on the schedule fees and budget for 2017. He focused on capital purchases, operations- minimum wage and contracts, and expenses such as employee health coverages. He recommended that Fitness Center fees be waived for its first year of operation. A user database was discussed for use in the new Fitness Center to better track guests. The Terrace Room is in process of being inspected for a projected opening Friday, May 6, 2016.
- B. Sign-in reminder - Ms. Hunt reminded the Committee members of the importance of signing in.

5. Director's Report

- A. Ms. Martynuska went over the 2017 Education and Recreation Budget Items for Clubhouse I and II. The budget will be modified to add a metal cutting hand saw for \$3,000.00 and a solar blanket for indoor pool for \$3,500.00.

Sandy Marks moved:

RESOLVED: The Education and Recreation Advisory Committee approved the 2017 Budget Items, as presented.

The motion passed

- B. The indoor pool has been inspected. The outdoor pool is scheduled for inspection.
- C. Planning for the 4th of July celebration is under way.

6. FFP Updates- Nicole Gerke

Ms. Gerke updated the Committee on progress being made in the projects covered under the Facilities Enhancement Plan: the re-opening of the Terrace Room; inspections of the site for the Fitness Center; updates in the Facilities Maintenance Plan.

7. New Business

- A. Policies and Procedures - Ms. Hunt reported that the LWCC Board of Directors had approved additional revisions to the Education and Recreation Policies and Procedures at its May meeting.

8. Subcommittee Reports:

- A. Trips- The meeting was held on April 20th. The sub-committee discussed feedback received regarding trips recently completed; it was also reported that Eyre Bus, Tour and Travel will be purchasing additional new buses.
- B. Pool- Mr. Carr reported that there had been a few issues with the indoor pool guards; all have been successfully addressed. In addition, Mr. Carr recommended to the Committee that more mats be added in the locker rooms due to safety concerns.
- C. Fitness- The issue of adding hours of operation of the Fitness Center to include days it is now closed was discussed; opening Thanksgiving Day and New Year's Day.

Sandy Marks moved:

RESOLVED: The Education and Recreation Advisory Committee recommends the opening of the Fitness Center on Thanksgiving Day and New Year's Day between the hours of 8:00 a.m. and 2:00p.m., effective dates to be in 2017.

The motion passed.

- D. Events- Next meeting to be held May 18, 2016.
- 9. Open Forum --None
 - 10. Adjournment - Meeting adjourned at 11:00 am.
 - 11. Next Meeting - Next meeting ---June 7, 2016 at 9:30 a.m., in Clubhouse 1.

Approved

Yolanda Hunt

Yolanda Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION

EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, July 12, 2016

9:00 a.m.

Clubhouse II

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; Sandra Marks, Vice Chair, M20B; Marion Stempel, M6C; Dorothy Van Scoyoc, M10; Bill Bullough, M11; John Carr, M12; Beth Leanza, M14; Arthur Hooker, M14; Judi Richards, M15; Richard Sherman, M15; Alice Rosen, M17B; Carol Skane, M18; Janet Lazar, M19B; Carmiller Dorsey, M22; Leah Weisman, M23; Shirley Henderson, M24; Ruth Friedman, M26; Linda Frager, M27

MEMBERS ABSENT: Diane Ivan, M10; Joan Allston, M16;

LWMC: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Dee Martynuska, Director of E&R; Alicia Drummond, Mutual Assistant

Non-Members: Dorothy Muse, 17B

1. Call to Order – Ms. Hunt called the meeting to order at 9:00 a.m.
2. E&R 2017 Budget – Mr. Flannery presented the 2017 Budget for Clubhouses I&II.

Shirley Henderson moved:

RESOLVED: The Education and Recreation Advisory Committee accepts the 2017 Budget for Clubhouses I&II, as presented.

The motion passed.

3. Approval of Agenda – The agenda was approved as written.
4. Approval of Minutes – The Minutes of June 7, 2016 were approved as amended.
5. Administrative Items
 - A. Sign-in reminder – Ms. Hunt reminded the Committee members of the importance of signing in.
 - B. Mid-Year Report – The mid-year report, to be presented to the LWCC Board of Directors, prepared by Ms. Hunt, was given as an attachment for Committee to review.
 - C. Update-BOD-June Meeting – The Education and Recreation June resolution for a new projecting system for the Auditorium was approved by the LWCC Board of Directors.

6. FFP Updates- Maryland Room-- The sample chair fabric, as requested by the Committee, was accepted. Sample flooring will be available to view in the E&R office. Fitness Center-- Ms. Gerke updated Committee on an opening date for the Fitness Center of February 2017. CPAC Site Plan F, showing covered walkways from the entrances of Cascade Room, Terrace Room and Administration Building were reviewed. Locations of a bus drop-off area for the Administration Building was also reviewed.

Beth Leanza Moved:

RESOLVED: The Education and Recreation Advisory Committee accepts Revised Alt F Site Plan dated June 11, 2016 as presented.

The motion passed.

7. Director's Report- Ms. Martynuska stated that the 4th of July Parade was a success. No movies will be shown at the end of July due to the current projector not being operable. The new projecting system should arrive mid-August. The outdoor pool will be closed on September 11, 2016 for the 50th Anniversary celebration.
8. Unfinished Business-
 - A. Policies and Procedures- currently under review.
9. New Business- none
10. Subcommittee Reports:
 - A. Travel- No report at this time.
 - B. Pool- Mr. Carr addressed the sign-in issue at the pools. He suggested having more lounge chairs available for the outdoor pool.
 - C. Fitness- No report at this time. Mr. Sherman stated the importance of signing in. Visual counts show about 20% of the users do not sign in. Proposals included a second list at the back door of the Center and an article in the L.W. News encouraging people to sign in.
 - D. Events- No report at this time.
11. Open Forum - L.W. 50th Anniversary plans were reviewed.
12. Adjournment - Meeting adjourned at 11:05 a.m.
13. Next Meeting September 6, 2016

Approved

Yolanda Hunt

Yolanda Hunt, Chair
Education and Recreation Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, February 6, 2018
9:30 a.m.
Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; John Carr, Vice Chair, M12; Renee Ward-Anderson, MM; Diane Ivan, M10; Dorothy Van Scoyoc, M10; Beth Leanza, M14; Laurie Burdick, M14; Patricia Villareale, M15; Steve Bennof, M15; Joan Allston, M16; Alice Rosen, M17B; Carol Sloane, M18; Sandy Marks, M20B; Sandra Robinson, M24; Linda Prager, M27

MEMBERS ABSENT: Marion Stempel, M6C; David Gurowsky, M9; Janet Lazar, M19B; Joan Okin, M20A; Susan Crawford, M23; Carol Freibert, M26

NON-MEMBERS: Sheryl Katzman, MM; C. Rowse, MM; John Gervais, M19B

LWMC: Kevin Flannery, General Manager; Crystal Castillo, Executive Coordinator Support Services; Nicole Gerke, Project Manager; Maureen Freeman, Director of Education, Recreation, and Communications; Cathy Richards, Director of E&R; Monica Tejada, Administrative Assistant

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended: Add item 6b. Pittsburghers Club application for E&R approval.
3. Approval of January 2018 Minutes – The minutes were approved as presented.
4. Chair's Remarks – Mrs. Hunt reported the following:
 - Fitness and Pool Sub Committees will meet in CHII from now on.
5. Welcome Guest Speakers –
 - a. Eyre Tour & Travel representatives—reviewed trip and travel options available to L.W. residents
 - b. Sergeant Pellecchia – MCPD-- is interested in greater involvement with the L.W. community through active participation in clubs, organizations when possible.

6. New Business –

- a. Approve “The Girls Fun Bunch” Club Application –

Ms. Burdick made a motion: Approve the “Girls’ Fun Bunch application.

Motion Passed.

- c. Pittsburger’s Club –

Mr. Carr made a motion: Approve Pittsburger’s Club application.

Motion passed.

7. Director’s Report – Ms. Freeman reported the following:

- Pool hours will go back to the previous original hours. Monday – Thursday the pool will close at 8:00 p.m.
- Ms. Richards, Assistant Director of F&R introduced herself, shared some personal background.

8. Unfinished Business – Mr. Flannery reported the following:

- Repurposing the old Fitness Center: Current planning calls for use by the Ping Pong Club, though not exclusively. New flooring, painting and lighting are under consideration. The multi-purpose room being vacated by such a move will need some retouching of wall patching, paint.
- a. FEP Update – Ms. Gerke gave a presentation on the Site Plan; proposed revisions as of January 2018.
- b. Motivational Fitness contract—will be discussed in full at the April meeting.

9. Subcommittee Reports –

- a. Fitness – Installation of three televisions into the new Fitness Center, two treadmills and two ellipticals was reported
- b. Events – 2018 events schedule was reviewed.
- c. Pool - hours previously reported.
- d. Travel – no report

10. Open Forum – Sheryl Katzman, MM commented on future events.

11. Next Meeting – Tuesday, March 6, 2018 at 9:30 a.m. in the Montgomery Room.

12. Adjournment – The meeting was adjourned at 11:06 a.m.

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, March 6, 2018

9:30 a.m.

Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; John Carr, Vice Chair, M12; Renee Ward-Anderson, MM; Marion Stempel, M6C; Diane Ivan, M10; Beth Leanza, M14; Laurie Burdick, M14; Patricia Villareale, M15; Steve Bennof, M15; Joan Allston, M16; Janet Lazar, M19B; Sandra Robinson, M24; Susan Crawford, M23; Carol Freibert, M26; Linda Frager, M27; Palma Seeger, M27.

MEMBERS ABSENT: David Gurowsky, M9; Dorothy Van Scoyoc, M10; Alice Rosen, M17B; Carol Sloane, M18; Joan Okin, M20A; Sandra Marks, M20B

NONMEMBERS: John Gervais, M19B

LWMC: Kevin Flannery, General Manager; Ms. Maureen Freeman, Director Education, Recreation and Communications; Cathy Richards, Assistant Director of Education and Recreation; Monica Tejada, Administrative Assistant

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Chair's Remarks – Ms. Hunt introduced a new member, Palma Seeger.
3. Approval of Agenda – The agenda was approved as presented.
4. Approval of February 6, 2018 Minutes – The minutes were approved as presented.
5. New Business – Repurposing Old Fitness Center
 - a) Discussion continues regarding the repurposing of the Old Fitness Center, consideration being given to its use as a multi-purpose room. Funds to refurbish the area, including new flooring, painting of walls, lighting are needed. Request for these funds have been introduced to the Budget and Finance Advisory Committee; this committee has requested bids be submitted at its April meeting. Results of this Committee's decision will be announced at E&R's May meeting.

- b) Motivational Fitness –the Committee discussed the contract as presented by Motivational Fitness; a motion followed:

Upon motion duly made and seconded at its March 6, 2018 meeting, the Education and Recreation Advisory Committee recommends:

To approve Motivational Fitness, LLC contract for three years, with an optional two-year extension.

Effective 05/01/2018, the annual payment will increase to \$68,640. The current contract is approximately \$59,000. The contract allows for an annual increase of 2%. The motion passed.

6. Assistant Director's Report – Ms. Richards reported the following:
She had reviewed classes for variety; examined work flows; looked at scheduling of events; signage; checked in with the life guard staff in the indoor pool.
7. Unfinished Business – Ms. Gerke has completed 25 of the 29 mutual presentations on the proposed site plan for the Administration Building and Clubhouse I. When all presentations are done, Ms. Gerke will give all feedback to the LWCC Board of Directors. There will be a joint meeting of the following Advisory Committees: CPAC, E&R, Restaurant, and S&T to review the site plan parking lot traffic flow.
8. Sub Committee Reports –
- a) Pool – Mr. Carr reported that the hot tub is working; he will call a meeting with Community Pools to discuss plans for the outdoor pool.
 - b) Events – there was a flyer passed out for the "Ovation Mystery Dinner Theatre" presentation at \$42.00 for a 3-course meal and show on April 22, 2018 at 5:30 p.m. in the Crystal Ballroom.
 - c) Fitness – no report
 - d) Travel – no report.
9. Open Forum – none
10. Next Meeting – April 3, 2018 at 9:30 a.m.
11. Adjournment –The meeting adjourned at 10:20 a.m.

LEISURE WORLD COMMUNITY CORPORATION
EDUCATION AND RECREATION ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, May 1, 2018

9:30 a.m.

Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, Chair, M21; John Carr, Vice Chair, M12; Renee Ward-Anderson, MM; Dorothy VanScoyoc, M10; Diane Ivan, M10; Beth Leanza, M14; Patricia Villareale, M15; Joan Ailston, M16; Alice Rosen, M17B; Janet Lazar, M19B; Sandra Marks, M20B; Susan Crawford, M23; Sandra Robinson, M24; Carol Freibert, M26; Linda Frager, M27; Palma Seeger, M27

MEMBERS ABSENT: Marion Stempel, M6C; David Gurowsky, M9; Laurie Burdick, M14; Steve Bennof, M15; Carol Sloane, M18; Joan Okin, M20A

LWMC: Maureen Freeman, Director of Communications, Education, and Recreation; Ray Desir, Assistant Director of Education and Recreation; Nicole Gerke, Project Manager; Monica Tejada, Administrative Assistant

NONMEMBERS: Paul Fitzgerald, MM; Kathy Viney, M14

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Adoption of Agenda – The agenda was adopted as presented.
3. Approval of April 3, 2018 Minutes – The minutes were approved as presented.
4. Updates –
 - a) Site Plan – Ms. Gerke reported the following: The joined meeting (CPAC, S&T) took place on April 19, 2018. It will go back to CPAC and S&T so that they are able to make a formal recommendation to the LWCC Board of Directors on May 22, 2018.
5. Director's Comments – Ms. Desir reported the following:
 - The Ovation Dinner and Flea Market were a success. Events for 2018 are fully booked.
 - Health Fair will take place on May 24, 2018 10:00 a.m. – 2:00 p.m.
6. New Business –
 - a) Relocation of Bocce Court/Shuffle Boards – Under consideration is a plan to move the Bocce courts next to the lawn bowling area and paint one shuffle board court on the lanai.
 - b) 2019 LWCC Operating Budget Request – discussion and comments were requested from members to review the proposed E&R Capital Purchases (2019),

Fees for 2019, Facilities Maintenance Plan and Facilities Enhancement Plan. Final recommendations will be made at the E&R June Advisory Committee meeting.

7. Unfinished Business – There was no unfinished business.
8. Subcommittee Reports –
 - a) Travel – Ms. Van Scoyoc informed the committee that they will meet on May 9, 2018 in the Harbor Room (CHI) at 9:30 a.m. Eyre Travel will also have an event in the Crystal Ballroom (CHI).
9. Open Forum – There was no open forum.
10. Next Meeting – June 5, 2018 at 9:30 a.m. in the Montgomery Room.
11. Adjournment – The meeting was adjourned at 11:25 a.m.

SECTION 6

LEISURE WORLD COMMUNITY CORPORATION RESTAURANT ADVISORY COMMITTEE MEETING

Minutes

March 19, 2012 – 10:00 a.m.
Montgomery Room – Clubhouse I

MEMBERS PRESENT: Yolanda Hunt, M21, Chair; Billie Saunders, M13, Vice Chair; Lexie McMahon, M10; Yvette Rich, M11; Astrid Cali, M12; Virginia Childress, M15; Patricia Connelly, M17A; Frances Deakins, M17B; Patty Eaton, M18; Jerry Wintermyer, M19A; D. Joan Soffer, M20A; Theresa Poscy, M20B; Phyllis Sterman, M23; George Pearlman, M24; Marianne Solfronk, M25; Carol Fricbert, M26; Joni Sommer, M27

MEMBER ABSENT: James Moores, M14

LWMC: Jolene King, Assistant General Manager; Stacy Sigler, Director of Education and Recreation; Joan Griffin, Trust Assistant

PERRIE, LLC: Ed Richardson, Owner

A.R. MEYERS ARCHITECTS: Alan Meyers

VISITORS: Jackie Rabinow, M14; John Colston, M23; Marvin Stirman, M23

1. Call to Order – Mrs. Hunt called the meeting to order at 10:05 am.
2. Chair's Comments – Mrs. Hunt introduced the new Trust Assistant, Joan Griffin. She introduced the guests, Jackie Rabinow, M14, John Colston, M23 and Marvin Stirman, M23. She requested that all members review the Restaurant Committee Roster and report any misprints or corrections. She reviewed the calendar for the remainder of the year, the July meeting will be held July 23, change due to the review of the Budget. The September meeting will be held September 24, due to Rosh Hashanah being on September 17.

Mrs. Hunt will prepare calendars of the meeting for the members who do not have them.

She thanked the members who responded by voting yea or no for the removal of the wainscoting in the Stein Room.

3. Approval of Agenda - The Agenda was approved with one addition.
Addition - New Business - Non Fat Milk

4. Approval of Minutes - The Minutes of January 16, 2012, were approved with the following addition:

The names of Jerry Wintermyer, M19A and Phyllis Stirman, M23, were omitted from the list of Members Present in the January Minutes.

5. Perrie, LLC Management Report - Ed Richardson reported.

- The St. Patrick's Day Celebration was successful, with approximately 1,000 persons attended Saturday.
- Two new Chefs have been hired for the Cascade Bistro.
- Stein Room has moved into the Chesapeake Room during the renovation.
- The spoons for the dressings on the salad bar, are labeled.

6. Unfinished Business

- a. Stein Room Update - Alan Meyers

- Mr. Meyers presented a display of the new carpet, changed to a lighter shade
- Special fabric, ordered for the chairs, will be shipped to the manufacturer of the chairs. This will make the turn around time approximately 45 days. The fabric is one bolt, which will guarantee that there is exact color through out.
- Arc lights over art work have been eliminated the lighting is now coming from a recessed light in the ceiling.
- Antique looking silver frames have been purchased to display the art work.

7. New Business

- a. 2012 Facilities Improvement Plan

Mrs. King reviewed the 2012 Facilities Improvement Plan, which has been forwarded by the Planning Advisory Committee to the Board of Directors of LACC, who are expected to take action on this plan at their March meeting.

- Priorities 2 and 3 relate to the Terrace Room renovation and the Terrace Room work.
- Two items on the list have been approved, the renovation of the Stein Room and the renovation of the Administration Building. Funding from the state will be allocated to these two projects.
- The Terrace Room renovation is expected to be undertaken in Spring 2012.
- The Terrace Room renovation will be done and will include the renovation of the Terrace Room to the entrance of the Maryland Room. The Terrace Room work is expected to be completed in Spring 2012.

Mrs. Hunt thanked Mrs. King and Mr. Meyers for their presentations.

[REDACTED]
[REDACTED] Advisory Committee agreed.

[REDACTED]
[REDACTED] Planning
[REDACTED]

[REDACTED]

b. Update Kitchen Equipment

Discussion was held regarding what Perrie LLC needs for the kitchens.

After discussion upon motion duly made, the following was agreed:

The Restaurant Advisory Committee submit to the Education and Recreation Advisory Committee, the request for funds to purchase the following:

Replacement of one of the ovens in the kitchen of the Stein Room/Terrace Room.

Purchase of three replacement heating elements for three warming trays.

Purchase of a heat lamp.

The vote was unanimous.

With approval of Mr. Richardson, the members of the Committee will have a walk thru of the Stein/Terrace Room kitchen 15 minutes before the next meeting.

c. Non Fat Milk

A member of the Committee requested that Non Fat Milk be available in all Restaurants.

After discussion, Mr. Richardson, stated that upon request, non fat milk will be available.

8. Open Forum

Comments were made by the visitors.

9. Adjournment - The Meeting adjourned at 11:00 a.m.

10. Next Meeting - The next Meeting is scheduled for Monday, May 21, 2012, at 10:00 a.m. in the Montgomery Room of Clubhouse I.

Yolanda Hunt, Chair

LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE

Minutes of Regular Meeting

Monday, January 20, 2014

MEMBERS PRESENT: Yolanda Hunt, Chair; Sandy Marks, Vice Chair; Don Copeland, M6C; Linda Charles, M9; Lexie McMahon, M10; Yvette Rich, M11; Astrid Cali, M12; Mary Dixon, M13; Patricia Connelly, M17A; Patty Eaton, M18; Marilyn Sebastian, M20A; Lenore Kalen, M20B; Marianne Solfronk, M25; Carol Ginsburg, M26; Marcia Hahn, M27

MEMBERS ABSENT: Arthur Hooker, MM; James Moores, M14; Virginia Childress, M15; Phyllis Stirman, M23; George Pearlman, M24; Joni Summer, M27

MANAGEMENT: Jolene King, Assistant General Manager; Gayle Shackelford, Trust Assistant

PERRIE LLC: Ed Richardson, owner

VISITORS: Henry Jordan, M24; Jackie Rabinow, M14; Marian Altman, M12; Gene Byron, M27

1. Call to Order -- Ms. Hunt called the meeting to order at 10:00 a.m.
2. Approval of Agenda -- The agenda was approved as presented.
3. Approval of October 21, 2013, Regular Meeting Minutes -- The minutes were approved as presented.
4. Chair's Remarks - Ms. Hunt welcomed the visitors who introduced themselves. Ms. Altman explained her role as the liaison representing the Community Planning Committee. Ms. Hunt introduced the Chair, Vice Chair, staff representatives and Ed Richardson representing Perrie LLC. All committee members introduced themselves.
5. Perrie LLC Management Report -- Mr. Richardson reported that the holiday party season was very busy and the feedback very positive regarding the food and service. Revenue for 2013 was approximately an 8% increase from the previous year. Mr. Richardson expressed to the committee the desire to start a delivery service for the community. The service will begin as soon as the plan can be developed. Ms. Hunt suggested that members email their ideas regarding the delivery service to her or to Mr. Richardson. Upcoming holidays are Valentine's Day, St. Patrick's Day, Easter and Mother's Day. Mr. Richardson explained that residents can receive the daily dinner selection by providing an email address.

;

6. Unfinished Business

- ## 7. New Business

9. Adjournment – The meeting was adjourned at 10:24 a.m.

Yolanda Hunt, Chair
Restaurant Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE

Minutes of Regular Meeting
Monday, February 24, 2014

MEMBERS PRESENT: Yolanda Hunt, Chair; Sandy Marks, Vice Chair; Arthur Hooker, MM; Don Copeland, M6C; Linda Charles, M9; Lexie McMahon, M10; Yvette Rich, M11; Astrid Cali, M12; Mary Dixon, M13; Patricia Connelly, M17A; Patty Eaton, M18; Marilyn Sebastian, M20A; Lenore Kalen, M20B; Phyllis Stirman, M23; George Pearlman, M24; Marianne Solfronk, M25; Carol Ginsburg, M26; Joni Summer, M27

MEMBERS ABSENT: James Moores, M14; Virginia Childress, M15; Marcia Hahn M27

MANAGEMENT: Jolene King, Assistant General Manager; Stacy Sigler, Director Education & Recreation; Gayle Shackelford, Trust Assistant

PERRIE LLC: Ed Richardson, owner

VISITORS: Henry Jordan, M24; Marian Altman, M12; Marvin Stirman, M23

1. Call to Order - Ms. Hunt called the meeting to order at 10:00 a.m.
2. Approval of Agenda - The agenda was approved as amended. The FEP update will follow approval of the minutes.
3. Approval of January 20, Regular Meeting Minutes - The minutes were approved as presented.
4. Chair's Remarks - Ms. Hunt welcomed the visitors who introduced themselves. Ms. Hunt reviewed attendance policies for the advisory committee.
5. Perrie LLC Management Report - Mr. Richardson reported that January and February are the slowest months due to weather. Holiday preparations are underway for St. Patrick's Day, Mother's Day and Easter. Reservations are now being taken. The committee complimented Mr. Richardson on the emails they are receiving.
6. Unfinished Business
 - a. Cost Center Financial Report - Ms. Sigler reported that Food Services ended the year just slightly under budget.
 - b. Community Planning Advisory Committee Liaison Report - No report.

Restaurant Advisory Committee
Minutes of February 24, 2014

- c. **February 24, 2014 Meeting with Members:** The Committee stated that the committee has two objectives for today's meeting. The first is to take a position as a committee and make a resolution in support of one of the three options presented on the location of the Administration Building. The second objective is to develop recommendations to the Board of Directors pertaining to the plan relative to food for dogs.

Mr. Hirt and Mr. King reviewed the options on the location of the Administration Building in the Site Plan. In options 1 and 2 the Administration Building is located in the middle of the parking lot with no drop off of the restaurant. Option 3 has a drop off at the Terrace room. Mr. King responded in question from the Committee. Following discussion a motion was made and seconded to support option #3.

RECOMMENDATION: The Restaurant Advisory Committee supports option #3 on the location of the Administration Building.

No motion carried

Following are comments from the Committee pertaining to matters relative to food for dogs:

1. Concern that there will be a buildup of cars in the driveway area and driveway caused by residents being dropped off with wheelchairs and wheel chairs.
2. Black top in close proximity to the driveway seating will result in melting issues from the cars. This is not desirable.
3. Seating is important for the handicapped residents.
4. Restaurant renovations be a priority.
5. To facilitate visitors to the restaurant it would be desirable to have the service of the Administration Building located closer to the entrance.

Mr. Hirt placed a motion on the floor:

RECOMMENDATION: The Restaurant Advisory Committee wants to inform the Board of Directors and the Board of Directors that the entire food service facilities in Clubhouse should take a vote on the location of the plan.

No motion carried

The Committee also stated that there should be a drop off area for residents that are in the driveway area of the Board of Directors and the residents of the Clubhouse.

Restaurant Advisory Committee
Minutes of February 24, 2014

Mr. King recommended that the "Restaurant 22" prepare a list of ideas of how the food service area can be improved in the short term. Mr. King stated that Mr. Gifford would be prepared to come to the March meeting and talk about the improvements to the north wing. With the committee's approval, Mr. King will ask Sheri Tracy to be prepared to participate in the discussion regarding improvements in the interior for the food service area.

7. New Business
8. Open Forum – No comments
9. Adjournment – The meeting was adjourned at 11:10 a.m.

The next regular meeting of the Restaurant Advisory Committee will be Monday, March 17 at 10:00 a.m.

Yolanda Hunt, Chair
Restaurant Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE
Minutes of Regular Meeting
Monday, June 16, 2014

MEMBERS PRESENT: Yolanda Hunt, Chair; Sandy Marks, Vice Chair; Arthur Hooker, MM; Don Copeland, M6C; Linda Charles, M9; Lexie McMahon, M10; Yvette Rich, M11; Astrid Cali, M12; James Moores, M14; Virginia Childress, M15; Patricia Connelly, M17A; Louise Langley, M17B; Patty Eaton, M18; Marilyn Sebastian, M20A; Lenore Kalen, M20B; Phyllis Stirman, M23; George Pearlman, M24; Carol Ginsburg, M26; Joni Summer, M27; Marcia Hahn M27

MEMBERS ABSENT: Mary Dixon, M13; Marianne Solfronk, M25

MANAGEMENT: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Gayle Shackleford, Trust Assistant

PERRIE LLC: Ed Richardson, owner

VISITORS: Henry Jordan, M24; Marlan Altman, M12; Marvin Stirman, M23; Jackie Rabinow, M14; Jay Harding, M 17B; Gene Byron, M27

1. Call to Order – Ms. Hunt called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The agenda was approved as amended. Mid-Year Advisory Committee Report is added under New Business.
3. Approval of Minutes – The minutes of the May 19, 2014, regular meeting were approved as presented.
4. Unfinished Business
 - a. CPAC Liaison – No report
 - b. CPAC Liaison – No report
 - c. Cost Center Financial Report – Report attached to agenda packet.
5. Perrle LLC Management Report – Mr. Richardson reported that they continue to be very busy. The restaurants were full on Saturday in addition to six parties. The crab feast has been scheduled for August 12. Mr. Richardson reported that while they are going through a transition with staff changes, the plan for delivery service and extended breakfast hours has been put on hold. Mr. Richardson responded to questions.

Restaurant Advisory Committee
Minutes of June 16, 2014

6. New Business
 - a. Mid-Year Advisory Committee Report – Ms. Hunt asked the committee for comments on the Mid-Year Advisory Committee Report which was emailed to them. There being no comments, Ms. Hunt will email the report to Ms. Cronin.
7. Open Forum – No comments
8. Adjournment – The meeting adjourned at 10:30 a.m.

The next regular meeting of the Restaurant Advisory Committee will be Monday, July 21, 2014, at 10:00 a.m.

Yolanda Hunt, Chair
Restaurant Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE
Minutes of Regular Meeting
Monday, July 21, 2014

MEMBERS PRESENT: Yolanda Hunt, Chair; Sandy Marks, Vice Chair; Arthur Hooker, MM; Lexie McMahon, M10; Yvette Rich, M11; Mary Dixon, M13; James Moores, M14; Virginia Childress, M15; Patricia Connelly, M17A; Marilyn Sebastian, M20A; Lenore Kalen, M20B; Phyllis Stirman, M23; George Pearlman, M24; Marianne Solfronk, M25; Carol Ginsburg, M26;

MEMBERS ABSENT: Don Copeland, M6C; Linda Charles, M9; Astrid Cali, M12; Louise Langley, M17B; Patty Eaton, M18; Joni Summer, M27; Marcia Hahn M27

MANAGEMENT: Kevin Flannery, General Manager; Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Gayle Shackleford, Trust Assistant

PERRIE LLC: Ed Richardson, Owner

VISITORS: Henry Jordan, M24; Jackie Rabinow, M14; Marvin Stirman, M23; Noreen Potter, M6C; David Kipping, M21; Phil Marks, M20B; Herb Heiserman and StreetSense Team

1. Call to Order – Ms. Hunt called the meeting to order at 10:00 a.m. Visitors introduced themselves.
2. Approval of Agenda – The agenda was approved as amended. Budget Review will be the first item on the agenda.
3. Approval of Minutes – The minutes of the June 16, 2014, regular meeting were approved as presented.
4. Approval of the 2014-2015 Budget

2014-2015 Budget Review

2014-2015 Budget Review
The 2014-2015 budget was presented by Mr. Flannery. The budget was approved by the committee. The budget was presented by Mr. Flannery. The budget was approved by the committee. The budget was presented by Mr. Flannery. The budget was approved by the committee.

2014-2015 Budget Review

2014-2015 Budget Review
The 2014-2015 budget was presented by Mr. Flannery. The budget was approved by the committee. The budget was presented by Mr. Flannery. The budget was approved by the committee. The budget was presented by Mr. Flannery. The budget was approved by the committee.

2014-2015 Budget Review

Restaurant Advisory Committee
Minutes of July 21, 2014

Mr. Heiserman explained that the next steps for his team will be working on colors, textures, and furnishings.

5. Unfinished Business

- a. CPAC Liaison Report – Ms. Hunt reported that CPAC voted to discontinue the liaisons to the various committees involved in the Facilities Enhancement Plan.
- b. Cost Center Financial Report – Report attached to agenda packet.

6. Perrie LLC Management Report – Mr. Richardson reported that they continue to be very busy. The crab feast in August has been sold out.

7. New Business

- a. Review Operational Budget – Mr. Flannery reported on the budget process and reviewed cost center 25 for Food Services.

A motion was placed on the floor.

RESOLVED, the Restaurant Advisory Committee recommends to the LWCC Board of Directors the proposed 2015 Operating Budget for Cost Center 25, Food Services.

The motion passed.

- b. 2015 Nominations for Representatives to Committees – Ms. Hunt stated that the process for applying for advisory committee membership will begin soon. The information and forms for nominating mutual residents to serve on advisory committees for 2015 will be sent to mutual presidents the end of July. All members are required to reapply if they wish to continue on the committee.

8. Open Forum – Ms. Potter commented on possibility of night work for the restaurants.

9. Adjournment – The meeting adjourned at 10:55 a.m.

The next regular meeting of the Restaurant Advisory Committee will be Monday, September 15, 2014, at 10:00 a.m. in the Montgomery Room, Clubhouse 1.

Yolanda Hunt, Chair
Restaurant Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE
Minutes of Regular Meeting
Monday, November 17, 2014

MEMBERS PRESENT: Yolanda Hunt, Chair; Sandy Marks, Vice Chair; Arthur Hooker, MM; Don Copeland, M6C; Noreen Potter, M6C; Lexie McMahon, M10; Yvette Rich, M11; Astrid Cali, M12; James Moores, M14; Virginia Childress, M15; Patricia Connelly, M17A; Louise Langley, M17B; Patty Eaton, M18; Marilyn Sebastian, M20A; Carol Glnsburg, M26; Marcia Hahn M27

MEMBERS ABSENT: Mary Dixon, M13; Lenore Kalen, M20B; Phyllis Stirman, M23; George Pearlman, M24; Marianne Solfronk, M25; Joni Summer, M27

MANAGEMENT: Nicole Gerke, Project Manager; Dee Martynuska, Director, E&R; Gayle Shackelford, Trust Assistant

PERRIE LLC: Ed Richardson, Owner

VISITORS: David Kipping, M21; Mary Mandeville, M17A

1. **Call to Order** – Ms. Hunt called the meeting to order at 10:00 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of the October 20, 2014, regular meeting were approved as presented.
4. **FEP Update** – Nicole Gerke

Ms. Gerke reminded the committee that there will be an FEP Information meeting on Tuesday, November 18, at 3:00.

Ms. Gerke reviewed that last month Mr. Heiserman presented the latest plans for the North Wing to the Restaurant Committee and the LWCC Board of Directors. In order to continue with the Design Development phase, funds need to be allocated for the design process to move forward. Ms. Gerke reported that \$60,000 is required for the Design Development phase, broken down as follows:

| | |
|---|----------|
| Architecture, MEP Engineering, Structural Engineering | \$55,000 |
| Geotechnical Engineering (required for structure) | 5,000 |

A motion was placed on the floor.

RESOLVED, the Restaurant Advisory Committee recommends approval of \$60,000 to continue through Design Development of the North Wing of Clubhouse I. Funding is to come from the Resales fund.
The motion carried.

Restaurant Advisory Committee Minutes of November 17, 2014

Ms. Gerke presented an update on the Crystal Ballroom chandelier. She reported that CPAC and E&R Committees passed resolutions to keep the chandelier and the LWCC Board of Directors will be voting on this in November. Following discussion the Restaurant Committee agreed to keep the chandelier with the addition of new lighting.

A motion was placed on the floor.

RESOLVED, the Restaurant Advisory Committee recommends to the LWCC Board of Directors that the chandelier is kept with the addition of new lighting.

The motion carried.

~~The motion was placed on the floor. The LWCC Board of Directors will be voting on this in November. Following discussion the Restaurant Committee agreed to keep the chandelier with the addition of new lighting.~~

~~A motion was placed on the floor.~~

~~**RESOLVED**, the Restaurant Advisory Committee recommends to the LWCC Board of Directors that the chandelier is kept with the addition of new lighting.~~

~~The motion carried.~~

~~The motion was placed on the floor. The LWCC Board of Directors will be voting on this in November. Following discussion the Restaurant Committee agreed to keep the chandelier with the addition of new lighting.~~

~~A motion was placed on the floor.~~

~~**RESOLVED**, the Restaurant Advisory Committee recommends to the LWCC Board of Directors that the chandelier is kept with the addition of new lighting.~~

~~The motion carried.~~

5. Unfinished Business

- a. Cost Center Financial Report – Report attached to agenda packet.

Restaurant Advisory Committee
Minutes of November 17, 2014

6. Perrie LLC Management Report – Mr. Richardson reported that Thanksgiving reservations are going well with current reservations over 800, New Year's Eve tickets are almost sold out, and there are three or four holiday parties booked every day in December.

Mr. Richardson reported to the Committee on the conditions of the kitchens for the Stein Room and Terrace Room and the repairs that are needed. He explained that he has walls that are falling down and walls that are covered in shower tile. Ms. Gerke reported that Mr. Richardson's concerns have been relayed to Ms. King. After the holidays, PPD will look at what can be repaired as part of ongoing maintenance vs. a totally new project.

Following discussion a motion was placed on the floor.

RESOLVED, the Restaurant Advisory Committee recommends to the Board of Directors to immediately look into the needs of the Stein Room and Terrace Room kitchens in regard to deficiencies and needed repairs.

The motion carried.

7. New Business
8. Open Forum - No comments.
9. Adjournment – The meeting adjourned at 11:05 a.m.

The next regular meeting of the Restaurant Advisory Committee will be Monday, January 19, 2015, at 10:00 a.m. in the Montgomery Room, Clubhouse 1.

Yolanda Hunt, Chair
Restaurant Advisory Committee

- LEISURE WORLD COMMUNITY CORPORATION
RESTAURANT ADVISORY COMMITTEE
Minutes of Regular Meeting
Monday, September 21, 2015

Restaurant Advisory Committee
Minutes of September 21, 2015

Following discussion regarding bringing pets to the outside seating area, the following motion was placed on the floor.

RESOLVED, the Restaurant Advisory Committee agreed that pets will not be allowed at the outdoor restaurant seating. Service dogs will be allowed.

The motion carried.

6. Perrie LLC Management Report – Mr. Richardson reported that restaurant services has been very busy, with 14 banquets held this past weekend. All other restaurant business is going well.
7. New Business - None.
8. Open Forum – No comments.
9. Adjournment – The meeting adjourned at 10:32 a.m.

Marcia Hahn, Chair
Restaurant Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION

RESTAURANT ADVISORY COMMITTEE

Minutes of Regular Meeting

10:00 a.m.

Montgomery Room

MEMBERS PRESENT: Joni Sommer, Chair, M27; Sandy Marks, Vice Chair, M20B; Dorothy Van Scoyoc, M10; Astrid Cali, M12; James Moores, M14; Diane Klein, M15; Patricia Connelly, M17A; Mary Mandeville, M17A; Louise Langley, M17B; Rita Mastrorocco, M19B; Yolanda Hunt, M21; Stephanie Herman, M21; Phyllis Stirman, M24.

MEMBERS ABSENT: Noreen Potter, M6C; Yvette Rich, M11; Pat Lupson, M15; Marilyn Sebastian, M20A; Lyn Tanenholtz, M24; Marianne Solfronk, M25.

LWMC: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Monica Tejada, Trust Assistant.

PERRIE LLC: Ed Richardson; Bobby Barton.

NONMEMBERS: Gerry Sommer, M27; Manuel Rodrigues, M15.

GUEST: StreetSense Rep

1. Call to Order – The meeting was called to order at 10:00 a.m.

2. Approval of Agenda – The agenda was approved as presented.

3. Approval of Minutes – The minutes were approved as amended.

4. Updates –

- Streetsense – There will be glides tested out for the restaurant chairs. There is a friction issue with the floor and chair. Streetsense believes that it could be resolved with glides.
- The Grille – There are two samples of inserts for the fire place. There was an issue with the HVAC unit and it was up and running late Friday afternoon. There will be a review of the system. It was due to a programming issue.
- The Maryland Room was missing certain parts for the unit that will be installed this week. Ms. Gerke spoke to the Vice President of the service operation they will send out technicians to review the unit systems and they will give Ms. Gerke a new warranty due to the 30% malfunction of the systems.
- There will be round table tops ordered for the restaurants so that it makes conversation easier with large groups seating 6-10 guest.
- Sound absorption panels will be installed.

LEISURE WORLD COMMUNITY CORPORATION

RESTAURANT ADVISORY COMMITTEE

MONDAY, OCTOBER 16, 2017

10:00 A.M.

MEMBERS PRESENT: Sandy Marks, Vice Chair, M20B; Dorothy Van Scoyoc, M10; Astrid Cali, M12; Diane Klein, M15; Pat Lupson, M15; Pat Connelly, M17A; Rita Mastrorocco, M19B; Marilyn Sebastian, M20A; Yolanda Hunt, M21; Lyn Tanenholtz, M24

MEMBERS ABSENT: Noreen Potter, M6C; Yvette Rich, M11; James Moores, M14; Mary Mandeville, M17A; Louise Langley, M17B; Stephanie Herman, M21; Phyllis Stirman, M23; Marianne Solfronk, M25

LWMC: Kevin Flannery, General Manager; Dee Martynuska, Director of E&R; Nicole Gerke, Project Manager; Jennifer Quinteros, Administrative Assistant

PERRIE LLC: Ed Richardson

NON-MEMBERS: Louise Langley, M17B

1. Call to Order – The meeting was called to order at 10:00 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of Minutes – The minutes were approved as presented.
4. Updates – None.
5. Report from the General Manager – Mr. Flannery reported the following:
 - Opening of the new Fitness Center is going well.
 - Ms. Martynuska is retiring, her last day at Leisure World is November 1, 2017.
6. Unfinished Business – Ms. Gerke informed the committee that the woodshop is offering a 10-person round table tops for \$500 that will go in the Terrace Room.

7. New Business – Ms. Gerke reported the following:

- There will be a County Site Plan hearing on Thursday, November 30, 2017.
- In January 2018 the Terrace room will be shut down in order to install floors and do full clean in the kitchen.

8. Perrie LLC Monthly Report – Mr. Richardson reported the following:

- Oktoberfest tickets were sold out.
- There are over 100 reservations for Thanksgiving.
- Lots of banquet/parties coming up for the Holidays.
- Vegetarian/vegan items suggested to be on the restaurant menus.

9. Next Meeting – Monday, November 20, 2017 at 10:00 a.m.

10. Adjournment – The meeting adjourned at 10:25 a.m.

LEISURE WORLD COMMUNITY CORPORATION

RESTAURANT ADVISORY COMMITTEE

Monday, April 16, 2018

10:00 A.M.

MEMBERS PRESENT: Joni Sommer, Chair, M27; James Moores, M14; Patricia Connelly, M17A; Mary Mandeville, M17A; Louise Langley, M17B; Rita Mastrorocco, M19B; Yolanda Hunt, M21; Stephanie Herman, M21; Phyllis Stirman, M23; Lyn Tanenholtz, M24

MEMBERS ABSENT: Sandy Marks, Vice Chair, M20B; Abigail Murton, MM; Noreen Potter, M6C; Dorothy Van Scoyoc, M10; Yvette Rich, M11; Astrid Cali, M12; Diane Klein, M15; Pat Lupson, M15; Marilyn Sebastian, M20A; Marianne Solfronk, M25

LWMC: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Monica Tejada, Administrative Assistant

NONMEMBERS: Henry Jordan, M24

1. Call to Order – The meeting was called to order at 10:00 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of April 2018 Minutes – The minutes were approved as presented.
4. Chairs Comments – Mrs. Sommer advised the committee to vote on site plan for the parking lot.
5. Updates –
 - FEP Updates – Ms. Gerke presented the Site Plan Traffic Flow; Ms. Gerke did 29 presentations to all mutuals and got feedback from residents.
 - Joint Advisory Special Meeting—Ms. Gerke—re-scheduling update 04/19/2018 at 9:30 a.m. – Montgomery Room. Education & Recreation and Restaurant Advisory Committee members are advised to attend the meeting.

Members of the Restaurant Advisory Committee were asked to chose which site plan they approve of: The Community Planning committee recommendation or the Security & Transportation committee recommendation. It was a 2-2 tie with majority of committee members abstaining.

6. General Manager's Report – Mr. Flannery reported the following:
 - Internet survey will be mailed to Leisure World residents and there will be an article in the Leisure World newspaper.

- There was a health inspection back in March 2018 – minor adjustments were made.
 - New grease trap was installed.
7. Unfinished Business – Salad Bar Covers/Chaffing Dishes – were requested by committee members to avoid food contamination.
 8. New Business – There was no new business.
 9. Perrie LLC Monthly Report – Mr. Richardson reported the following:
 - A new Chef was hired
 - Hiring position for banquet manager
 - Last Wednesday of each month there will be live entertainment in the Clubhouse Grille.
 - Passover and Easter were busy events.
 10. Open Forum – There was no open forum.
 11. Next Meeting – Monday, May 21, 2018 at 10:00 a.m.
 12. Adjournment – The meeting adjourned at 11:28 a.m.

SECTION 7

LEISURE WORLD COMMUNITY CORPORATION LANDSCAPE ADVISORY COMMITTEE

Regular Meeting

August 9, 2012, 10:00 A.M.

Clubhouse II

MEMBERS PRESENT: Betty Kontaxis, M9, Chair; Dora Pugliese, Vice Chair, M10; Shirley Von Reichenbach, MM; Joyce Brown, M6C; Darlene Hamilton, M11; Judith Casey, M13; Carol Emel, M14; Gloria Sherman, M15; Lloyd Eshenour, M16; Mildred Perlow, M20A; Arden Brady, M21; Barry Tossman, M26

MEMBERS ABSENT: Madonna Kolb, M12; Arnold Litman, M17A; Jude Howard, M19B; Maureen Kirkland, M23

LWMC: Jolene King, Assistant General Manager for Facilities and Services; Richard Jones, Contract Manager; and Aaron Tenley, Grounds Assistant; Mary Clark, Secretary

MCFALL & BERRY: Buzz Scheffenacker, Bob Rieck

GUESTS: Guest from Turnberry Courts

1. Call to Order – Ms. Kontaxis called the meeting to order at 10:00 a.m.
2. Adoption of Agenda -- The agenda was approved as presented.
3. Approval of Minutes – The minutes of July 12, 2012 were approved as written.
4. Chair's Comments – Ms. Kontaxis thanked McFall & Berry for a job well done with clean up after the storm of June 29, 2012. She recognized that there is a lot more work to be done encouraged McFall & Berry to continue its good efforts. Ms. Kontaxis reminded the committee that Fall flowers will be selected next month.
5. Unfinished Business
 - a. Landscape Contract - Update by Management Ms. King reported that comments obtained from the Mutuals, the LWCC Landscape Advisory Committee, and Management formed the basis for discussions held with the principals of McFall & Berry. The major issues being addressed are: communications and reporting, supervision, green practices, and mowing operations. A copy of the revised proposed contract will be sent to committee members and the Board of Directors.
6. New Business – Mr. Rieck presented Proposal #5236 to remove a declining Red Maple and stump in the Cascade area at no charge and then install one 30-36" spread Red Weeping Maple. After discussion and a motion made and seconded the committee approved Proposal #5236 in the amount of \$560.00.

RESOLVED, for the Landscape Committee to approve Proposal #5236 in the amount of \$560.00 to remove a declining Red Maple and stump in the Cascade area at no charge and then install one 30-36" spread Red Weeping Maple.

Mr. Ricck presented Proposal #5232 to remove all Emerald Green Arborvitae and stumps near the Shuffleboard courts area alongside the parking lot and dispose of debris. Then cut and re-design existing bed and install (9) 30-36" Schip Laurel and install (2) 6-7' Crape Myrtle into area between the Schip Laurel bed and the Shuffleboard Court. After a discussion regarding the price of the Crape Myrtles, Mr. Ricck agreed to reduce the price to \$300.00 each. A motion was made and seconded to approve Proposal #5232 in the amount of \$2,075.00.

RESOLVED, for the Landscape Committee to approve Proposal #5232 in the amount of \$2,075.00 to remove all Emerald Green Arborvitae and stumps near the Shuffleboard courts area alongside the parking lot and dispose of debris. Then cut and re-design existing bed and install (9) 30-36" Schip Laurel and install (2) 6-7' Purple Crape Myrtle into area between the Schip Laurel bed and the Shuffleboard Court.

A motion was made and seconded with all in favor to amend the above resolution to include having the Arborvitae removed and transplanted to another location in Leisure World.

RESOLVED, for the Landscape Committee to amend the above motion to include having the Arborvitae's removed and transplanted to another location in Leisure World.

7. Group Reports -

a. Yellow - See attached

b. Green - See attached. ~~The King has formed with the Committee the final options for the renovation of the Administration Building. The project is in the conceptual phase and the Committee will be in the opportunity for landscape input at the appropriate time. I hope all be given a meeting of the Board of Directors on August 20th to present and discuss the options.~~

c. Red - See attached.

d. Blue - See attached.

8. Grounds - Mr. Jones had no report.

9. McFall & Berry - Mr. Scheffnacker stated that McFall & Berry are continuing to do clean up after the storm of June 29, 2012. They have three water trucks in the community to accommodate the watering demands during this very hot summer.

10. Open Forum - Mr. Tossman spoke about some trees behind Overlook being in need of attention. One is leaning and another is dead. It was undetermined who owned the property on which the tree were

located, but it was thought that they might be in a stream valley buffer. Ms. King will contact Park and Planning to inquire if tree posing a hazard can be removed from conservation areas such as stream valley buffers and tree save areas.

A guest from Turnberry mentioned there is a dead tree behind Turnberry, Building I, and wondered who to belonged to. Ms. King and Mr. Jones will make a determination and advise the responsible party.

11. Next Scheduled Meeting - The next scheduled meeting is September 13, 2012 at 10:00 a.m. in Clubhouse II.
12. Adjournment - There being no further business, the meeting adjourned at 11:15 a.m.

Betty Kontaxis, Chair

LEISURE WORLD COMMUNITY CORPORATION LANDSCAPE ADVISORY COMMITTEE CLUBHOUSE II

November 12, 2015

MEMBERS PRESENT: Dora Pugliese, Chair M10; David Brown, M6C; Elaine Hurley, M7; Arnold Littman, M7A; Rita Mastroiocco, M19B; Mildred Perlow, M20A; Carolyn Oakford, M23; Barry Tossman, M26; Sheryl Katzman, At-Large; Darlene Hamilton, At-Large

MEMBERS ABSENT: Shirley Von Reichenbach, MM; Janet Schlosser, MM; Marybeth Ardike, M5; Wayne Hart, M15;

LWMC: Jolene King, Assistant General Manager; Richard Jones, Grounds Supervisor; Aaron Tenley, Grounds; Alicia Drummond, Trust Assistant.

MC/FALL & BERRY: Joe Seamone, Mike Angles, Bob Rieck

NON-MEMBERS:

1. Call to Order – Ms. Pugliese called the meeting to order at 9:45 a.m.
2. Adoption of Agenda – The agenda was approved as written.
3. Adoption of Minutes September 10, 2015 – The Minutes of September 10, 2015 were approved as written.

[REDACTED SECTION]
4. Chair's Comments – No comments at this time.
5. Unfinished Business –
 - A. McFall & Berry \$30,000 Special Allowance – The Chair reported that the LWCC Board of Directors approved the use of the \$3,700 balance of the Special Allowance to offset the costs of the continuation of the Going Green Pilot Program 2015/2016.
 - B. 2014/ 2015 Budget Expense List – Ms. Pugliese stated that the bottom line amount remaining after all expenses paid for the year would be \$108,00.
 - C. Montgomery County Bill 52-14- Attachment- Montgomery County Council approved Bill 52-14 that would ban pesticide use in Montgomery County beginning in 2018.
6. New Business –
 - A. December Meeting – Cancellation of December meeting was discussed.

David Brown placed a motion on the Floor.

RESOLVED: To Cancel the Landscape Advisory Committee meeting in December 2015.

The motion failed.

- B. Daffodil and Magnolia Park Signage - The Chair reported that the LWCC Board of Directors approved 2 signs consistent with other signage in Community.
7. Planting of 900 Daffodils- Planting of daffodils completed.
8. Color Groups-
 - A. Yellow Team - A report was included in the meeting packet.
 - B. Green Team - A report was included in the meeting packet.
 - C. Red Team - A report was included in the meeting packet.
 - D. Blue Team- A report was included in the meeting packet.
9. Five Year Plan Subcommittee - No report at this time.
10. Education Subcommittee- No report at this time.
11. Grounds [REDACTED]
12. McFall & Berry -Planning for snow removal operations.
13. Correspondence- None at this time.
14. Open Forum - Mr. Litman inquired about Cryptomeria Trees. Ms. Hurley requested for Annual Sub Committee to be on Agenda for next month.
15. Adjournment - 11:00 a.m.
16. Next Meeting - The next meeting is scheduled for Thursday, December 10, 2015, at 9:30 a.m. in Clubhouse II.

Dora Pugliese, Chair

LEISURE WORLD COMMUNITY CORPORATION
LANDSCAPE ADVISORY COMMITTEE
CLUBHOUSE II

June 11, 2015

MEMBERS PRESENT: Marian Altman, Chair, M12; Dora Pugliese, Vice Chair M10; Janet Schlosser, MM; Shirley Von Reichenbach, MM; Marybeth Ardike, M5; David Brown, M6C; Elaine Hurley, M7; Bette Aschaffenburg, M9; Wayne Hart, M15; Arnold Littman, 17A; Rita Mastrorocco, M19B; Mildred Perlow, M20A; Barry Tossman, M26; Sheryl Katzman, At-Large; Darlene Hamilton, At-Large

MEMBERS ABSENT: Carolyn Oakford, M23

LWMC: Jolene King, Assistant General Manager; Richard Jones, Grounds Supervisor; Aaron Tenley, Grounds; Alicia Drummond, Trust Assistant.

MCFALL & BERRY: Joe Seamone, Mike Angles

VISITORS: David Frager, M27

1. Call to Order – Ms. Altman called the meeting to order at 9:30 a.m.
2. Adoption of Agenda – The agenda was approved as amended. New Business-Proposal Attachments
3. Adoption of Minutes – The Minutes of May 14, 2015 were approved as amended. Page 2 6-A. Remove proposal # 14562 until Blue team makes a decision on another plant. The team decided against Schip Laurel. 6-A proposal #15110 and #15111 (repairing trust sidewalks and median strips that had been damaged by ice product during the winter) - work completed prior to Committee approval.
4. Chair's Comments-
5. Unfinished Business-
 - A. McFall & Berry \$30,000 Special Allowance (Projects for approval contained in Proposals.)
 - B. 2014 Budget Expense List (Resolve Issues before starting 2015 Budget Expense List) – handout at meeting

6. New Business --

A. Proposals-

- Approved

15169- Medical Center. Remove Schip Laurel requested by client from along NLW Blvd.

- Approved

15174- Cascade Park, NLW Blvd. & CH I. Remove all English Ivy from Franklinia bed; Cascade Park supply and install (20) blue Zingers Sedge. Behind Pool Lanai supply and install (3) 4-5' B&B Viburnum.

- Not Approved.

15174- Along parking lot of Admin remove portion of beds around existing trees and reduce size down to small tree rings, over-seed and straw disturbed dirt.

- Approved

15175- Gleneagles Bed. Remove Azaleas requested by client from left side of bed. This will also include English Ivy in same bed, mulch bed.

- Canceled (Until Arbor Day)

15177- Magnolia Park. Supply & install River Birch tree into the Butterfly Bed.

- Approved

15178- Globe and median strips. Globe supply & install Spruce tree matching existing Spruce. Supply & install Crab tree, Ginko tree, Yellow Wood tree. Backfill hole near Boxwood bed, remove Boxwood requested by client and supply & install Winter Gem Boxwood.

- Approved

15179- CHII. Supply & install Boxwoods (4) at left side before portico. Supply & install Boxwoods (4) at right side of Entrance Sign.

- Approved

15180- CHIL. Acuba Bed. Remove Aucuba requested by client from left side of portico entrance. Install Russian Sage (15) into this bed.

- Approved

15225- Cascade area. Remove deadwood from Japanese Pagoda tree near stop sign.

- Approved (Sent to LWCC BOD for approval.)

Specs/ Price Quote Only- (Red Team) Magnolia Park, "Lenten Rose" Garden

- Approved (Sent to LWCC BOD for approval.)

15245- Cascade Park- Perform landscape work per attached Specification sheet, pictures and diagrams.

- Approved

15228- Bedford Slope, Supply and install Willow Oak Trees (2) into the area along NLW Blvd where 2 trees have been removed.

- Approved

15234- Corner of NLW Blvd & Gleneagles Dr. by M7, Deadwood 2 large Oak trees

- Approved

15243- Hyde Park, Supply & install Rhododenron Roseum Elegans (1) into bed and remove existing plant per client request.

- Approved

15244- Bedford slope, Supply & install Color Guard Yuccas (9) to fill in gaps between existing Color Guard Yuccas.

- Approved

15246- SLW Blvd & Gleneagles Dr. by M7, Supply & install Pink Azaleas (9) into bed where others are to be removed.

- Approved

15256- Supply & install Winter Gem Boxwoods (5gal) into the beds.

- Approved

15257- Remove all Barberry shrubs, till in 2yds of topsoil Leafgrow mix. Supply & install 25 Blue Oat grass (1 gal) to replace the Barberry shrubs.

- Approved
15258- Along NLW Blvd by Bedford Slope, Prune deadwood from 10 Oak trees beginning @ Hyde Park and ending at fire hydrant.

- B. Rescind Motion to exclude clover from all chemical applications in Leisure World – Ms. Altman stated her opposition for this motion. The Committee discussed rescinding to exclude clover from all chemical applications in Leisure World. The original motion will be voted on at the LWCC Board of Directors meeting.
- C. Rescind Motion for Refund from McFall & Berry- Ms. Altman stated her opposition for this motion. The Committee discussed rescinding the McFall & Berry refund motion. The original motion will be voted on at the LWCC Board of Directors meeting.
- D. Resolutions passed by the Board at LWCC BOD- The resolution made by the LWCC Board of Directors recommends a one- year extension of the Landscape and Snow Removal Services contract with McFall & Berry that will end on December 31, 2016. In addition, Management is directed to develop a Request for Proposal (RFP) for 2017 that includes specifications for a full scope of landscaping services, possible “green/ natural” options for the Trust and Mutual properties and for snow removal.
- E. [REDACTED]
[REDACTED]
[REDACTED]
Butterflies.
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

7. Color Groups-

- A. Yellow Team – A report was included in the meeting packet.

- B. Green Team – A report was included in the meeting packet.
- C. Red Team - A report was included in the meeting packet.
- D. Blue Team- A report was included in the meeting packet.

- 8. Five Year Plan Subcommittee – No report at this time.
- 9. Education Subcommittee- Article placed in LW News regarding subcommittee.
- 10. Grounds – No report at this time.
- 11. McFall & Berry – Next step of compost tea application scheduled for next week weather permitting.
- 12. Open Forum -- Sheryl Katzman read an email regarding poison on landscape.
- 13. Next Meeting - The next meeting is scheduled for Thursday, July 9, 2015, at 9:30 a.m. in Clubhouse II.

APPROVED

Marian Altman, Chair

LEISURE WORLD COMMUNITY CORPORATION LANDSCAPE ADVISORY COMMITTEE CLUBHOUSE II

October 8, 2015

MEMBERS PRESENT: Dora Pugliese, Chair M10; Shirley Von Reichenbach, MM; Janet Schlosser, MM; Marybeth Ardike, M5; David Brown, M6C; Arnold Littman, 17A; Rita Mastroiocco, M19B; Mildred Perlow, M20A; Carolyn Oakford, M23; Barry Tossman, M26; Sheryl Katzman, At-Large; Darlene Hamilton, At-Large

MEMBERS ABSENT: Elaine Hurley, M7; Wayne Hart, M15;

LWMC: Jolene King, Assistant General Manager; Richard Jones, Grounds Supervisor; Aaron Tenley, Grounds; Alicia Drummond, Trust Assistant.

MCFALL & BERRY: Joe Seamone, Mike Angles

NON-MEMBERS:

1. Call to Order – Ms. Pugliese called the meeting to order at 9:30 a.m.
2. Adoption of Agenda – The agenda was approved as written.
3. Adoption of Minutes September 10, 2015 – The Minutes of September 10, 2015 will be approved upon corrections requested. The subject of Garden Plot responsibility was discussed.

Sheryl Katzman made a motion on the Floor.

The Landscape Advisory Committee will continue the responsibility to monitor the perimeter of the Garden Plot area.

The motion passed.

4. Chair's Comments- Ms. Pugliese stated the resignation of Marian Altman as Chair of the Committee. She will be the Chair until the end of the year. Ms. Pugliese also gave suggestion on the order to submit group reports, proposals and Project Review Forms.

Proposal no.15180 dated 6/11/15 on the Budget Expense List was discussed. A request was suggested to itemize the charge for the removal of Acuba.

Sheryl Katzman made a motion on the Floor.

RESOLVED: To receive an itemized definition of the charge and the amount that was charged for the Acuba removal credited back to the Landscape Advisory Committee.

The motion passed.

5. Unfinished Business-

A. McFall & Berry \$30,000 Special Allowance – LWCC BOD approved: balance to be applied to #15429- the remaining balance is \$3,700.00. The remaining balance to be used to offset the 2016 maintenance Going Green Proposal.

B. 2014/ 2015 Budget Expense List – All is clear and up to date.

Proposal no.14424 dated 9/11/14 on the Budget Expense List was discussed. A request was suggested to itemize the charge for the removal and dispose of Emerald Green Arborvitae @ gym entrance.

Sheryl Katzman placed a motion on the Floor.

RESOLVED: To receive an itemized definition of the charges for proposal no. 14424 for \$340.00 and what portion of that amount was charged for removal.

The motion passed.

C. Montgomery County Bill 52-14- Attachment- Montgomery County Council approved Bill 52-14 that would ban pesticide use in Montgomery County to begin in 2018.

6. New Business:-

A. Proposals:-

(1) Proposal #15429- Recommendations for the continuation of the Green Pilot Program based on soil test results taken in July/ August 2015.

McFall & Berry Green Pilot Program to continue in 2016 as proposed. It is recommended to apply the \$1950.00 amount for 2015 from the \$3,700.00 Special Allowance. The remaining balance of \$1750.00 will be applied to 2016.

Marybeth Ardike placed a motion on the Floor.

RESOLVED: To continue with the Green Pilot Program in 2016 as proposed. To apply the amount of \$1950.00 for 2015 application from the \$3,700 Special Allowance and the remaining balance of \$1750.00 will be applied in 2016.

The motion passed.

Rita Mastrococo placed a motion on the Floor.

(2) **RESOLVED**- PRF: (#15) -- CHH flower bed along right wall to fitness center entrance by newspaper boxes. Prepare flowerbed and test soil pH in the amount of \$45.00. Supply and install (5qty) 3gal Cherry Dazzle Dwarf Crepe Myrtles in the amount not to exceed \$350.00.

The motion passed.

Rita Mastrococo placed a motion on the Floor.

(3) **RESOLVED- PRF:** CHH Flowerbed along wall facing NLWB area left to Computer Lab Exit. Move Carx Slightly to the right front and supply and install (3qty) 3gal Cherry Dazzle Dwarf Crape Myrtles in the amount not to exceed \$210.00.

The motion passed.

Rita Mastroiocco placed a motion on the Floor.

(4) **RESOLVED- PRF: (#17) - Main Bed** by portico back parking lot of CHH Shorten bed #42 area to where marked in picture attachment and fill with pebbles in the amount not to exceed \$90.00.

The motion passed.

Marybeth placed a motion on the Floor.

(5) **RESOLVED - PRF:** Left-side of Medical Center across from PPD Fence by Alcove Wall/ Exit Door. Remove Acuba and weeds and amend the soil with Leafgro and apply 2" of fresh mulch to whole area in the amount no to exceed \$90.00.

The motion passed.

Carolyn Oakford placed a motion on the Floor.

(6) **RESOLVED- Proposal # 15460-** Supply and install mixed Halleborus Lenten Rose (1gal) around the Zelkova trees to replace the Varigated Ginger. Supply and install Blue Oak Grass (1 gal) into bed to replace the Pennisetum Rhabrum in the amount of \$1,122.00.

The motion passed.

Rita Mastroiocco placed a motion on the Floor.

(7) **RESOLVED- Proposal #15495R-** Prune, remove major deadwood 4 large Oak trees in the bus lane between the main gate & the intersection of Rossmore & Leisure World Blvd. in the amount of \$1875.00.

The motion passed.

Carolyn Oakford placed a motion on the Floor.

(8) **RESOLVED- Proposal #15498-** Remove large hazardous dead limbs & deadwood large Oak tree (#6 in attached picture) on south side of Blvd. in the amount of \$585.00.

The motion passed.

Carolyn Oakford placed a motion on the Floor.

(9) **RESOLVED- Proposal #15499-** Remove large hazardous dead limbs and deadwood large Oak tree (#5 in attached picture) on south side of Blvd. in the amount of \$630.00.

The motion passed.

Rita Mastrorocco placed a motion on the Floor.

(10) **RESOLVED**- Proposal #15513- Supply and install Mariessi Viburnum (7gal) into area across from the Admin parking lot. Supply and install Quercus phellos Willow Oak native tree into the same area as the Viburnum. Supply and install Yucca filamentosa Color Guard (3gal) into location specified by client at the end of the bed on the Bedford Slope at no charge. Total proposal amount of \$825.00.

The motion passed.

Rita Mastrorocco placed a motion on the Floor.

(11) **RESOLVED**- Proposal #15514- Remove existing grasses and dispose of material. Prepare bed for new material, add topsoil/ leafgrow mix and till bed area to be planted in the amount of \$270.00.

POSTPONED - Supply and install Panicum Heavy Metal native grass in to the middle area of this bed. Supply and install Muhlenbergia Pink Muhly native grass into the edge area of this bed around the Heavy Metal grasses. Supply and install light deer fencing with wood stakes around 1 smoke tree, 3 Magnolias, 1 Betty Magnolia and 2 Weeping Blue Atlas Cedars at no charge to client. Postponed until Spring 2016.

The motion passed.

Darlene Hamilton placed a motion on the Floor.

(12) **RESOLVED**- Proposal #15516- Remove dead limbs from Japanese Pagoda Tree (Sophora japonica) in the median strip in the amount of \$180.00.

The motion passed.

Rita Mastrorocco placed a motion on the Floor.

(13) **RESOLVED**- Proposal #15517- Supply and install Gleditsia Triacanthos 'Skyline' Honeylocust tree (2"-2.5" caliper) location requested by client in the amount of 300.00.

The motion passed.

Rita Mastrorocco placed a motion on the Floor.

(15) **RESOLVED**- PRF (19): CHII bed #40 end corner of building across from tennis courts. Resign by rearranging shrubs within bed and relocating several Russian Sage, carex and by adding a 3 gal. Black-Lace Sambuca and three (1 gal.) Cherry "Dazzle" Dwarf crape myrtles and/ or Distyliums in the amount not to exceed \$475.00.

The motion passed.

Rita Mastrorocco placed a motion on the Floor.

(16) **RESOLVED**- PRF (20): Main bed by bus portico NLWB wall of CHII. Supply and install 3" Linebacker" Distyliums 3" from the wall and spaced an equal distance apart along the wall in the amount not to exceed \$850.00.

The motion passed.

Dora Pugliese placed a motion on the Floor.

(17) **POSTPONED- PRF (21):** Left side of Medical Center across from PPD fence by Alcove wall/ exit door. Plant 3 Russian Sage shrubs and 3" Coppertone" Distylium shrubs and plant one 3 gallon Sanbua in the amount not to exceed \$450.00. To be planted in Spring 2016.

The motion passed.

Dora Pugliese placed a motion on the Floor.

(18) **POSTPONED- PRF (22):** The flowerbed to the left of the Main Entrance facing the parking lot Medical Center. 7 Dwarf/ compact Pieris Japonica, 6 Cinnamon Ferns, 6 Erythrosora "Brilliance" Ferns, 6 Lady Ferns.

The motion passed.

- B. Champion: Swamp Oak Tree- Mr. Tenley inquired if the Committee would recommend moving forward with the Swamp Oak Tree that is in the Veteran's Park to be nominated as Champion.

Sheryl Katzman placed a motion on the Floor.

RESOVLED: To approve for the Swamp Oak Tree located in Veteran's Park to be nominated as Champion.

The motion passed.

- C. Name Changes of Parks – Ms. King inquired if the Committee would recommend for signage to be placed in the Magnolia and Daffodil parks.

Marybeth Ardike placed a motion to the Floor.

RESOLVED: To approve for signage to be placed in Magnolia Park and Daffodil Park. Funding will come from the Community Signage Fund. Signage style will be consistent with other community signage.

The motion passed.

- D. [REDACTED]

7. Color Groups-

- A. Yellow Team – A report was included in the meeting packet.
- B. Green Team – A report was included in the meeting packet.

- C. Red Team – A report was included in the meeting packet.
- D. Blue Team- A report was included in the meeting packet.
- 8. Five Year Plan Subcommittee – Nothing to report.
- 9. Education Subcommittee- One Mutual is interested in information.
- 10. Grounds – No report at this time.
- 11. McFall & Berry – No report at this time.
- 12. Correspondence- None at this time.
- 13. Open Forum – Ms. Katzman had question on CHI Tree replacement for McFall & Berry. Ms. Katzman made a statement that in Altman's memo to LWCC Board of Directors she did not represent the Landscape Committee.
- 14. Adjournment – 12:40 a.m.
- 15. Next Meeting - The next meeting is scheduled for Thursday, November 12, 2015, at 9:30 a.m. in Clubhouse II.

Dora Pugliese, Chair

LEISURE WORLD COMMUNITY CORPORATION
LANDSCAPE ADVISORY COMMITTEE
CLUBHOUSE II -MEETING ROOM II
June 8, 2017

MEMBERS PRESENT: Dora Pugliese, Chair, M10; Elaine Hurley, M7; Eleanor Teti, N15; Sandra Cordes, M18; Doris DeSantis, M20B; Carolyn Oakford, M23; John Goolkasian, M25; Brenda Curtis-Heiken, M27.

MEMBERS ABSENT: Arnold Litman, M17A; Jane Gervais, M19B; Barry Tossman, M26.

LWMC: Richard Jones, Grounds, Supervisor; Aaron Tenley, Assistant Grounds Supervisor; Ellen Solomon, Trust Assistant.

MCFALL & BERRY: Joe Seamone, Horticulturist; Gus Zamora, Branch Manager.

NON-MEMBERS:

1. Call to Order – The meeting was called to order at 9:45 a.m.
2. Adoption of Agenda – Agenda was adopted as written.
3. Adoption of Minutes – The minutes of the May 11, 2017 meeting were approved as written.
4. Chair's Comments – Ms. Pugliese Notified the committee of the Death of Mike Angles' wife.

Non-members will have an opportunity to comment on any and all Agenda items on which The Board takes action, prior to the vote being taken.

5. Unfinished Business – There is no unfinished business at this time.
6. New Business –
 - a. McFall & Berry needs specific dates for color group inspections so they can participate.
 - Blue – Second Monday at 9:00 a.m.
 - Red – Third Tuesday 10:00 a.m.
 - Green – Third Wednesday 10:00 a.m.
 - b. Name for new park. The LWCC BOB did not accept Pollinator Park or other suggested names. The committee Was requested to e-mail Ms. Pugliese with suggestions by July meeting.
 - c. Meetings of Landscape are 2nd Thursday of every month. Attendance is important as the committee needs a quorum to take actions and pass resolutions. Ms. Pugliese asks

members to arrange their schedules accordingly.

7. Group Reports –

a. Green

To replace Deutzia at back/left of the Chesapeake Room

Barberry in front of Club I don't look well

Redbud needs to be watched.

Proposal to move the woodchip path.

Problem with large trees. Birch trees dead.

Proposals -

Remove 3 trees in daffodil park.

Champion Tree – Should it be taken down. Mr. Semone explained that it's split and in very bad shape.

Ms. Hurly asked for an outside arborist.

Red Team – Overall things are quite nice. Some areas need maintenance and weeding. Bed at Hyde Park needs some attention looks shabby. It needs definition. Pollinator park needs some maintenance. Area on west side shrubs looks unbalanced, it needs to be spaced better for the needed balance. Median just past church on south side, two Crepe Myrtles need to be replaced or removed. Holly needs to be elevated in the same bed.

Blue team Grass by club two needs to be watered they look very bad.

Proposals

17 236 (not in package just received by Ms. Pugliese)

The Ms. Hurly moved -

To supply and install top soil along the edge of both sides of the walk way \$185.00.

The motion passed.

Proposal #17 234

Plant and remove two dead limbs from River Birch two options:

Option 1 - \$450 to take the whole tree and stump out grass seed it and make it turf

Option 2 - \$180 take out the bad limbs will be dead in three years or less and will cost the & \$180 several times before then.

Another tree will be planted in the fall.

Ms. DeSantis Moved -

To take the whole tree and stump out, plant grass seed and make it turf.

The motion passed.

Proposal 17 187

The Ms. Teti moved -

In Daffodil Park take down and remove declining Ash next to large Swamp oak along walkway
\$720.00

The motion passed.

Mr. Tenley asked if the three trees come down if LW can have a discount 10% all four trees including the giant oak \$720 \$ 720 and \$855. Mr. Zamora agreed.

Proposal #17 186

The Ms. Teti moved -

To Take down and remove dead Oak tree in Daffodil Park

The motion passed.

Proposal #17 231

Ms. Teti moved

Dead Ash take down and remove dead ash tree by new walkway \$855.00 Will reduce 10% and a little more because will not be backfilled but the stump will be flush cut

The motion passed.

Proposal #17 188

Ms. Pugliese will have an arborist come to examine this tree. Proposal was postponed until next month

Proposal #17 232

Club one supply 4 Carex and relocate woodchip path. Due to deer change from Carex to Hokane grass instead subtract \$78.00 from current proposal. Mr. Tenley will provide a new proposal the Hokane grass

Amended motion:

Ms. Oakford moved.

Relocate woodchip path near Club I at the cost of \$185.00.

The motion passed.

8. Budget -

- a. The was 52,000.00 this year including surplus the from last year. Next year the budget will be 32,000.00 because of the BOD of LWCC Budget reduction and no current

surplus.

- b. The blue team will have to spend money on the grounds of the new fitness center when the center is completed.

9. Grounds – Richard Jones

- All grass cutting is up to date
- All the broadleaf spraying is done

10. McFall Berry –

- Keeping up with weed control.
- The contract is up to date.

Discussion - Some of the ferns are not doing well in Daffodil park. 13 ferns have died. The Christmas Ferns did not come up. The team suggested Autumn Ferns instead – (9 Autumn and 4 Wood Ferns) area is looking very sparse. McFall & Berry will address this situation.

- McFall & Berry offered the community three left over trees at cost - Green Zelkova, \$140.00, no warranty; a Cherry tree fair shape, \$90.00 planted with no warranty and a Ginkgo, 135.00, no warranty.

The Ms. Hurly moved -

To accept three left over trees from McFall & Berry (at cost, with no warranty, planted and with the promise the trees be watered by McFall & Berry), to replace three Crape Myrtles on the Blvd.

The motion passed.

11. Correspondence – None.

12. Open Forum – Ms. Oakford asked Mr. Tenley about the beds at Cascade Park. The beds are not labeled. Mr. Tenley will correct this as soon as he receives the updated information. Ms. Hurly asked if there are more trees available from the county. Mr. Tenley reported that we have the current limit and all have been planted. Several have died and he has contacted the county for replacements.

13. Next Meeting – The next meeting is August 10, 2017

14. Adjournment – The meeting adjourned at 10:49 a.m.

LEISURE WORLD COMMUNITY CORPORATION
 LANDSCAPE ADVISORY COMMITTEE
 CLUBHOUSE II - MEETING ROOM II
 March 8th, 2018

MEMBERS PRESENT: Dora Pugliese, Chair, M10; Carolyn Oakford, Vice-Chair, M23; Paula Fox, MM; Jan Cusey, MM; Betsy Davis, M16; Mary Collins, M18; Jane Gervais, M19B; John Goolkasian, M25; Aggie Eastham, M26; Brenda Curtis-Heiken, M27.

MEMBERS ABSENT: Eleanor Teti, M15; Arnold Litman, M17A; Sandra Cordes, M18; Barry Tossman, M26.

LWMC: Tom Snyder, Asst. General Manager; Nicole Gerko, Project Manager; Richard Jones, Grounds Supervisor; Aaron Tenley, Grounds; Ernesto Castillo, Administrative Assistant.

MC FALL & BERRY: Mike Angles, President; Joe Seamone, Horticulturist; Austin Angles, Asst. Manager; Gus Zamora, Branch Manager.

NON-MEMBERS: Candice Wessling, MM; Sheryl Katzman, MM; Darlene Hamilton, M11; Greg Smith, M13; Natalie Brodsky, M17B; Ann Ferren, M24.

NON-MEMBERS:

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Adoption of Agenda – The agenda was approved as written.
3. Adoption of Minutes – The minutes of the December 14th, 2017 meeting were approved as written.
4. Chair's Comments – Ms. Pugliese reported the following:
 - New members introduced themselves to the committee by stating name, mutual, and why they were interested in being a member of the LAC.
 - Ms. Pugliese announced that Ms. Teti will be on sick leave until July.
 - Ms. Pugliese presented and explained the "LAC Expectations" of members. A written copy was provided in the agenda packets.
5. Unfinished Business – There was no unfinished business.
6. New Business –

A. Presentation by Nicole Gerke – Trees to be planted in the Parking Area of Proposed Administration Building and Clubhouse I

- Ms. Gerke explained that the Park and Planning Commission (M-NCPPC) necessitated revisions to the originally submitted site plans; as a result, revisions to the landscape plan must also be made.
- Ms. Gerke presented the original landscape plan, as well as the newly proposed landscape plan. Topics covered included what the changes in the proposed plan were and the species of trees in the proposed plan. Copies of the original and proposed plans were provided.
- Ms. Wessling inquired about the use of bushes to screen desired areas. Ms. Pugliese explained that bushes, especially in the parking lot, could potentially obstruct the view of drivers. Ms. Pugliese also explained plants/trees chosen in the plan must be able to withstand intense summer heat.
- Mr. Smith recommended screening between Leisure World Boulevard and the Administration/CHI parking lot.
- Ms. Brodsky expressed discontent with the number of proposed trees in the Administration/CHI parking lot. Ms. Pugliese explained that the Park and Planning Commission required more trees in the parking lot area.
- Ms. Hamilton expressed concern about the “mess” made by blooming cherry trees and the number of Japanese pagoda trees being planted due to their size.
- Ms. Katzman inquired if the champion Japanese pagoda tree by Clubhouse I would be removed; Ms. Pugliese explained that if the tree is diseased/dying it will be taken down.
- Mr. Cusey inquired if any other early-blooming tree options were available besides the proposed Okame cherry trees. Mr. Angles explained that there are other options; however, the Okame cherry tree is unique in that it will bloom much earlier (blooms in late winter) than most trees.
- Ms. Katzman inquired if the landscaping would be done by McFall & Berry or if a RFP (Request for Proposals) would be prepared. Ms. Gerke explained that the landscaping will be a part of a larger RFP for the proposed project.

MOTION:

Ms. Oakford moved to accept the newly proposed landscape portion of the Site Plans, which included the number of trees, species of trees, and the location they will be planted, as presented by Ms. Gerke.

The motion PASSED.

B. Proposals

- a. **M&B # L18020-ME – “Remove approx. 10 damaged Euonymus from bed, add soil amendments, then supply & install 150 sq. ft. of turf sod to reshape the bed. Supply & install Nandina Domestica (5 gal) into bed where the Euonymus were**

removed. Supply 16 cu. Yds. Of wood chips @ no charge to the client. Supply labor only to spread wood chips."

- Members had not yet made a final decision on the installation of the Nandina Domestica; as a result, they were removed from the proposal

Motion to approve M&B # L18020-ME, as amended, in the total amount of \$890.00

The motion PASSED.

- b. M&B # T18019-GZ – "Take down & remove damaged Oak tree by the seating area. Flush cut the stump. Take down & remove hollow based Tulip Poplar tree approx. 20' from seating area. Flush cut stump. Remove 2 stumps from bed area per attached picture. Take down & remove Redbud tree. Leave stump 8" above ground so it will start to regrow. Work to be done at NO CHARGE to client."

- McFall & Berry agreed to reduce the total price of proposal # T18019 by 10%.

Motion to approve M&B # T18019-GZ, as amended, in the total amount of \$3956.

The motion PASSED.

- c. M&B # L18021-ME – "Supply & install flowering Alleghany Viburnum (7 gal) along the fence line per attached picture."

- Members agreed to install ten, 3 gal plants instead of five 7 gal plants in order to provide more screening; the price will remain the same.

Motion to approve M&B # L18021-ME, as amended, in the total amount of \$605.00.

The motion PASSED.

- d. M&B # L18022-ME – "Supply & install Miscanthus grasses (1 gal) on the left side of the rear entrance per the attached picture."

Motion to approve M&B L18022-ME in the total amount of \$36.00.

The motion PASSED.

- e. M&B # L18024-ME – "Supply & install Pigmy Barberry (3 gal) into bed per the attached picture."

Motion to approve M&B # L18024-ME in the total amount of \$242.00.

The motion PASSED.

- f. **M&B # T18033-BR – “Take down & remove 2 storm damaged Pine trees. Flush cut stumps.”**

Motion to approve M&B # T18033 in the total amount of \$1,000.

The motion PASSED.

- g. **M&B # L18047-ME – “Supply & install American Boxwood (24”-30”).”**

Motion to approve M&B # T18033 in the total amount of \$130.

The motion PASSED.

7. Team Reports – Red Team, Green Team, and Blue Team.

- The Team Reports were provided and presented by the Team Leaders.

8. Grounds (Richard Jones, Aaron Tenley) –

- Mr. Jones stated that the LAC did excellent work in 2017 which he expects to continue in 2018.

9. McFall & Berry (Mike Angles, Joe Seamone) –

- Mr. Angles introduced the M&B team to the LAC's new members.
- Mr. Angles explained that plants/trees should be planted sooner rather than later in order to be ready well before the summer.
- Mr. Seamone announced that M&B will be undertaking “beneficial releases” of Ladybugs and Praying Mantises. The beneficial releases will combat damaging species of insects and potentially alleviate the need to treat areas with chemicals.

10. Budget–

- Team budgets were presented. The Red, Blue, and Green Teams will have a budget of \$9,500. The Tree/Fences (Yellow) Team will have a budget of \$15,149 (\$9,500 plus money carried over from the 2017 budget.) The LAC's total budget is \$43,649.

MOTION:

Ms. Gervais moved to approve the LAC 2018 Budget as presented.

The motion PASSED.

- New figures were calculated to present how much is left to spend in the 2018 budget.
- The budget will be updated to include newly signed proposals.

11. Correspondence – There was no correspondence.

12. Open Forum –

- Ms. Brodsky raised complaints about the number of insects in and around her residence. Mr. Tenley advised Ms. Brodsky to bring one of the insects to the Grounds department

for identification; once the species has been identified, the best method to remove the insects will be determined.

- Ms. Brodsky announced that a tree had fallen onto a house and inquired if any work will be done to remove the tree. Ms. Pugliese explained that the tree did not fall on Trust property and therefore is out of the jurisdiction of the LAC.
- Mr. Zamora confirmed that M&B is aware of the fallen tree and has begun the work process to remove it.
- Ms. Katzman inquired about weathered furniture in Daffodil Park. Mr. Snyder explained that a project has been approved to refurbish and put back the furniture.
- Ms. Katzman inquired about non-members receiving a full agenda packet at meetings. Ms. Pugliese explained that non-members only receive the agenda because the packets include information only for the LAC members.
- Ms. Katzman inquired M&B's plan on using chemicals within the community. Mr. Angles explained that there are two "green areas" in Leisure World that are 100% chemical free. Mr. Angles also explained that organic lawn care products are being used such as a soybean-based crabgrass control product and an iron-based weed control product. Finally, Mr. Angles explained that TruGreen will be used when pesticide application is necessary to limit the number of application days.
- Ms. Davis inquired how a mutual can apply to be 'green'/non-chemical. Mr. Angles advised Ms. Davis to set up a meeting with Mr. Tenley to begin the process.
- Mr. Smith requested that M&B inspect winter-related damage done to trees/plants in M13. Mr. Seamone will arrange to have an inspection done.
- Ms. Katzman announced that anyone with sensitivities to lawn care chemicals/pesticides can opt to be notified prior to application in a specific area through the Maryland Department of Agriculture's 'Pesticide Sensitivity Individual Notification Program.'
- Ms. Katzman inquired who holds the responsibility to notify pesticide sensitive residents of spraying days; Mr. Angles explained that the organization who will spray holds the responsibility to notify pesticide sensitive residents.

13. Next Meeting – Thursday, April 12th, 2018 at 9:30am in Clubhouse II.

14. Adjournment – The meeting adjourned at 11:15 a.m.

Dora Pugliese, Chair

SECTION 8

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
April 25, 2012

MEMBERS PRESENT: Michael Showalter, M10, Chair; Elsie Maxam, M6C, Vice Chair; Charles Smith, MM; Lynn Cavalluzzi, M13; Arnold Litman, M17A; Evelyn Allin, M17B; Edward Nicosia, M18; John Stewart, M20B; Fred Olson, M23; Jim Cooper, M25; and Tom Simms, M26.

MEMBERS ABSENT: Norman Eisenberg, M24; Eileen Woods, M27.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Alan Rundquist, M19B; and Jackie Rabinow, M14.

EFFICIENT HOME: Tony Crane and Tom Farasay

1. Call to Order – Mr. Showalter called the meeting to order at 9:00 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of March 28, 2012, were approved as corrected. Mr. Cooper should be listed as absent.
4. Presentation by Efficient Home on Empower Maryland Programs – Tony Crane

There are a suite of programs available to residential consumers through Pepco's Empower Maryland Programs, such as rebates on equipment efficiency upgrades, programmable thermostats, and Quick Home Energy Checkups.

Efficient Home is a Pepco-approved contractor for the Quick Home Energy Checkup. With funds paid for by the Empower Maryland Program, an auditor can provide an analysis of multi-family and master metered homes, provide a summary of their findings, and provide energy savings devices. They will also provide information about other Empower Maryland programs. Although Efficient Home does QHEC's for individual residents in other Maryland counties, they do not do so in Montgomery County.

The Energy Committee will draft a letter to Mutuals about this program.

The committee discussed what impact energy savings realized from QHEC would have on e-ratings.

The Energy Advisory Committee agreed that any savings that result from QHEC energy savings program will not affect e-ratings. The motion passed unanimously.

5. Unfinished Business

- a. Re-instituting Heat Pump Credits – As reported last month, heat pump credits have been reinstated. A table of heat pump codes listed in a memo from David Young to Mike Showalter dated February 15, 2012 was revised to show new codes.

After discussion, the Energy Advisory Committee approved new Heat Pump Codes in accordance with the new Heat Pump Guidelines as follows:

| Mutual | LWID | Model | New Code |
|--------|-------|------------|----------|
| 6B | 6114 | 5AB | HG |
| 9 | 9097 | Cabot | HK |
| 9 | 9068 | Buckingham | HI |
| 10 | 10038 | Cabot | HL |
| 15 | 15009 | St. Andrew | HI |
| 16 | 16035 | Barstow | HH |

6. Pepco Energy Wise Program – This item was deferred to the next meeting.
7. New Business
- a. Coordination with the Community Planning Advisory Committee regarding Incorporating Green Features in Administration Building Renovation
Ms. King reported that the Community Planning Advisory Committee is aware of this committee's request to be involved in identifying energy efficiencies in the Administration Building after the conceptual floor plan is approved, probably in May or June.
- b. Master Metered Condo Alliance Meeting on April 30 at 4:00 p.m. in Bethesda
The chair asked the committee to consider whether a member of this committee should be designated to represent the committee on this alliance. The matter will be discussed next month.
- c. Working Group Status Reports
- A survey has been sent to high and mid-rise Mutuals to identify any measures they've taken to foster energy-savings measures by their residents.
 - E Rating Adjustments – Two E-ratings for windows were approved.
LWID E Rating Adjustment
16054 -500 WC
18031 -800 WH
8. Open Forum – There were no comments at this time.
8. Next Meeting – The next meeting is scheduled for Wednesday, May 23, 2012, at 9:00 a.m. in Clubhouse I.
9. Adjournment – There being no further business, the meeting adjourned at 10:15 a.m.

Approved

Michael Showalter, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
September 26, 2012

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Arthur Hooker, MM; Lynn Cavalluzzi, M13; Michael Showalter, M10; Evelyn Allin, M17B; Edward Nicosia, M18; Fred Olson, M23; and Tom Simms, M26.

MEMBERS ABSENT: Arnold Litman, 17A.

MEMBERS EXCUSED: Jim Cooper, M25; John Stewart, M20B, and Norman Eisenberg, M24.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Alan Rundquist, M19B.

1. Call to Order – Ms. Maxam called the meeting to order at 9:00 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of July 25, 2012, were approved as written.
4. Chair's Comments

NRDC Article - Ms. Maxam passed out a Natural Resources Defense Council's article, "Green Sports Program Celebrates Win after Win." NRDC collaborates with pro sports leagues, teams and venues across the country to green their operations and supply chains.

Energy Committee Chair - Ms. Maxam asked if someone would be willing to serve as chair, replacing her as temporary chair.

5. Unfinished Business

Solatube Power Point Presentation - Mr. Nicosia
Mr. Nicosia, Ms. Cavalluzzi and Ms. Maxam visited the Columbia, MD, facility on August 16, 2012. A power point presentation demonstrated how the company captures light from the sun and funnels it to indoors.

Ms. King said the Community Planning Advisory Committee will consult the Energy Advisory Committee about the practicability of this and other green energy options for the Administration Building when a decision has been made about the Administration Building project.

Energy Advisory Committee Meeting
 Minutes of September 26, 2012
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QHEC

Mr. Showalter distributed a report which tracked participation by Mutuals in the QHEC program. Committee members reported that most participating residents commented favorably about their experience with technicians who performed the check-ups.

Montgomery Mutual – The Committee was informed that Montgomery Mutual decided not to participate in the program. Montgomery Mutual will be asked to reconsider that decision. The Committee will explain how easy it is for residents to participate and the importance to the entire master meter community that all master meter residents be given the opportunity to participate.

Light Switches – Ms. King reported that timer light switches have been installed in Clubhouse II in the Multipurpose/Ping-Pong Room and Meeting Room 2. These rooms were identified by E&R as fitting the criteria for usage of twice per day and for two hour intervals.

6. New Business

Committee Charter – A draft charter dated June 15, 2012, was reviewed.

The Energy Advisory Committee approved the draft committee charter dated June 2012 with the following revisions:

Section II. B. I.

- c. shall read:
 Review and adjust E-ratings of Mutual units to assure the reflection of equitable cost allocations relating to bulk-metered areas of the Leisure World Community.
- d. shall read:
- Seek energy-saving techniques and make recommendations to management and the Board of Directors if such techniques are economically feasible to implement within the Leisure World Community.
- Add new c. which shall read: Research and interact with government agencies involved in grants and conservation programs.
- Change letters on following items to f. and g.

Section III: Preferred Member Qualifications shall read:

Residents interested in energy conservation and renewable energies, comfortable asking questions, able to think outside the box, and/or have a background, experience or abilities in computers or engineering.

Year End Report – Each advisory committee has been requested to submit a year-end report to the Board of Directors at a meeting scheduled for on November 14, 2012. Mr. Showalter will compile information regarding tasks accomplished. Ms. Maxam and Ms. Allin will review the 2012 Energy meeting Minutes for information regarding tasks for the coming year, obstacles which the committee had or anticipates and tasks/projects that are long-term goals.

Energy Advisory Committee Meeting
 Minutes of September 26, 2012
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Committee Meeting Time – The committee discussed changing the meeting time to 9:30 a.m. The committee agreed that the time of the meeting would remain at 9:00 a.m.

Electric Vehicles – A power point presentation about electric cars was given by Mr. Nicosia. The presentation showed that the average monthly cost to recharge an electric vehicle driven 15,000 miles a year is \$50. Committee members were asked to discuss the matter at their Mutual Board meetings. At next month's Energy meeting, the committee will discuss developing policy regarding electric cars and the master meter bill.

7. Working Group Status Reports –

Modern Methods – Only four Mutuals responded to a survey about their Mutual's energy conservation measures. This will be an agenda item at next month's Energy meeting.

8. E-Rating Adjustments –

| Approved at September 26, 2012 Energy Meeting Revised October 3, 2012 | | | | | | |
|--|----|--|--|----------------------------|----------------------------------|--|
| Seq | M | LWID | Name | Address | Project | E-Credit Adjustments |
| 405 | 5 | | | 23 Hampton, 14 Berkley, | Ceiling Ins.* | -800 IH, -1100 IK, respectively |
| | | 5037, 5038, 5031, 5032, 5013 | *NOTE: THESE FIVE UNITS DID NOT RECEIVE AN E-RATING ADJUSTMENT BECAUSE THEY REFUSED CEILING INSULATION. | | | |
| 412 | 10 | 10046 | Rasmussen | 14513 Elmham | Heat Pump | -4500 HL |
| 411 | 10 | 10027 | Martin | 14512 Kelmscot | Removed Atrium | Delete AD Code |
| 410 | 10 | 10030 | Kavounis | 14532 Kelmscot | Windows | -200 WB |
| 402 | 11 | 11040 | Motta | 3100 Adderly | Sliding door | -500 SE |
| | 11 | | Multiple | | Siding insulation (gables) | 1) Reduce Base rate Folkstone(9) Emerson (9) and Dartmouth (27) by 16 2) Reduce Base Rate Cambridge (44) and Bristol (20) by 23 A reduction is being made to the base rate of Mutual 11 for siding insulation. |
| 376 | 11 | 11013 | Mandich | 3166 Adderly | Windows, Door | -400 WD, -400 SD |

Energy Advisory Committee Meeting
 Minutes of September 26, 2012
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| Approved at September 26, 2012 Energy Meeting Revised October 3, 2012 | | | | | | |
|--|-----|-------|--|--------------------|---|--|
| Seq | M | LWID | Name | Address | Project | E-Credit Adjustments |
| 398 | 12 | | 31 out of 34 Cambridge models (all but three: 267-B, 277-B and 271-C.) | | Attic Insulation | -1600 IP |
| 398 | 12 | | All 43 Dartmouth | | | -600 IF |
| 398 | 12 | | All 18 Bristols | | | -1500 IO |
| 406 | 14 | 14017 | Stewart | 15127 Vantage Hill | Windows | -2100 SU |
| | 14 | | | Multiple | Siding | Reduce base rates: 1) St. Andrews 444 2) Royal Aintres 290 3) Invernesses 310 |
| 401 | 15 | 15032 | Trohan | 15301 Barningham | Heat Pump and conversion of sun room to year round space. | 1) 3900 HJ 2) Delete 4200 EL |
| 407 | 16 | 16089 | Halpin | 3405 Island Creek | Windows, SGD | -300 WC, -600 SF |
| 403 | 16 | 16024 | Popper | 15501 Pr Frederick | Windows and Enclosure | -200 WB, 2200 AG |
| 399 | 19B | | Multiple | Bldg 88, 89, 90 | Ceiling Insulation | 1) 36 Ellicotts -700 IG 2) 45 Warfields - 500 IF 2) 6 Warfields -600 IF 3) 3 Highlndrs - 400 ID |

A realtor who lives in the Community has internal measurements of all units in Leisure World and can be a valuable resource when calculating insulation e-ratings in the future.

9. Open Forum - Mr. Rundquist commented about solar power and asked a question about electric cars.
10. Next meeting - The next meeting is scheduled for Wednesday, October 24, 2012, at 9:00 a.m. in the Potomac Room.
11. Adjournment - There being no further business, the meeting adjourned at 9:55 a.m.

Approved

 Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
October 24, 2012

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Arthur Hooker, MM; Michael Showalter, M10; Arnold Litman, 17A; Edward Nicosia, M18; John Stewart, M20B; Fred Olson, M23; Jim Cooper, M25; and Tom Simms, M26.

MEMBERS ABSENT: Lynn Cavalluzzi, M13.

MEMBERS EXCUSED: Evelyn Allin, M17B, and Norman Eisenberg, M24.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Sheryl Katzman, MM; and Charlie Babendreier, M9.

1. Call to Order – Ms. Maxam called the meeting to order at 9:00 a.m.
2. Approval of Agenda - The Agenda was approved as amended: To New Business, add "Smart Meters."
3. Approval of Minutes – The Minutes of September 26, 2012, will be approved at the next meeting because changes may be made to the E-rating adjustments. In addition, the September 26 minutes will be corrected to show that John Stewart's absence was excused.

4. Chair's Comments

Advisory Committee Year-End Meeting – At the year- end meeting of advisory committees to be held on November 14, 2012, each advisory committee will submit a year-end report. Ms. Maxam read the Energy Advisory Committee report that she will present and asked the committee for feedback.

5. Unfinished Business

Energy Committee Chair - Volunteers are needed to chair the meetings in January, February and March because Ms. Maxam will be away.

Montgomery Mutual's – QHEC Program – Two weeks ago Mr. Hooker met with Mr. McAlister, Montgomery Mutual president, to urge him to endorse the QHEC program for his Mutual. The Energy Committee agrees that all residents in the Master Meter community should be encouraged to take advantage of the home energy audits because of the potential substantial savings that are shared by every Mutual, even those who do not participate in the

Energy Advisory Committee Meeting
 Minutes of October 24, 2012
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program. Mr. Hooker, Ms. Maxam, Mr. Nicosia, and Mr. Showalter will discuss the matter further with the Montgomery Mutual Board. Mr. Litman will write an article for the LW News citing the advantages of participating in the QHEC program.

Clubhouse II Light Switches – Automatic light switches have been installed in the Multi-Purpose Room, Meeting Room II, and the Ping Pong Room. At next month's meeting the committee will discuss installing additional light switches in Clubhouse I.

Electric Cars – As electric cars become more popular, a policy regarding the cost of charging batteries will become necessary. At this time it is not known who on the master meter has electric vehicles. Ms. Maxam will write a letter to the chair of the Security & Transportation Advisory Committee asking that they develop a method to track owners of electric cars. Mr. Nicosia will email the committee a slide show which he created, "Fair vs. Share."

6. New Business

Clubhouse I Vestibule Improvement Project (Listed on 2012 Facilities Improvement Plan) – To prevent a rush of cold air when the Clubhouse I entry doors are opened, an air curtain (blast of warm air) was considered to resolve the problem. A subcommittee of the Energy Committee consisting of Jim Cooper and Tom Simms was asked to study the matter to determine if that is the best solution. Ms. King said the HVAC staff would be available to answer questions the subcommittee may have.

Smart Meters – Using government stimulus money, Pepco is installing smart meters in Leisure World for residents who wish to have them. Information remotely read from the meters can be used by Pepco to distribute energy during high usage periods. The meters can also provide feedback to residents about their energy usage.

7. Working Group Status Reports –

- Master Meter Mutuals – There was no report.
- Modern Methods – See Smart Meters above.
- High and Mid-Rise Buildings – Only four Mutuals responded to the survey sent to property managers about their use of energy savings methods. It was suggested that management contact the other property managers and urge them to respond.

8. E - Rating Adjustments

No e-rating adjustments were calculated this month.

9. Open Forum –

- Mr. Bubendreier said that according to his sub meter during the last seven years he has been overcharged 3,700 kilowatt hours. He asked the committee to consider the fairness of the E-rating system.
- Ms. Katzman participated in discussions about QHEC during the meeting.

Energy Advisory Committee Meeting
Minutes of October 24, 2012
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10. Next Meeting – The next meeting is scheduled for Wednesday, November 28, 2012, at 9:00 a.m. in the Potomac Room.

11. Adjournment – There being no further business, the meeting adjourned at 10:45 a.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE

Minutes of Regular Meeting
December 19, 2012

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Arthur Hooker, MM;
Michael Showalter, M10; Lynn Cavalluzzi, M13;
Arnold Litman, M7A; Evelyn Allin, M17B; Edward
Nicosia, M18; John Stewart, M20B; Fred Olson,
M23; Norman Eisenberg, M24; Jim Cooper, M25;
and Tom Simms, M26.

LWMC: Jolene King, Assistant General Manager; and
Nancy Gordon, Trust Assistant.

VISITORS: Joyce Temple, M17B; and Alan Rundquist, M19B.

1. Call to Order – Ms. Maxam called the meeting to order at 9:05 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Approval of Minutes – September 26, 2012, and October 24, 2012
 - The Minutes of September 26, 2012, were approved as corrected: Agenda Item 8, to LWID 15032, add E-Rating charge of 1400 (EE).
 - The Minutes of October 24, 2012 were approved as written.
4. Chair's Comments

Year-End Report - The many accomplishments of this committee were reported in a year-end report submitted to the Chair of LWCC Board of Directors at the November 14, 2012, meeting of advisory committee chairs and vice chairs. Ms. Maxam thanked the committee for their hard work and expressed appreciation for everyone's participation and regular attendance at meetings.

Committee Correspondence - A reminder was made that committee correspondence should not be signed by "Energy Committee" unless the committee, or at least the chair, has previously approved it.

No Meeting in February - In 2013 and thereafter, the committee will not meet in February.

Energy Advisory Committee Meeting
Minutes of December 19, 2012
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5. Unfinished Business

Acting Energy Advisory Committee Chairs - In Ms. Maxam's absence (January through March) Mr. Showalter will chair the meeting in January, and Mr. Hooker will chair the meeting in March. (There will be no February meeting.)

Montgomery Mutual – QHEC Program – Ms. Cavalluzzi, Mr. Hooker and Ms. Maxam attended the November Montgomery Mutual Board meeting to speak about the QHEC program and to stress that Montgomery Mutual's participation in the program would benefit the entire Leisure World community.

Electric Cars for Master Meter Dwellings – There was no report.

Clubhouse II Light Switches - Members were asked to visit Clubhouse II before the January meeting to determine where additional light switches should be installed.

Clubhouse I Vestibule Improvement – Included in the meeting packet was a report by Mr. Cooper and Mr. Simms about the automatic doors at Clubhouse I. The report contained suggestions to remedy the problem of cold air rushing into the lobby when the doors are opened. The suggestions were: a) installing a space heater in the vestibule; b) buying large heating pads for the underside of tables used by ticket sellers; or, c) blocking the interior doorframe to the same size as the exterior doors to decrease the amount of air coming into the building. The committee discussed other possible solutions such as installing a revolving door and extending the entrance out to the curb.)

6. New Business – There was no New Business.

7. Working Group Status Reports –

- Master Meter Mutuals – There was no report.
- Modern Methods - The committee discussed the new administration building and the need for it to be energy efficient.

Upon motion duly made and seconded, the Energy Advisory Committee recommends to the LWCC Board of Directors that the new administration building be designed, constructed and operated so that it achieves the highest level of LEED (Leadership in Energy and Environmental Design) certification feasible within a reasonable cost.

- High and Mid-Rise Buildings - Since no further responses to the survey sent to the Mutuals have been received, there was no report. A suggestion

Energy Advisory Committee Meeting
Minutes of December 19, 2012
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was made that the committee approach the Mutuals through their building engineers.

8. E - Rating Adjustments
No e-rating adjustments were calculated this month.
9. Open Forum – Ms. Temple commended the committee for its work and suggested that yahoo.groups be used to discuss energy issues.
10. Next Meeting – The next meeting is scheduled for Wednesday, January 23, 2013, at 9:00 a.m. in the Potomac Room.
11. Adjournment – There being no further business, the meeting adjourned at 10:20 a.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
March 26, 2014

MEMBERS PRESENT: Edward Nicosia, M18, Vice Chair; Arthur Hooker, MM; Arnold Litman, 17A; Evelyn Allin, M17B; John Stewart, M20B; Fred Olson, M23; Jim Cooper, M25; and Tom Simms, M26.

MEMBERS ABSENT: Elsie Maxam, M6C, Chair; and Norman Eisenberg, M24.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Marian Altman, M13; and John Goolkasian, M25.

1. Call to Order – Mr. Nicosia called the meeting to order at 9:05 a.m.
2. Approval of Agenda - The Agenda was approved as amended: Agenda Item 5-b will become 8.a.
3. Approval of Minutes - The Minutes of December 18, 2013, were approved as written.
4. Chair's Comments - There were no comments from the Chair.
5. Unfinished Business - There was no Unfinished Business.
6. New Business -
 - a. Alliance of Master Metered Community Associations - Included in a packet of handouts was a document dated January 26, 2012, regarding Alliance of Master Metered Community Associations, which consists of representatives from master-metered associations in Montgomery County, MD. This group meets periodically to discuss matters relating to energy. Mr. Nicosia attended their January meeting. A former Energy Advisory Committee member, had attended meetings in the past and, as a result, the Quick Home Energy Check-up (QHEC) program, was brought to the community. The committee agreed that continued contact with the group would be beneficial, but that it would be inappropriate for an advisory committee to become a member of the group.
7. Working Group Status Reports -
 - a. Master Meter Mutuals - There was no report.
 - b. Modern Methods -
 - Micro-grids - Mr. Stewart reported that a representative from Pareto will attend the April meeting to discuss micro-grids.
 - Committee Liaison - Ms. King stated that the Community Planning Advisory Committee (CPAC) would like the Energy Committee to appoint a liaison with CPAC regarding matters pertaining to sustainable green energy for the new

Energy Advisory Committee Meeting
Minutes of March 26, 2014
Page 2 of 2

administration building. Mr. Cooper volunteered to represent the Energy Committee at the Community Planning Committee meetings.

- Montgomery County Government - Mr. Nicosia reported that Iladi Mansouri, Director of Environment Policy and Compliance, will be the Energy Committee's contact person. Mr. Nicosia also stated that a useful website is: www.usgbc.org/LEED. (LEED = Leadership in Energy & Environmental Design.)

- c. High and Mid Rise Buildings - The results of the 2012-2013 energy survey were mailed to Property Managers and Mutual Presidents of high and mid-rise Mutuals. Mr. Sinurs stated that he has not received feedback from the recipients.

8. E-ratings -

- a. E-rating Process - Included in the packet of handouts were draft documents relating to the Energy Committee's proposed new E-Rating guidelines. Ms. Altman, a member of the Master Meter Mutual Club, stated that she will review the draft documents and present her comments at the April Energy meeting. Mr. Nicosia spoke about the need for Applications for Building Modification (ABM's) and the E-rating Guidelines to be independent of each other. Mr. Nicosia is working with the Physical Properties Advisory Committee in the development of new ABM forms.
- b. E-Rating Request - No E-rating calculations were presented to the committee for approval. One e-rating adjustment was approved by the committee by email in December 2013.

Resolved, that the minutes will reflect that the Energy Advisory Committee approved an e-rating adjustment in December 2013, as follows:

LWID, 15018 E-rating Adjustment, 2,600 AH (Atrium)

- c. Volunteer Needed - Mr. Nicosia asked for a volunteer to assist with E-ratings.

9. Open Forum - There were no remarks by visitors at this time.

10. Next Meeting - The next meeting is scheduled for Wednesday, April 23, 2014.

11. Adjournment - There being no further business, the meeting adjourned at 10:05 a.m.

Approved

Ed Nicosia, Vice Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
April 23, 2014

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Edward Nicosia, M18, Vice Chair; Arthur Hooker, MM; Arnold Litman, 17A; Evelyn Allin, M17B; John Stewart, M20B; Fred Olson, M23; Jim Cooper, M25; and Tom Simms, M26.

MEMBERS ABSENT: Norman Eisenberg, M24.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

VISITORS Marian Altman, M12.

PARETO ENERGY Brian Mehler, Director of Communications.

1. Call to Order - Ms. Maxam called the meeting to order at 9:05 a.m.
2. Approval of Agenda - The Agenda was approved as presented.
3. Approval of Minutes - The Minutes of March 26, 2014, were approved as written.
4. Chair's Comments - Ms. Maxam welcomed Ms. Altman, who will be joining the Energy Committee.
5. Unfinished Business -
 - a. Electric Vehicles

Mr. Simms and Mr. Nicosia will prepare a recommendation from the Energy Committee to the Board of Directors regarding an appropriate amount Mutuals could charge residents with electric or plug-in cars.
6. New Business -
 - a. Presentation by Brian Mehler of Pareto Energy -

Mr. Mehler spoke about micro-grid systems, and his company's "GridLink," a large shipping-container sized box loaded with power electronics which sits between on-site power and grid power and which takes power from every source. The Committee will gather additional information before determining if such a system is feasible for Leisure World.
 - b. Meeting with "Alliance of Master Metered Communities" - Mr. Nicosia stated that he would like to invite an outside group, "Alliance of Master Metered Communities," to a

Energy Advisory Committee Meeting
 Minutes of April 23, 2014
 Page 2 of 2

special Energy meeting, at which a speaker would be invited to speak on a topic related to energy issues. Leisure World's 3M group would also be invited. Mr. Nicosia will coordinate with the "Alliance of Master Metered Communities," and report back to the Committee.

c. Update from Liaison to Community Planning Advisory Committee - Jim Cooper

Mr. Cooper discussed the new Administration Building and the north wing of Clubhouse. A site plan of the area was distributed. Mr. Cooper stated that plans for the project are conceptual at this point and that it would be premature for the Energy Committee to make recommendations regarding energy issues.

7. Working Group Status Reports -

- a. Master Meter Mutuals - There was no report.
- b. Modern Methods - (See 6.a - Presentation by Pareto Energy)
- c. High and Mid-rise Buildings - Mr. Simms said he has received no responses from the high and mid-rise buildings after sending the survey results to them.

8. E-ratings -

- a. E-rating Adjustments - No E-rating adjustments were presented to the Committee for approval.
- b. E-rating Guidelines Revisions - A draft of revised E-rating Guidelines was distributed. A subcommittee consisting of Evelyn Allin, Marian Altman, Arthur Litman, and Ed Nicosia will meet May 6 to finalize revisions to the E-rating guidelines.

9. Open Forum - Ms. Altman participated in discussions during the meeting.

10. Next Meeting - The next meeting is scheduled for Wednesday, May 28, 2014.

11. Adjournment - There being no further business, the meeting was adjourned at 10:45 a.m.

Approved

 Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
October 21, 2014
CORRECTED

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Edward Nicosia, M18, Vice Chair; Arthur Hooker, MM; Marian Altman, M12; Arnold Litman, 17A; Joe Halpin, M16; Evelyn Allin, M17B; John Stewart, M20B; Frank Roddy, M23; Norman Eisenberg, M24; and John Goolkusian, M25.

MEMBERS ABSENT: Tom Simms, M26.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Dave Young, M19A.

1. Call to Order – Ms. Maxam called the meeting to order at 10:00 a.m.
2. Approval of Agenda - The Agenda was approved as amended. Add 5c - Submeter Data from Mutual 9. Add 6b - Line Loss.
3. Approval of Minutes – The Minutes of September 16, 2014, were approved as written.
4. Chair's Comments -

Ms. Maxam...

- Introduced and welcomed new member, Joe Halpin, M16.
- Encouraged members to ask questions and to think outside the box.
- Reviewed several Roberts Rules regarding motions.
- Reminded members that a meeting for residents on the Facilities Enhancement Plan is scheduled for Tuesday, November 18 at 3:00 p.m. in the Crystal Ballroom.
- Reported a telephone scam in which caller states s/he is with the IRS.

5. Unfinished Business

- a. E-rating Guidelines - The Committee discussed the E-rating guideline documents that were included in the meeting packet. Additional revisions will be made and emailed to the Committee prior to the next meeting for review and comments.

- b. Articles for LW News - Mr. Litman stated that he will gather additional information about various energy-saving programs before writing articles for the Leisure World News.
 - c. Automatic Light Switches - Clubhouse I and II - Ms. King stated that additional infrared automatic sensors will be installed in Clubhouse I and II, where appropriate. Sensors will not be installed in those rooms in Clubhouse I slated for renovation.
 - d. Programmable Thermostats (Pepco's Energy Wise Program) - This program allows air conditioners on individual meters and master meters to be cycled off during peak demand periods. Converge has been contracted by Pepco to implement the program. Ms. King stated that the contact person at Converge is Joey Majors who can be reached by phone (856) 313-2300 and email Joeymajors@yahoo.com.
 - e. Submeter Data on Mutual 9 - Mr. Nicosia presented analyses of the Pepco bill and the E-rating system. Using data from a submetered unit in Mutual 9, Mr. Nicosia and Mr. Young, a former member of the Energy Committee, concluded that some Mutuels on the master meter are paying less, others more, for actual energy consumption.
6. New Business
- a. Heat Pumps - A document, "Heat Pumps for Dummies," written by Dave Young, dated October 2014, was distributed.
 - b. Line Loss and Community Lighting - Dave Young
Using spreadsheets used by Leisure World of Maryland Accounting Department, Mr. Young discussed how electric costs for line loss and community lighting could be more equitably allocated. (See Attachment I)
7. Working Group Status Reports -
- Master Meter Mutuels - Mr. Hooker reported that Ecobeco was present at a Community event on Saturday, October 18, and that eight additional Montgomery Mutual residents have signed up for Quick Home Energy Check-ups (QHEC).
8. E-ratings - The following E-ratings were approved by the Committee.

| LW ID | Project* | E-rating Adjustment | E-rating code |
|-------|--------------------|---------------------|----------------------------|
| 7024 | Windows | - 1300 | WM |
| 8003 | SGD | - 1000 | SJ |
| 9015 | AC | - 800 | CD |
| 9015 | Windows SGD | - 1100 - 600 | WK SF |
| 9015 | HP | - 4200 | HK |
| 9015 | Ceiling Insulation | - 1400 | IN |
| 9025 | HP | - 4200 | HK |
| 9025 | AC | - 600 | CC |
| 9025 | Windows SGD | - 700 - 400 | WD SD |
| 9095 | AC HP | - 600 - 3900 | CC HJ |
| 10020 | Windows | - 400 | WD |
| 10093 | Florida Room | + 2200 | EG |
| 10139 | HP | - 4200 | HK |
| 10139 | AC | - 600 | CC |
| 16085 | Florida Room | + 1800 | BF |
| 16089 | HP | - 4200 | HK |
| 16089 | AC | - 1000 | CE |
| 18055 | Florida Room | + 1100 | ED |
| 18055 | Ceiling Insulation | - 100 | IA |
| 18062 | AC | - 600 | CC |
| 18064 | Atrium | +2600 | AH |
| 18064 | Florida Rom | + 1400 | EE |
| 18084 | Windows | - 100 | WA (Delete EK +3800) |
| 19086 | Windows | - 1000 | WJ |
| 19122 | Windows | - 400 | WD |

* SGD = Sliding Glass Door HP = Heat Pump AC = Air Conditioner

9. Open Forum – There were no comments.
10. Next Meeting – The next meeting is scheduled for Tuesday, November 18, 2014, at 10:00 a.m. in Clubhouse 1.
11. Adjournment – There being no further business, the meeting was adjourned at 12:00 p.m.

Approved

Elsie Maxam, Chair

Attachment 1
Modification to Electric Allocation Process

In accordance with its charter to review E-Ratings to assure the reflection of equitable cost allocations, the Energy Advisory Committee has discovered two issues that need attention. These issues are the omission of "line loss" as an element in the costing process and the understatement of the amount spent for community lighting.

"Line Loss" means exactly that. Not all of the energy we pay for at the master meter is delivered to our buildings; some of it is lost. The most obvious of these losses are at the transformers that reduce the high-voltage power to a useable level. If you touch one of these units, you will notice that it is warm and that warmth comes from using some of the power we paid for at the master meter. Less obvious is just plain leakage from our aging infrastructure. A study done by PEPCO in 1991 indicated that the line losses at that time were approximately 2% of the KWH we are paying for, and we suspect, but cannot prove, that they are now larger, and possibly considerably so. The easiest way to handle this is to inflate the "cost per KWH" figure by 2% before we allocate any of it. Doing this will assure that the loss is shared fairly by the sub-metered buildings such as the clubhouses and administrative office and the master-metered residential dwellings. Without that adjustment all of the loss is carried only by the master-metered residences.

The street lights were inventoried and computations performed by the Energy Advisory Committee in 2006. As a result, we learned that these lights used 571,860 KWH in the course of a year. Since all cost allocations were done by E-Rating at that time, this KWH figure was used to establish the value of 686,000 Es; that measurement has been used for the last 8 years. Since then, the whole allocation process has been changed to use sub-meter readings in lieu of E-Ratings whenever possible. Since we know the annual figure for community lighting, it seems most logical to simply divide it by 12 and use the average of 47,655 KWH per month. However, that would result in an overcharge because the street lights are only on at night, and the rate per KWH is less during those hours. The best way to deal with this would be to assume an average use of 1,000 KWH per billing day or simply round that to 30,000 per month.

The effect of making this change would be to bill the trust properties (clubhouses, administration and golf course buildings) and the community lighting more accurately by KWH and use E-Ratings only for un-metered mutual dwellings. It also positions the whole system so that if a mutual opted to install meters, then they too could be billed by KWH.

The modified spreadsheet has been discussed with Dawn Gaynor, the head book-keeper, who indicated that she understood and agreed with the intent and manner of the changes and also stated that this change would not add anything to her workload.

It is hoped that you will approve this change and direct that it be implemented for the first billing of 2015.

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
November 18, 2014

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Edward Nicosia, M18, Vice Chair; Marian Altman, M12; Arnold Litman, 17A; Evelyn Allin, M17B; John Stewart, M20B; Frank Roddy, M23; Norman Eisenberg, M24; John Goolkasian, M25; and Tom Simms, M26.

MEMBERS ABSENT: Arthur Hooker, MM; and Joe Halpin, M16.

LWMC: Jolene King, Assistant General Manager; and Nancy Gordon, Trust Assistant.

VISITORS: Harvey Peritt, M13; Dave Young, M19A; and Benson King.

1. Call to Order - Ms. Maxam called the meeting to order at 10:00 a.m.
2. Approval of Agenda - The Agenda was approved as amended. Add 6b - Community Lighting
3. Approval of Minutes - The Minutes of October 21, 2014, were approved as written.
4. Chair's Comments -

There will be an informational meeting on the Facilities Enhancement Plan at 3:00 p.m. today in the Crystal Ballroom.

Because the chair will be away, Ms. Altman has volunteered to chair the January meeting. Mr. Nicosia will chair March meeting. In the event he cannot, Ms. Altman will chair that meeting as well. The committee does not meet in February

5. Unfinished Business -
 - a. E-rating Guidelines - The Guidelines, incorporating Mr. Eisenberg's revisions, were distributed. They will be finalized at the December meeting.
 - b. Quick Home Energy Checkup (QHEC) Program - An article by the Energy Advisory Committee about the QHEC program appeared in the November 4th issue of the Leisure World News. Other opportunities to promote the program were discussed, i.e. at the Master Meter Mutuals Club meeting and at the high rise presidents meeting.

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November 18, 2014
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- c. Heat-Pumps - Mr. Peritt, a former member of the Energy Committee, made a presentation, the purpose of which was to "encourage members of the EAC to fully implement existing energy saving methods that have been largely ignored...heat-pumps as replacement for electrical heating and also the covering of indoor pool surfaces during evening hours." Copies of his remarks were distributed.

Other handouts distributed were Mr. Peritt's reports, "Calculated Cost to Heat Indoor Pools and Dehumidify Air to Maintain 50% RH," and "Historical Record in the Development of Monetary Incentives that Promote Use of Heat-Pumps at Leisure World."

Ms. King stated she will follow up with Mr. Peritt regarding his presentation. Ms. King stated that the Physical Properties and Education & Recreation Departments would be good resources to obtain information about methods used to manage the humidity and heat in the pool area.

- d. Light Switches - Ms. King stated that during the first quarter of 2015 automatic sensor light switches will be placed in both clubhouses, where appropriate. Mr. Litman will write an article for the Leisure World News about the new light switches.
- c. Line Losses and Community Lighting - A draft of a letter to the Board from Mr. Young and Ms. Maxam was discussed. It will be revised and forwarded to the Board with the following motions made by the Energy Committee.

Resolved, during the cost allocation process of the bills received for electrical service, the computed rate per KWH should be increased by 4% for all submetered entities. The motion carried.

Resolved, during the cost allocation process of the bills received for electrical service, the figure of 50,000 KWH per month should be used for community lighting instead of the current E-rating. The motion carried.

6. New Business -

- a. Temperature of Indoor Pool - (Sec 5-c.)
- b. Community Lighting - Mr. Nicosia gave a power point presentation on community lighting. The presentation included problems of and solutions for determining energy consumption and billing methods.

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November 18, 2014
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7. Working Group Status Reports -

Modern Methods - Mr. Litman will write an article for the Leisure World News about the Villa Cortese being retro-fitted with LED bulbs. Ms. Maxam stated that the cost for the retro-fitting will be \$24,000; the savings in the first year will be \$22,000. Ms. King stated that this is also being considered at the Trust level. Ms. King suggested that Tim Ohan, Chief Electrician, be asked to attend the next meeting to discuss LED lighting.

8. E-Ratings -

Energy Minutes from August 2014 and October 2014 will be corrected to indicate that old codes were deleted when new codes were assigned for Leisure World ID's 9067 and 18084 as follows:

8/27/14 - LWID 9067 - Delete WE -500
10/21/14 - LWID 18084 - Delete EK +3800.

(Please note, at the time the new codes were applied the old codes were removed but the Minutes did not reflect that fact.)

9. Open Forum - There were no comments.

10. Next Meeting - The next meeting is scheduled for Tuesday, December 16, 2014, at 10:00 a.m. in Clubhouse I.

11. Adjournment - There being no further business, the meeting was adjourned at 12:05 p.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
March 17, 2015

MEMBERS PRESENT: Edward Nicosia, M18, Vice Chair; Arthur Hooker, MM; Bob Namovicz, M10; Marian Altman, M12; Joe Halpin, M16; Arnold Litman, 17A; Evelyn Allin, M17B; John Stewart, M20B; Frank Roddy, M23; Norman Eisenberg, M24; Tom Simms, M26; and Lee Jones, M27.

MEMBERS ABSENT: Elsie Maxam, M6C, Chair; and John Goolkasian, M25.

LWMC: Jolene King, Assistant General Manager; Tim Ohan, Chief Electrician; and Nancy Gordon, Trust Assistant.

VISITORS: Harvey Peritt, M13.

1. Call to Order Ms. Altman, Acting Chair, called the meeting to order at 10:05 a.m.
2. Approval of Agenda - The Agenda was adopted as amended:
Order of Agenda Items will be changed: 5-d will become 5-a.
Add: 6-a, Pepco Billing in High Rises
Add: 6-b, Fitness Center
3. Approval of Minutes - The Minutes of January 20, 2015, were approved as written.
4. Chair's Comments - There were no comments.
5. Unfinished Business -
 - a. Aluminum Wiring - Tim Ohan, LWMC Chief Electrician, discussed a broad range of topics regarding aluminum wiring. Options for replacing devices and switches, where necessary, were discussed. Ms. King stated that if the Energy Committee were requested to provide information to the community about aluminum wiring, it could consider doing so.
 - b. Use of Pool Covers - Harvey Peritt, M13, discussed information that he received from Deetron engineers about the dehumidifier/heat pump used in the indoor pools. At the next Energy meeting, Mr. Peritt will present cost estimates related to the use of pool covers.
 - c. Articles for Leisure World News on Programmable Thermostats and on Automatic Light Switches - This agenda item was tabled.
 - d. Energy Topics for 2015 - The committee discussed a document developed by Mr. Nicosia which addresses the committee's goals and priorities; membership; endeavor purpose; and endeavors. Attached to the document was information related to "E-Rating Crossroads."

Minutes of the Energy Advisory Committee
 March 17, 2015
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The committee was asked to review the document for additions, consider which endeavors should be prioritized, and determine the area in which he or she would like to serve. This will be discussed at the next meeting.

The need for liaisons to other advisory committees who sponsor Facility Enhancement projects was discussed. Volunteers are as follows:

- Community Planning (Administration Building) - John Stewart
 - Education & Recreation (Maryland Room, Crystal Ballroom, Fitness Center) - Joseph Halpine
 - Physical Properties (PPD Project) - Ed Nicosia
 - Restaurant (Cascade Bistro, Terrace Room) - Arthur Hooker

(Nicole Gerke, LWMC Project Manager, will present a status report on the Facility Enhancement Plan projects at the next meeting.)

- e. Matrix of Contracts, Rates and Expiration Dates -
 Information regarding energy contracts was included in the agenda packet.

The subject of green power will be an agenda item at the April meeting. Ms. King stated she will check with BTU, energy consultant, to see if they are available to meet with the committee in April or May.

6. New Business

- a. Pepco Billing in the High Rises - An email from a resident regarding Pepco bills was discussed. The chair stated that the matter is not a Trust matter and that it should be handled by the Mutual.
- b. Fitness Center - Mr. Halpin will attend the E&R Advisory Committee to discuss the Fitness Center design (windows and ceiling height) and its impact on energy use. He will also inquire about the possible use of solar or geo-thermal energy.

7. Working Group Status Reports -

Because of the change in membership of the committee, appointments to the working groups will be reviewed.

Mr. Simms requested that the high and mid-rise working group no longer be an agenda item inasmuch as it has completed its survey about energy saving methods.

- 8. E-Ratings - No E-rating changes were presented to the committee for approval.

Minutes of the Energy Advisory Committee
March 17, 2015
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9. Correspondence - A copy of a memo sent to the LWCC Board of Directors from the Energy Committee regarding "E-Rating Change Process Guidelines - Distribution and Publication" dated December 16, 2014, will be emailed to the committee.
10. Open Forum - There were no comments from visitors.
11. Next Meeting - The next meeting is scheduled for Tuesday, April 21, 2015, at 10:00 a.m. in Clubhouse 1.
12. Adjournment - There being no further business, the meeting was adjourned at 11:55 a.m.

Approved

Marian Altman, Acting Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
Minutes of Regular Meeting
April 21, 2015

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Edward Nicosia, M18, Vice Chair; Arthur Hooker, MM; Marian Altman, M12; Joe Halpin, M16; Arnold Litman, 17A; Evelyn Allin, M17B; John Stewart, M20B; John Goolkasian, M25; and Tom Simms, M26.

MEMBERS ABSENT: Bob Namovicz, M10; Frank Roddy, M23; Norman Eisenberg, M24; and Lee Jones, M27.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

NONMEMBERS: Mike Showalter, M10; and Dave Young, M19A.

1. Call to Order – Ms. Maxam called the meeting to order at 10:00 a.m.
2. Approval of Agenda - The Agenda was adopted as amended:
 - Add 5-f Light Switches in Clubhouses
 - Add 5-g Quick Home Energy Check-up (QHEC)
3. Introduction of Visitors - Mr. Young and Mr. Showalter, former members of the Energy Committee, were welcomed.
4. PEP Projects - Ms. Gerke discussed the PPD Customer Service Area Enhancements and Crystal Ballroom Renovation projects from an energy-efficiency perspective.

PPD Customer Service interior renovation will include:

- energy efficient lighting
- improvements to the existing HVAC system
- programmable thermostats
- improvements to vestibule to reduce heat and air conditioning loss
- passive controls (on-going maintenance) such as window blinds to reduce solar gain and glare - window gaskets/sealants where needed - weather stripping at all exterior doors where needed

Crystal Ballroom interior renovation will include:

- energy efficient lighting
- improvements to the existing HVAC system
- automatic shut off of projectors

Detailed information on lighting used in the projects was included in the agenda packet.

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Fitness Center

- The new Fitness Center faces south; therefore, it will include integral shading devices attached to exterior to shade sunlight and light shelves which will provide more natural diffused light. Ms. Gerke will bring additional information about the project at a future meeting.
- In response to a question, Ms. Gerke stated that after considering the use of geothermal energy at the Fitness Center, it was determined that it would not bring a return on the investment. The use of solar panels will be considered.

North Wing of Clubhouse I

- Ms. Gerke will bring information to the Energy Committee at a later date about the project.

5. Approval of Minutes – The Minutes of March 17, 2015, were approved as written.

6. Chair's Comments -

- Ms. Maxam thanked Ms. Altman for chairing the January and March meetings.
- Ms. Maxam reminded the committee that the following membership criteria was recommended to the Board in September 2012: Residents interested in energy conservation and renewable energies, comfortable asking questions, able to think outside the box, and/or have a background, experience or abilities in computers or engineering.
- A document, "Parliamentary Procedure...at a Glance" was distributed. The document contains information regarding Roberts Rules of Order.

7. Unfinished Business -

a. Pool Covers - Cost Estimates - This agenda item was not discussed.

b. Electricity Usage

- Mr. Young explained the Pepco bill and how it is allocated. Documents containing this information were distributed.
- A representative from Montgomery County Department of Environmental Protection, Michelle Vigen, will attend the next meeting to discuss ways to reduce energy costs, the benefits of using an "energy performance contractor," and a financing program being developed by the County that allows a lender to place a loan as a tax assessment on the property, and other issues of interest to the committee.
- Representatives from BTU, Leisure World energy consultant, will be invited to a future meeting to discuss types of energy available to purchase.

c. "Simplified Add-ons" - (E-Rating Process)

Minutes of the Energy Advisory Committee
April 21, 2015
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A document, "Simplified Add-on Worksheets," dated February 2015, was distributed. Mr. Young stated the document was designed to be used by non-technical persons for the submission of applications for credit or assessment of charges for energy usage in master-metered Mutuals.

- d. Looking Ahead to 2015 - Committee's Goals and Priorities - This agenda item was postponed until the next meeting.
- e. Light Switches in Clubhouses - This agenda item was not discussed.
- f. Home Energy Check - QHEK - This agenda item was not discussed.
- 8. New Business - There was no new business.
- 9. Working Group Status Reports - This agenda item was not discussed.
- 10. E-Ratings - No E-rating changes were presented to the committee for approval.
- 11. Correspondence - There was no correspondence.
- 12. Open Forum - There were no comments from nonmembers.
- 13. Next Meeting - The next meeting is scheduled for Tuesday, May 19, 2015, at 10:00 a.m. in Clubhouse I.
- 14. Adjournment - There being no further business, the meeting was adjourned at 11:45 a.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
CLUBHOUSE II
April 19, 2016

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Edward Nicosia, M18, Vice Chair; Bob Namovicz, M10; Joe Halpin, M16; Arnold Litman, M17A; Evelyn Allin, M17B; Frank Roddy, M23; Norman Eisenberg, M24; John Goolkasian, M25; and Lee Jones, M27.

MEMBERS ABSENT: Ann Graham, MM; Warren Lupson, M15; John Stewart, M20B; and Tom Simms, M26.

LWMC: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; and Nancy Gordon, Trust Assistant.

NONMEMBERS: Harvey Peritt, M13.

1. Call to Order – Ms. Maxam called the meeting to order at 9:30 a.m.
2. Approval of Agenda - The agenda was approved as presented. To New Business, add 3-M Meeting Presentation by Ed Nicosia.
3. Introduction of Visitors Mr. Peritt was welcomed.
4. Approval of Minutes - The Minutes of December 15, 2015, were approved as written.
5. Chair's Comments – The Chair had no comments at this time.
6. Unfinished Business -
 - a. Cost of Meters in Master Meter Mutuals – Mr. Roddy provided the following summary of his findings: (Contributions from Frank Roddy, Ed Nicosia, and Lee Jones.) The meters in question are submeters and, as such, are not in PEPCO's purview since the meters would be inside the one master meter and breaker. Therefore, PEPCO does not need to get involved. The meters and installation for the North and Connecticut Ave gatehouses were estimated at \$500 each by Tim Ohan, the chief electrician for Leisure World PPD. PPD would certainly need to get subcontractors to assist in installation of the large number of meters for all of the master metered Mutuals (about 23-2400). For some Mutuals such as 13-18, the power cables come up through the floor slab in the middle of the house going to the circuit breaker panel. Therefore, no outside meter is possible. The meters could be installed in boxes next to the circuit breaker panels in each unit, but some sort of security would have to be done to ensure that homeowners could not tinker with the meter readings.
 - b. LED Bulb Replacement in Mutual 23 – Mr. Roddy stated that the cost to install LED fixtures in his Mutual's (M23) overhead corridors was \$94,000. The payback time is approximately 3-1/2 months. A lengthy technical discussion ensued.

Minutes of the Energy Advisory Committee
April 19, 2016
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- c. E-Rating Process – Ms. King stated that a memo will be sent to the Mutuals within the next two weeks with information about projects eligible for e-rating changes and the process.

7. New Business

- a. LW Globe & Norbeck and Connecticut Guard Gates – Master Meter Electricity Report – Mr. Nicosia stated that after discussions with Jolene King and Tim Ohan, Chief Engineer, it is his recommendation that submeters be placed at the Norbeck and Connecticut Guard Gates so that the electrical costs are shared by all residents, not just residents on the master meter. A report was included in the agenda packet.

Mr. Namovicz placed a motion on the floor.

Resolved, the Energy Advisory Committee recommends to the LWCC Board of Directors that submeters be installed in the Norbeck and Connecticut Gates.
The motion carried.

- b. Master Meter Cost Allocation - Mr. Nicosia discussed his report, "Master Meter Cost Allocation," presented to 3M Group on February 8, 2016. One of the issues addressed in the report is, "Will EAC keep advisory role in the E-rating process?"
- c. Energy Committee – Mr. Nicosia discussed his report, "Leisure World Energy Advisory Committee," which was included in the meeting packet. The report addressed the Energy Committee's goals and priorities, membership, purpose, and endeavors.
- d. Process for Moving Facilities Enhancement Plan Projects from Initiation through Action – Ms. Gerke discussed the EEP process.

Mr. Namovicz placed a motion on the floor.

Resolved, the Energy Advisory Committee recommends that the Leisure World Board of Directors approves the process as stated in the document, dated February 25, 2016, "Process for Moving Facilities Enhancement Plan Projects from Initiation through Action." The motion carried.

- e. EEP Updates - Ms. Gerke was asked about the status of the Fitness Center Project. Construction will begin late May and should be complete February 2017.
8. Correspondence – Mr. Peritt discussed his memo dated 12/20/15 regarding Heat Pumps in Montgomery Mutual Berkeley townhouses. He, Mr. Halpin, and Mr. Lupson will meet and provide additional information at a future meeting.
 9. Open Forum - There were no comments from visitors during Open Forum.

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April 19, 2016
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The committee discussed many topics including solar panels, inability of grids to transport 100% of wind energy to where it is needed, need for Leisure World to track the number of hybrid and electric cars, charging stations for such cars, Leisure World's fleet of vehicles, the Leisure World News as a vehicle to present the accomplishments of the Energy Committee, Vantage Point East's upgrade of fixtures and lamps to all common area lighting.

Mr. Nicosia stated that he is stepping down as vice chair of the committee but that he will remain on the committee.

10. Next Meeting – The next meeting is scheduled for Tuesday, May 17, 2016, at 9:30 a.m. in Clubhouse L.
11. Adjournment – There being no further business, the meeting was adjourned at 11:20 a.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD COMMUNITY CORPORATION
ENERGY ADVISORY COMMITTEE
CLUBHOUSE 1
May 17, 2016

MEMBERS PRESENT: Elsie Maxam, M6C, Chair; Ann Graham, MM; Edward Nicosia, M18, Vice Chair; Bob Namovicz, M10; Warren Lupson, M15; Joe Halpin, M16; Arnold Litman, M17A; Evelyn Allin, M17B; John Stewart, M20B; Frank Roddy, M23; John Goolkasian, M25; and Lee Jones, M27.

MEMBERS ABSENT: Norman Eisenberg, M24; Tom Simms, M26.

LWMC: Jolene King; Assistant General Manager; Nicole Gerke, Project Manager; and Gayle Shackelford.

NONMEMBERS: None.

1. Call to Order – Ms. Maxam called the meeting to order at 9:30 a.m.

2. Approval of Agenda – The agenda was approved as presented.

3. Systems for Administration Building – Ms. Gerke distributed a report on energy system options for the new Administration Building which was prepared by Potomac Energy Group Inc. (PEG). Mr. Gad, an engineer from PEG, was introduced to the committee. Ms. Gerke explained that this is very early in the process of looking at the options. The areas discussed were: Gas Service versus Electric, HVAC System Options, HVAC Design Conditions & Criteria, Outdoor Ventilation and Exhaust Air Requirements, Electrical, Lighting, Plumbing, and Green Design Considerations. Following the discussion, Ms. Gerke answered questions from the Committee.

(Ms. Gerke will email the best links for obtaining information on LEED to the Committee.)

(Ms. Gerke reported that the next step will be to obtain cost estimates which will help to narrow down the options. She asked the committee members to email her any additional questions or comments on the report.)

4. Approval of Minutes - The Minutes of April 19, 2016, were approved as written.

5. Chair's Comments – The Chair made the following comments:

- Encouraged committee members to pick up the meeting agenda packet prior to the meeting. The packets are made available in the brown file cabinet in the Administration Building.
- Reported that the committee members should be prepared to discuss a new Vice Chair at the next meeting.

6. Unfinished Business

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- a. E-Rating Process – Ms. King reported that the Board of Directors approved a scaled-down list for E-Rating adjustments. The 3M group is looking for a long-term solution going forward.

7. New Business

- a. EAC Charter – Ms. Maxam asked the committee members to look over the EAC Charter and be prepared to discuss ideas and possibly a subcommittee will be setup to update and revise the charter.
- b. Solar City – Ms. Maxam reported that a representative from Solar City is willing to speak at the June Energy meeting. It was the consensus of the committee that s/he be invited.

8. Correspondence – There was no correspondence.

9. Open Forum - There were no comments during Open Forum.

The committee discussed many topics including solar panels, need for Leisure World to track the number of hybrid and electric cars, charging stations for such cars, Leisure World's fleet of vehicles, and golf cart charges.

10. Next Meeting – The next meeting is scheduled for Tuesday, June 21, 2016, at 9:30 a.m. in Clubhouse 1.

11. Adjournment – There being no further business, the meeting was adjourned at 11:15 a.m.

Approved

Elsie Maxam, Chair

LEISURE WORLD OF MARYLAND

ENERGY ADVISORY COMMITTEE

Tuesday, September 20, 2016

MEMBERS PRESENT: Lee Jones, Chair, M27; Elsie Maxam, M6C; Arnold Litman, M17A; Edward Nicosia, M18; John Stewart, M20B; Frank Roddy, M23; and Norman Eisenberg, M24.

MEMBERS ABSENT: Ann Graham, MM; Joe Halpin, M16; Evelyn Allin, M17B; John Goolkasian, M25; and Tom Simms, M26.

MANAGEMENT: Nicole Gerke, Special Project Manager; and Monica Tejada, Trust Assistant.

1. Call to Order – The Chair called the meeting to order at 9:32 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of Minutes – The minutes were approved as amended under Item 6c. should read: any recommendation that Energy Advisory Committee has should be directed to PPD and Security & Transportation Advisory Committees.
4. Chair Comments – There was a new Chair appointed at the meeting, Mr. Jones, M27. The Chair informed the committee he will take place until the end of the year.
5. Management Report –
 - Bank – Bank of America will terminate their lease with Leisure World in November 2016. Sandy Spring bank will be taking over the available space.

- Projects – The Maryland Room and Clubhouse Grille are now open for business. The fitness center will soon have a site plan. The proposed site plan for the new Administration Building will be presented at the Board of Directors upcoming meeting.
 - Signage – There has been requests for basic directions throughout the community.
 - Tree replacement – For every tree that is cut down in Montgomery County, there is a law there has to be three trees planted in replacement of one tree or to pay a county fee.
6. Unfinished Business – Elsie Maxim, M6C brought up that the bathroom lights in CHI are not motion censored. Nicole Gerke informed the committee that the bathrooms are used regularly and motion censored lights did more damage than save energy.
 7. New Business – There was none.
 8. Correspondence – There was none.
 9. Next Meeting – The next meeting will be on November 15, 2016 at 9:30 a.m.
 10. Adjournment – The meeting adjourned at 9:57 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, March 21, 2017

MEMBERS PRESENT: Joe Halpin, M16; Arnold Litman, M17A; Evelyn Allin, M17B; Ed Nicosia, M18; Lee Jones, M20B; John Stewart, M20B; Frank Roddy, M23.

MEMBERS ABSENT: Ed Boesch, Chair, M10; Ann Graham, MM; Elsie Maxam, M6C; Warren Lupson, M15; Norman Eisenberg, M24.

LWMC: Nicole Gerke, Project Manager; Stacy Smith, LW News; Monica Tejada, Trust Assistant.

NONMEMBERS: Bob Namovicz, M10.

GUEST: Ed Benson.

1. Call to order – The meeting was called to order at 9:34
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of February Minutes – The agenda was approved as amended (Frank Roddy, M23).
4. Chair Comments – Ed Nicosia will chair the March 2017 meeting.
5. Management Comments –
 - Ms. Gerke informed the committee that there will be a meeting on March 29, 2017 at 6:00 p.m. to present the new Administration Building. Tickets are available at the E&R Office and you must make a reservation (due to priority seating.)
 - Landscape and pond dredging will be completed in April 2017.
6. Unfinished Business –
 - Appointment of Vice Chair – Tabled to April 2017 meeting.

- **Energy Advisory Committee Charter (draft)** – The committee reviewed the Energy Charter. The committee voted to delete item 1c. There will be a draft for April meeting.

7. New Business –

- **Powerpoint presentation** – Mr. Nicosia presented a powerpoint of solar PV energy systems for Leisure World. It is available upon request via email.

8. Correspondence – None.

9. Open Forum – None.

10. Next Meeting – The next meeting will be on Tuesday, April 18, 2017 at 9:30 a.m.

11. Adjournment – The meeting was adjourned at 11:32 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, April 18, 2017

MEMBERS PRESENT: Ed Boesch, Chair, M10; Ann Graham, MM; Elsie Maxam, M6C; Warren Lupson, M15; Ed Nicosia, M18; Lee Jones, M20B; Frank Roddy, M23; Norman Eisenberg, M24.

MEMBERS ABSENT: Arnold Litman, M17A;

LWMC: Nicole Gerke, Project Manager; Monica Tejada, Trust Assistant.

NONMEMBERS: Bob Namovicz, M10; Michael Strotz, M12.

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of March 21, 2017 Minutes – The minutes were approved as presented.
4. Chair Comments – The Chair commented on the new administration building. Is there any energy impact on the energy? (Ms. Gerke has a report on the energy impact.)

There are two recommendations that passed and will be memorandums to go forward to the LWCC BOD

- a. Revisions on the Energy Advisory Committee Standing Charter (included in the packet.)
- b. E-Ratings – add windows, doors, and insulation to the E-Ratings list. (eff. 3/2016)

5. Management Comments –

6. Unfinished Business –

- Appointment of Vice Chair – Tabled. The committee would like to have more representation from other Mutuals.
- EAC Charter – The amended energy advisory committee charter was approved.

7. New Business –

- Mr. Jones recommended that the Property Managers consider motors for their elevators (variable frequency technology – energy savings.)

8. Correspondence – None.

9. Open Forum – None.

10. Next Meeting – Tuesday, May 16, 2017 at 9:30 a.m. in CHI.

11. Adjournment – The meeting was adjourned at 10:32 a.m. .

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, May 16, 2017

MEMBERS PRESENT: Ed Boesch, Chair, M10; Ed Nicosia, Vice Chair, M18; Elsie Maxim, M6C; Warren Lupson, M15; Arnold Litman, M17A; Lee Jones, M20B; Norman Eisenberg, M24

MEMBERS ABSENT: Ann Graham, MM; Joe Halpin, M16; Evelyn Allin, M17B; John Stewart, M20B; Frank Roddy, M23.

MANAGEMENT: Jolene King, Assistant General Manager; Nicole Gerke, Project Manager; Monica Tejada, Trust Assistant.

NONMEMBERS: David Frager, M27.

1. Call to order – The meeting was called to order at 9:30 a.m.
2. Approval of agenda – The agenda was approved as presented.
3. Approval of April 18, 2017 minutes – The minutes were approved as presented.
4. Chair Comments – The Chair appointed Ed Nicosia as the new Vice Chair.
5. Management Comments – Ms. Gerke reported that the site plan process has begun for the Administration Building through Park and Planning it takes a day to process documents. Ms. Gerke explained that the proposed Energy Advisory Committee Standing Charter and E-rating coverage needs clarification to go forward to the LWCC Board of Directors.
BTU Consultants energy advisors review analysis on monthly bills. Ms. King suggested to bring in BTU consultants to an energy meeting.
6. Unfinished Business – The committee had a discussion on the memorandums going forward to the LWCC Board of Directors.

Standing Energy Advisory Committee Charter:

Upon motion duly made and seconded at its meeting on April 18, 2017 Energy Advisory Committee recommends that the LWCC Board of Directors:

II. Specifics relating to Energy Advisory Committee

Areas of Responsibility

Delete: 1b. Periodically review status of rate options available from the electricity suppliers for the Leisure World Community's bulk-metered usage and recommend to management and the Board of Directors those options most likely to result in lower cost to the Community.

Add: 1b. Periodically review cost of energy and power to residents of Leisure World, Mutuals, and to the LW Corporation including the distribution of cost.

Delete 1c. Periodically review the E-ratings of Trust facilities and Mutual units to assure the reflection of equitable cost allocations relating to bulk-metered areas of the Leisure World Community.

Add 1c. Recommend changes in energy sources, types, and use that have the potential to reduce costs.

Delete 1d. Seek energy-saving techniques and make recommendations to management and the Board of Directors if such techniques are economically feasible to implement within the Leisure World Community; interact with governmental agencies involved in grants and conservation programs.

Add 1d. Investigate and research current and emerging developments and approaches for saving, conserving, and reducing energy use. Make recommendations to Mutual management and the Board of Directors if such techniques appear to be economically and operationally feasible to implement within the Leisure World Community; Monitor and periodically report on related programs offered by federal, state, and local governmental agencies which provide financial and technical assistance, e.g. grants, tax incentives, and technical information.

Add 1e. Investigate and research new developments in energy, including supply, utilization, and sources. Recommend approaches that have the potential to reduce costs, enhance the environment, improve reliability in energy sources, and provide

other benefits for LW community. New developments include technological advances, alternative energy sources, and recycling practices.

E-Rating coverage:

Upon motion duly made and seconded at its meeting on April 18, 2017 Energy Advisory Committee recommends that the LWCC Board of Directors:

The Energy Advisory Committee resolves, to add windows, doors, and insulation to the list of projects covered by E-Rating changes effective as of the date of passage.

7. New Business – Mr. Nicosia proposed a memorandum to go forward to the LWCC Board of Directors:

PROPOSED RESOLUTION:

The LWCC approves the EAC "Solar Photovoltaic Energy Systems for Leisure World Initiative" with TECH Committee, PPD, and Accounting support.

EAC Initiative

The initiative goal is to provide information for LWCC to make informed decisions in pursuit of LW solar energy photovoltaic systems. Said decisions deal with determining LW acceptable:

- (i) Benefits (e.g., cost savings, energy productions)
- (i) Development implementations (e.g., LW buildings, Master Meter grid)
- (i) Development costs (i.e., investment, commitment) and approaches (e.g., purchase, power purchase agreements).

8. Correspondence – None.
9. Open Forum – Robert Namovicz, M10 – Input from the 3M group is missing regarding the E-Rating changes.
10. Next Meeting – Tuesday, June 20, 2017 at 9:30 a.m.
11. Adjournment – The meeting adjourned at 11:07 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, October 17th, 2017

Clubhouse I – Montgomery Room 9:30 a.m.

MEMBERS PRESENT: Edward Nicosia, Chair, M18; Ed Boesch, Vice Chair, M10; Ann Graham, MM; Elise Maxam, M6C; Warren Lupson, M15; Arnold Litman, M17A; Lee Jones, M20B; Frank Roddy, M23; Norman Eisenberg, M24.

MEMBERS ABSENT: Joe Halpin, M16; Evelyn Allin, M17B; John Stewart, M20B.

MANAGEMENT: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

NONMEMBERS: Charlie Babendreier, M9; Robert Lacas, M9; Bob Namovicz, M10; Robert Pechacek, M16; Henry Jordan M24

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Approval of Agenda – The agenda was approved as written.
3. Approval of Minutes – The minutes were approved as written.
4. Chair Comments – Mr. Nicosia reported the following:
 - Trust Assistant, Ernesto Castillo, is completing a check-list of EAC related documents to see what the EAC currently has copies of.
 - Mr. Nicosia met with “Standard Solar” to advance Solar Initiative plans.
5. Management Comments – Nicole Gerke reported the following:
 - Ms. Gerke introduced the new Assistant General Manager, Tom Snyder.
 - The IT Department is developing a standard process to archive all LW documents.
 - The MNCPPC (Park & Planning) hearing for the new Administration Building, Clubhouse I and Site Plan Improvements has been rescheduled to November 30th, 2017.
6. Unfinished Business – Mutual 9 Memo
 - Mr. Nicosia reported that it is unclear what entity (LWMC or LWCC) has authority to make decisions regarding the M9 Memorandum.
 - Mr. Nicosia is scheduled to meet with the LW Accounting Department to calculate cost data related to the M9 Memo.

- Mr. Nicosia made a PowerPoint presentation and provided handouts reflecting a proposed revised Draft Memo (see attachments) for EAC considerations which emphasized the key difference between EAC and mutual 9, i.e., EAC wants the sub-meter data to be treated the same as Trust Property sub-meter data and Mutual 9 wants their sub-meter data to be treated like E-Ratings.
 - Mutual 9 was asked why Trust property sub-meter data is not treated like E-Ratings and they provided no answer
 - Mr. Nicosia Quoted a document by Mr. David Young (Former EAC member) titled "E-Ratings for Dummies" which emphasized and supported the key point of Mr. Nicosia's presentation dealing with the **False Equivalency** of treating E-Ratings and sub-meter KWHs as the same
 - Mr. Nicosia asked if mutual 9 would provide their sub-meter data to EAC 9, i.e., previously requested by email Mr. Nicosia
7. New Business – There was no new business.
8. Correspondence – There was no correspondence.
9. Open Forum –
- Mr. Namovicz expressed concern regarding the cost of solar panels (Pay-Back time) being the focus when considering their purchase; he suggested considering immediate savings after solar panel installation.
10. Next Meeting – The next meeting will be held on Tuesday, November 21st, 2017 in Clubhouse I at 9:30 a.m.
11. Adjournment – The meeting was adjourned at 11:21 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, November 21st, 2017

Clubhouse I – Montgomery Room 9:30 a.m.

AMENDED

MEMBERS PRESENT: Ed Boesch, Vice Chair, M10; Elsie Maxam, M6C; Joseph-Halpin, M16; Lee Jones, M20B; Frank Roddy, M23; Norman Eisenberg, M24.

MEMBERS ABSENT: Ed Nicosia, Chair, M18; Ann Graham, MM; Warren Lupson, M15; Arnold Litman, M17A; Evelyn Allin, M17B; John Stewart M20B.

MANAGEMENT: Tom Snyder, Assistant General Manager; Nicole Gerke, Project Manager; Ernesto Castillo, Trust Assistant.

NONMEMBERS: Robert Lagas, M9; Bob Namovicz, M10; Marian Altman, M12.

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Approval of Agenda – The agenda was approved as written.
3. Approval of Minutes – The minutes were approved as written.
4. Chair Comments – Mr. Boesch reported the following:
 - Stated the M9 Memo was the main concern of the meeting. Mr. Boesch expressed he was hopeful the committee is ready to move forward on the issue.
5. Management Comments – Nicole Gerke reported the following:
 - The Park and Planning hearing for the Administration Building/Club House I site plans will be held Thursday, November 30th.
6. Unfinished Business – Mutual 9 Memo
 - Mr. Boesch stated that the EAC Executive Summary recommended one of two solutions: Either bill M9 the same as a trust property or stay on the e-Ratings system.

Motion:

Mr. Eisenberg moved to include the following statement to the EAC response to M9: "The approach recommended by the EAC is based on the above

principles which address equity, and is not based on whether a particular mutual's electricity costs increase or decrease."

The motion PASSED.

Motion:

Mr. Eisenberg moved to include a statement addressing the "False Equivalency" issue which would state that although things may be measured by the same unit, they cannot be used interchangeably.

The Motion PASSED.

Motion:

Mr. Boesch moved to forward the entire "EAC response to M9" package, as amended, to the Board.

The Motion PASSED.

7. New Business – "How to save Energy"

- Mr. Halpin presented a document listing multiple tips and suggestions on how to lower one's energy consumption.

Motion:

Mr. Halpin moved to add the "How to save Energy" document uploaded to the EAC's webpage on the new residents' website.

The motion PASSED.

8. Correspondence – There was no correspondence.

9. Open Forum –

- Mr. Jones announced to the committee that Trust Assistant, Monica Tejada has returned from maternity leave and that a present has been prepared for her to welcome her back.

10. Next Meeting – The next meeting will be held on Tuesday, December 19th, 2017 in Clubhouse 1 at 9:30 a.m.

11. Adjournment – The meeting was adjourned at 11:11 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, December 19th, 2017

Clubhouse I – Montgomery Room 9:30 a.m.

MEMBERS PRESENT: Ed Nicosia, Chair, M18; Ed Boesch, Vice Chair, M16; Elsie Maxam, M6C; Warren Lupson, M15; Joseph Halpin, - M16; John Stewart, M20B; Lee Jones, M20B; Frank Roddy, - M23; Norman Eisenberg, M24.

MEMBERS ABSENT: Ann Graham, MM; Arnold Litman, M17A; Evelyn Allin, M17B.

MANAGEMENT: Tom Snyder, Assistant General Manager; Nicole Gerke, - Project Manager; Ernesto Castillo, Trust Assistant.

NONMEMBERS: Robert Namovicz, M10; Harvey Perritt, M13; Robert - Pechacek, M16.

1. Call to Order – The meeting was called to order at 9:35 a.m.
2. Approval of Agenda – The agenda was approved as amended:
 - Add line item “Energy Efficiency Article/Report – Mr. Lupson”
 - Add line item “Gas to Electricity Conversion – Discussion” to New Business.
 - Add line item “M-Priest Demand Charges Article – Mr. Perritt” to New Business.
 - Add line item “Battery-Operated Lawn Equipment” to New Business.
3. Approval of Minutes – The minutes were approved as amended:
 - Correct 1st Motion from “Failed” to “Passed”.
 - Correct spelling in specific locations.
4. Chair Comments – Mr. Nicosia reported the following:
 - Welcomed new EAC members for 2018: Robert Lagas and Robert Pechacek.
 - Mr. Nicosia expressed gratitude towards departing members Mr. Halpin, Ms. Maxam, Ms. Allin and Ms. Graham for their contributions to the EAC. and would investigate a EAC certificate for them

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, January 16th, 2018

Clubhouse I – Montgomery Room 9:30 a.m.

MEMBERS PRESENT: Ed Nicosia, Chair, M18; Ed Boesch, Vice Chair, M16; Robert Lagas, M9; Warren Lupson, M15; Robert Pechacek, - M16; Arnold Litman, M17A; Lee Jones, M20B; John Stewart, - M20B; Frank Roddy, M23.

MEMBERS ABSENT: Norman Eisenberg, M24.

MANAGEMENT: Nicole Gerke, Project Manager; Ernesto Castillo, Trust - Assistant.

NONMEMBERS: Elsie Maxam, MC6; Robert Namovicz, M10; Joe Halpin, M16.

1. Call to Order – The meeting was called to order at 9:30 a.m.
2. Approval of Agenda – The agenda was approved as amended:
 - Add line item “Master Meter Electricity Capacity for New Administration Building.”
 - Add line item “International Green Construction Code.”
3. Approval of Minutes – The minutes were approved as presented.
4. Chair Comments – Mr. Nicosia reported the following:
 - Mr. Nicosia has reached out to Dawn Gaynor to inquire about whether data received from the Accounting department is proprietary; he will distribute an Excel spreadsheet of the data if possible.
 - The residents’ website needs an updated EAC roster and charter posted; Mr. Castillo will post the roster and charter at the conclusion of the meeting.
 - Mr. Nicosia will seek to work with other committees if/when goals overlap.
 - Mr. Nicosia presented two different appreciation certificates for former members and individuals who frequently work with the EAC.
5. Management Comments – Ms. Gerke reported the following:

- Mr. Roddy will create a written report and provide it at the next meeting.
- It was suggested that former EAC member, John Goolkasian be contacted to inquire about solar panel data.

F. Efficiency Article Report – Mr. Lupson

- Mr. Lupson will provide an updated report at the following meeting.

G. Gas to Electric Conversion Report – Mr. Pechacek

- Mr. Pechacek reported that the conversion of gas to electricity would be sensible at the residential level.
- The question of whether electricity for the new Administration building could be produced through a gas turbine generator was raised; Mr. Lupson explained that to proceed with this suggestion would take a significant amount of planning and would also need to meet numerous construction codes.

H. mPrest Demand Charges Article – Mr. Peritt

- Mr. Peritt did not attend the meeting; the report will be given at the following meeting.

7. New Business –

A. “SENSE” Product Virtual Presentation

- The company “SENSE” gave a presentation on their product which allows for real-time evaluation of energy consumption in a unit/household. The EAC will post information on the product on the EAC link located in the Resource Center of the LW residents’ website.

8. Correspondence – There was no correspondence.

9. Open Forum –

- Ms. Maxam stated that the EAC previously proposed methods for LW/Mutuals to bill vehicles that require electric charging.
- Ms. Maxam suggested that a formal request be made to the Security and Transportation committee to keep more detailed records of electric vehicles and where they are in LW.

10. Next Meeting – The next meeting will be held on Tuesday, February 20th, 2018 in Clubhouse I at 9:30 a.m.

Adjournment – The meeting was adjourned at 11:37 a.m.

LEISURE WORLD COMMUNITY CORPORATION

ENERGY ADVISORY COMMITTEE

Tuesday, February 20th, 2018

Clubhouse I – Montgomery Room – 9:30 a.m.

MEMBERS PRESENT: Ed Nicosia, Chair, M18; Warren Lupson, M15; Robert-Pechacek, M16; Lee Jones, M20B; John Stewart, M20B; Frank Roddy, M23.

MEMBERS ABSENT: Ed Boesch, Vice Chair M16; Robert Lagas, M9; Arnold Litman-M17A; Norman Eisenberg, M24.

MANAGEMENT: Tom Snyder, Asst. General Manager; Ernesto Castillo, Trust - Assistant.

NONMEMBERS: Elsie Maxam, MC6.

1. **Call to Order** – The meeting was called to order at 9:30 a.m.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes were approved as presented.
4. **Chair Comments** – Mr. Nicosia reported the following:
 - Mr. Nicosia's Solar Initiative Interim Report was postponed until the following meeting.
 - Mr. Nicosia has been in contact with the Strategic Planning and Government committees. He will continue communications to collaborate in the future.
5. **Management Comments** – Mr. Snyder reported the following:
 - Mr. Nicosia inquired about the "comment process" on the proposed site plans and if other committees have provided comments/feedback. Mr. Snyder reported that multiple committees are providing feedback at their meetings on the proposed site plans.
 - Mr. Snyder explained that the proposed site plan must be approved before building designs are further developed.
 - Mr. Steward inquired whether comments on the building design are being discussed at mutual presentations. Mr. Snyder stated that only the proposed site plans are being discussed.

6. Unfinished Business –**A. New Administration Building Comments**

- Documents/comments were provided detailing the concerns of the EAC on the proposed Administration building site plans. Each comment was reviewed and discussed.
- Topics discussed included Energy Star standards, LED lighting fixtures, exploration of solar/renewable energy, geothermal heat pumps, and the need for further analyses. A refined comments document will be developed and provided for discussion at the following meeting.
- Mr. Nicosia inquired about the proposed Administration Building's electricity being supplied through the Master Meter circuit or the existing gas system. He also inquired if any studies have been done to determine the loads of the current and proposed Administration buildings.
- Mr. Snyder explained that the proposed Administration building's source of electricity could not be determined until later in the design process. Mr. Snyder will attempt to provide more information on the Master Meter load capability per Mr. Nicosia's request.
- Mr. Jones mentioned that residential condominiums are exempt from the Maryland Sales and Use Tax. Mr. Snyder will confirm with BTU that applicable residents are not being taxed.

B. Charging Station Options Report – Mr. Eisenberg and Mr. Stewart

- Mr. Stewart has been in contact with Ms. Elisabeth Hamilton in an attempt to determine how many electric charging vehicles are in Leisure World.
- Mr. Stewart reported that the registration of vehicles (provided to Security and Transportation by residents) only provide the make/brand of a vehicle.
- Mr. Nicosia inquired about the possibility of a vehicle's VIN number providing the make of said vehicle. This could help determine how many electric charging vehicles are registered in Leisure World.
- Mr. Stewart will contact Ms. Hamilton to further explore what information the VIN number provides.

- Mr. Jones suggested that Level 2 car charging stations be recommended by the EAC.

C. Solar Panel Degradation Report – Mr. Roddy

- Mr. Roddy reported that generally a solar panel's efficiency degrades 1% annually. However, Mr. Roddy mentioned the information he researched was outdated and that degradation rates may have improved in newer solar panel models.
- Mr. Roddy stated that Mr. John Goolkasian's personal solar panel data raised questions. Mr. Roddy was unable to reach Mr. Goolkasian at the time of the meeting.
- Mr. Roddy will research potential problems of solar panels and provide a write-up per Mr. Nicosia's request.

D. Efficiency Article Report – Mr. Lupson

- Mr. Lupson spoke on an article that discusses how to persuade consumers to purchase more energy efficient products.
- Mr. Lupson previously provided the article via email.

E. mPrest Demand Charges Article – Mr. Peritt

- Mr. Peritt did not attend the meeting; the report will be given at the following meeting.

F. Natural Gas Report – Mr. Pechacek

- Mr. Pechacek reported that using natural gas to produce power is more viable in at the single home level as opposed to the building level.
- Mr. Pechacek will provide a written report at the following meeting per Mr. Nicosia's request.

7. **New Business** – There was no new business.

8. **Correspondence** – There was no correspondence.

9. **Open Forum** – There were no open forum comments.

10. **Next Meeting** – The next meeting will be held on Tuesday, March 20th, 2018 in Clubhouse I at 9:30 a.m.

11. **Adjournment** – The meeting was adjourned at 11:22 a.m.

SECTION 9

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday April, 17, 2012

9:00 a.m.

MEMBERS PRESENT:

Robert Pillote, Chair, M24; Herbert Randall, Vice Chair, M21; Tony Marotta, M13; Ann Graham, M14; William Slingluff, M15; Doug Allston, M16; David Bowden, M17A; Robert Romero, M17B; Alan Stokely, M18; Grover Baldwin, M19B; Ralph Kirby, M20A; Marvin Tabb, M23; Sperry Storm, M27

MEMBERS ABSENT:

Paul Slobozien, M5; Tom Prince, M20B; Jim Dayhoff, M26

LWMC:

Jolene King, Assistant General Manager for Facilities and Services; Scott Wagner, Director of Golf; Alex Lively, Golf Pro; Erica Lieberman, Administrative Assistant

1. Call to Order – Mr. Pillote called the meeting to order at 9:00 a.m.
 2. Approval of Agenda – The agenda was approved as amended. Move Item 9. Veteran's Golf Play Day Report, before Item 5. Chair's Comments. Under Item 13. Next Meeting – May 5, 2012 change to May 15.
 3. Approval of Minutes – The Minutes of the meeting held on March 20, 2012 were approved.
 4. Community Corporation Comments – Ms. King reported that the 2012 Facilities Improvement Plan has been reviewed by the LWCC Board of Directors at the March meeting and no action has been taken regarding the Golf Course third hole reconstruction. There will be further discussion at the April meeting.
 5. Veteran's Golf Play Day Report – Ms. Viney introduced herself to the committee to discuss the plans for the Veteran's Golf Play Day. Starting on May 8, 2012, and every second Tuesday of the month, with tee time at 1:00 p.m., the Golf Course staff will be available to provide up to twelve players to play on the LW Golf Course for six months starting in May lasting through October.
- Ms. Viney explained that Donations for the Veteran's Play Day will be accepted for a "burger and a beer," and their equipment to play golf. The collection jars are located in the Stein Room, Golf Pro Shop, and in the E&R Department.

The plans are to have one Veteran play with three LW golfers. There is a sign-up sheet provided in the Pro shop for LW golfers to volunteer to help with the Veteran's Play Day. Doug Allston, M16 and David Bowden, M17A, have both volunteered to sponsor a foursome game.

6. Chair's Comments –

- a. Articles – Mr. Marotta - Mr. Pillote discussed two articles, "Wounded Warriors Golf Days" and "LW Golf Course" given to him by Mr. Marotta that were published in an edition of the *LW News* and commended him for his readings.
- b. Walking Policy for Golf Course - Mr. Pillote reported that a resident inquired about walking on the course during the day. A review of Golf Course regulations on access to the Golf Course indicates as follows: "During the hours between 7 AM and 7 PM the Golf Course is restricted to golf activity. Prior to 7 AM and after 7 PM persons are permitted to walk or jog on the cart paths of the Golf Course. However, walkers or joggers should be alert to the possibility that golfers may be playing and to the dangers of being hit by a golf shot. Golfers always have priority on the Golf Course." Further, the rules state, "Persons on the Golf Course are at their own risk."

7. Task Force Fee Schedule – Mr. Randall proposed the 2013 Task Force Fee Schedule with the committee. The fee schedule recommended players a quantity of twenty, 9-hole tickets for \$198.00, which must be used during the periods of January 1 through December 31, 2013.

A motion was made and duly seconded that the fee structure to play golf include a booklet of 9 hole tickets for sale at a discounted price of \$198.00. The motion was defeated.

8. Director of Golf Report – Scott Wagner Mr. Wagner reported that the Architect, Bill Love, of W.R. Love will meet with the committee on April 24, 2012, at 10:00 a.m. to go over the preliminary plan of the Golf Course. There will be a Special Meeting to give the committee an opportunity to provide suggestions, ask questions, and express any concerns regarding the Golf Course.

Mr. Wagner reported on the Golf Course conditions this month and stated that the Bermuda grass has more color and growth than in March. The completion of the fertilization to the rough, greens, and tees has been completed. There has been seeding work to fairway #3 for a firmer playing surface, which will improve playability conditions. The fountain was ordered for the irrigation pond and Solitude Lake Management will be installing it by the end of April.

9. Golf Professional Report- Alex Lively – Mr. Lively stated that beginning in May golf cart owners will now be able to contact Bruce in the service department of the Horizon Co. at 301-948-2000, by appointment only for repairs. Club car owners will still have the option of contacting Harry Turner for repairs to their golf cars.

10. Golf Professional Report - Alex Lively - Contd.

Note: 2012 Figures as of April 7, 2012

| | 2012 YTD | 2011 | 2010 | 2009 | 2008 |
|--|-------------|---------------|---------------|---------------|---------------|
| Total Seasonal Players | 182 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 140 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 42 | 42 | 46 | 40 | 19 |
| Rounds YTD | 2769 | 1273 | 1521 | 1444 | |
| Rounds Per Year | | 13,107 | 13,671 | 14,413 | 15,406 |
| Special Members - \$200 | 5 | 5 | 6 | | |
| Special Members - \$350 2nd half fee | | | | | |
| Cart Registration | 79 | 100 | 111 | 126 | 126 |
| Golf Club Members | 167 | 198 | 205 | 246 | |
| Ladies 9 Holders | 27 | 36 | 39 | 46 | |
| Ladies 18 Holders | 32 | 35 | 36 | 41 | |
| Men's Tournament | 79 | 82 | 82 | 86 | |
| MISGA | 83 | 83 | 88 | 91 | |

Finalizing Plans for wounded vets to play once per month. Horizon cart repair – Monday's in April. Beginning in May by appointment as schedule permits.

11. Golf and Greens Advisory Committee Membership – Mr. Pillote said that he is looking for volunteers for the Golf and Greens Advisory Sub- Committees.
12. Open Forum – There were no additional comments.
13. Next Meeting – The next meeting is scheduled on May 15, 2012, at 9:00 a.m. in the Chesapeake Room.
14. Adjournment – The meeting was adjourned at 10:10 a.m.

Approved

Robert L. Pillote, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Administrative Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Regular Meeting
Tuesday, May 15, 2012
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Robert Pillote, Chair, M24; Herbert Randall, Vice Chair, M21;
Tony Marotta, M13; Doug Allston, M16; David Bowden, M17A;
Alan Stokely, M18; Grover Baldwin, M19B; Ralph Kirby, M20A;
Marvin Tabb, M23; Jim Dayhoff, M26; Sperry Storm, M27

MEMBERS ABSENT: William Slingluff, M15; Robert Romero,
M17B; Robert Warr, M19A; Tom Prince, M20B

MEMBERS EXCUSED: Paul Slobozien, M5; Ann Graham, M14

VISITORS: Richard Murphy, M27; and Mr. Crocetta

LWMC: Jolene King, Assistant General Manager for Facilities and
Services; Scott Wagner, Director of Golf; Alex Lively, Golf Pro;
Erica Lieberman, Administrative Assistant

1. Call to Order – Mr. Pillote called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as amended. Add item 7. c. Minor Maintenance Items
3. Approval of Minutes – The Minutes of the meeting held on April 17, 2012 and Special Meeting on April 24, 2012 were approved as presented.
4. Community Corporation Comments – Ms. King reported that the 2012 Facilities Improvement Plan has been reviewed and accepted at the April LWCC Board of Directors meeting. The Board of Directors has asked management to initiate a funding plan and management anticipates the funding to be available in the fall of this year 2012 for the third hole improvements.
5. Architect's Golf Course Renovation Plan – Mr. Randall recommended that the Golf and Greens Advisory Committee approve the Golf Course Renovation Plan submitted by W.R. Love, Inc. Golf Course Architects, on April 24, 2012.

A motion was made and duly seconded that the Golf and Greens Advisory Committee approve the Golf Course Renovation Plan prepared and submitted by W.R. Love, Inc., Golf Course Architects, on April 24, 2012, and recommend the plan to the Leisure World Management Corporation for its adoption and financial implementation. It is the sense of the committee that implementation and financing be over the shortest time period that is feasible in order to reduce overall costs of renovation. The motion passed unanimously.

6. Chair's Comments - Mr. Pillote has requested that there be signs posted in the Pro Shop for members and guests as a reminder to make checks payable for the "Wounded Warriors Golf Days." Mr. Pillote approved posting the architects renovation plan for the Golf Course in the Pro Shop.

7. Sub Committee Reports

- a. Wounded Warrior Golf Play Days - Mr. Marotta reported that six active-duty military members played on the LW Golf Course on Tuesday, May 8, 2012 and enjoyed a meal in the Stein Room. The Warriors were guests of LW.

Mr. Marotta has asked that the committee members contact their Mutuals to contribute to the Wounded Warrior Golf Play Days and if donations are made, please make checks payable to: Wounded Warriors Golf Days.

b. Minor Maintenance Items -

- i. Replacement of the Carpet at the Pro Shop Entrance - Mr. Storm requested that the carpet at the entrance of the Pro Shop steps be replaced. Mr. Wagner stated that this item is on the special projects list and the carpet will be replaced when the night time temperatures reach 62 degrees in order for the glue to set.
- ii. Replacement of the Florescent Light Tubes - There are nine florescent lights in the men's locker room that need to be replaced. Mr. Wagner will inform the Pro Shop staff to replace the lights.
- iii. Mats on the Driving Range - Mr. Storm suggested that the mats on the driving range should be replaced. Mr. Wagner stated that the mats are a Capital Purchase request to be replaced in the spring of 2013.
- iv. Restrictions on the Tee Shot Mats - Mr. Storm mentioned the removal of the restrictions of the tee shots from the mats only. Mr. Wagner stated that in the first week of June the driving range mats will be replaced.
- v. Boxes for Discarded Tees - There was a request that each teeing ground should have a box for broken or discarded tees. No action was taken.
- vi. Cart Path - Mr. Aliston requested patch work leading to hole #15 be done on the cart path.

8. Director of Golf Report - Scott Wagner -

- a. 2013 Fee Schedule - Mr. Wagner recommended the 2013 Fee Schedule remain the same as the 2012 Fee Schedule.

A motion was made and duly seconded that the 2013 Fee Schedule will remain the same as the 2012 Fee Schedule. The motion passed unanimously.

- b. Golf Course Conditions – Mr. Wagner reported that there was 1.6" of rain on the Golf Course May 14 and 15, 2012. The Golf Course conditions have been playable for the last month. The fairway turfs and putting greens were fertilized with methylene urea. A fountain was installed at #4 green. There will be additional summertime staff to help with the trimming of trees and bunker edging on the Golf Course.

Mr. Wagner reported that having Nestle, the dog, on the course has reduced the adult population of geese. He stated that there were 11 nests that were addled and there were fewer hatchlings this year on the Golf Course.

9. Golf Professional Report – Alex Lively – Mr. Lively stated that Horizon Co. will repair golf carts by appointment only. There will no longer be a billing policy for accounts and checks are the only method of payment that will be accepted.
10. Golf Professional Report – Alex Lively – Contd.

Note: 2012 Figures as of May 15, 2012

| | 2012 YTD | 2011 | 2010 | 2009 | 2008 |
|--|----------|--------|--------|--------|--------|
| Total Seasonal Players | 190 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 148 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 42 | 42 | 46 | 40 | 19 |
| Rounds YTD | 4283 | 2592 | 3113 | 2776 | |
| Rounds Per Year | | 13,107 | 13,671 | 14,413 | 15,406 |
| Special Members - \$200 | 5 | 5 | 6 | | |
| Special Members - \$350 2nd Half | | | 6 | | |
| Cart Registration | 84 | 100 | 111 | 126 | 126 |
| Golf Club Members | 179 | 198 | 205 | 246 | |
| Ladies 9 Holers | 31 | 36 | 39 | 46 | |
| Ladies 18 Holers | 33 | 35 | 36 | 41 | |
| Men's Tournament | 83 | 82 | 82 | 86 | |
| MISGA | 86 | 83 | 88 | 91 | |

Wounded Vets Played Once- 12 Scheduled - 6 Played – 2 Completed 18 Holes.

Horizon Cart Repair – Appointment as schedule permits. 49 Players for the spring mixer

11. Open Forum – There were no additional comments.
12. Next Meeting – The next meeting will be on June 19, 2012, at 9:00 a.m. in the Chesapeake Room of Clubhouse 1.
13. Adjournment – The meeting was adjourned at 9:45 a.m.

Approved

Robert L. Pillote, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Administrative Assistant

LEISURE WORLD COMMUNITY CORPORATION GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
October 16, 2012
9:00 a.m.
Chesapeake Room

DIRECTORS PRESENT: Robert Pillote, Chair, M24; Herbert Randall, Vice Chair, M21; Paul Slobozien, M5; Tony Marotta, M13; Ann Graham, M14; Doug Allston, M16; David Bowden, M17A; Robert Romero, M17B; Alan Stokely, M18; Robert Warr, M19A; Grover Baldwin, M19B; Ralph Kirby, M20A; Marvin Tabb, M23; Jim Dayhoff, M26; Richard Murphy, M27; Sperry Storm, M27

DIRECTORS ABSENT: William Slingluff, M15; Tom Prince, M20B

VISITORS: Joe Crocetta, M21

LWMC: Jolene King, Assistant General Manager for Facilities and Services; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Erica Lieberman, Trust Assistant

1. Call to Order – Mr. Pillote called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes were approved as amended. Under Members Absent: Ralph Kirby, M20A. Replace: Ralph Kirby, M20A, as a Member Excused.
4. Chair's Remarks –
 - a. Mr. Pillote reminded committee members that if there are changes to the Agenda, to please contact him rather than the recording secretary.
5. Sub Committee Reports –
 - a. Wounded Warrior Golf Days (handout) – Mr. Marotta distributed a memo to the committee summarizing the Wounded Warrior Golf Days and thanking the committee for their support.

Thirty-three games of golf were played during the season by 21 Wounded Warriors, six of whom were repeats. An average of six Wounded Warriors played each month between May and October. Feedback from the Warriors was very positive.

Mr. Marotta stated that the Wounded Warriors suggested having a golf professional critique their skills while playing on the golf course if this program is offered in the spring of 2013.

6. Golf Professional Report – Alex Lively -

| | 2012 YTD | 2011 | 2010 | 2009 | 2008 |
|---|----------|--------|--------|--------|--------|
| Total Seasonal Players | 195 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 151 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 44 | 42 | 46 | 40 | 19 |
| Rounds YTD | 13,339 | 11,145 | 11,964 | 13,231 | 12,511 |
| Rounds Per Year | | 13,107 | 13,671 | 14,413 | 15,406 |
| Special Members - \$200 Promotion | 5 | 5 | 6 | | |
| Special Members - \$350 2 nd Half4 | 4 | | 6 | | |
| Cart Registration | 89 | 100 | 111 | 126 | 126 |
| Golf Club Members | 192 | 198 | 205 | 246 | |
| Ladies 9 Holers | 33 | 36 | 39 | 46 | |
| Ladies 18 Holers | 35 | 35 | 36 | 41 | |
| Men's Tournament | 85 | 82 | 82 | 86 | |
| MISGA | 89 | 83 | 88 | 91 | |

2013 CALENDAR WILL BE PRESENTED AT THE NOVEMBER MEETING

7. Director of Golf – Scott Wagner –

- a. Golf Course Conditions – Mr. Wagner reported that now that it is the fall season, leaf removal has begun on the golf course. He reminded golfers to check the weather forecast before heading to the golf course as early frost on the ground may delay the start of play. There is on-going acrification work to the areas of the greens, roughs and tee surroundings.
- b. Golf Course Enhancement Plan (handout) – The plan calls for three phases over three years, approximately as follows:

| | |
|---------|----------------|
| Phase 1 | \$509,300.00 |
| Phase 2 | \$329,300.00 |
| Phase 3 | \$377,000.00 |
| Total | \$1,215,300.00 |

After discussion, Ms. King suggested that 10% of the estimated total costs should be provided to cover costs for permits, bond fee, unforeseen construction costs due to site conditions and increases in material costs.

Mr. Wagner also indicated that the renovation plan has not included the pond which borders holes numbered 4 and 7. This pond holds runoff water used for irrigation of the Golf Course. Overtime the pond has accumulated, leaves and geese droppings, of approximately 5' or more. This has diminished the capacity of the pond to hold water and resulted in substantial algac growth, diminishing the beauty of the pond. This problem can be solved only by dredging the pond which should be done sooner than later.

After considerable discussion, a motion was made and seconded, that the Golf Course Enhancement Plan dated May 2012 prepared by W.R. Love, Inc., Golf Course Architect, previously approved by the Golf and Greens Advisory Committee, together with the priorities and phasing for implementation of the Enhancement Plan containing cost estimates for the project, commencing in 2013, be presented to the LWCC Board for approval, scheduling and implementation. The motion was approved unanimously.

A discussion of the procedure for presenting the Enhancement Plan and accompanying documents to the LWCC Board ensued. It was the consensus of the Golf and Greens Committee that a request be made through the LWCC Board Chair, that the Enhancement Plan with attachments, be presented to the LWCC Board at a Special Meeting convened to receive the plan. At this meeting, Mr. W.R. Love, Architect, and Scott Wagner, Director of Golf, would make the presentation and be available to answer questions. The Golf and Greens Committee suggested that arrangements be made for any LWCC Board members who do not play golf to tour the Golf Course. Alternately, perhaps, photos of the Golf Course could be presented. The Chair of the Golf and Greens Committee shall convey this request to the Board Chair.

- c. Update on the Third Hole Renovation – Mr. Wagner reported that management is currently waiting on permits for the sediment control to be issued. There will be a letter submitted from the Park and Planning Commission regarding Leisure World's exemption from the Forest Conservation Laws for the tree removal. Mr. Wagner will review bids with the architect, which were submitted by three construction companies that will be providing the work on the third hole.
8. Unfinished Business –
 - a. "Preferred Lies Rule" – Ann Graham, President of the Golf Club Board of Governors, brought up the issue of USGA "Preferred Lies," Local Rule 33-8. She made the following motion, which was seconded: That the Golf and Greens Committee approve the replacement of Local Rule 1, Preferred Lies, listed in the Leisure World Golf Calendar with the Preferred Lies and Winter Rules, as stated in the USGA Rules of Golf, Appendix 1, Part B, 4c, that would apply 15 November – 15 April and at other times when conditions warrant as determined by the Golf Club Group Representative/Tournament Chair for Group Play and/or the Golf Professional. Discussion followed. Herb Randall moved to amend the motion by striking out the words "Golf Club Group Representative/Tournament Chair for Group Play and/or the Golf Professional," and inserting the words "Golf Professional or the Director of Golf." Amendment passed. The motion as amended was then passed by the committee. The change will become effective immediately and shall replace the current Local Rule 1, in the Leisure World 2013 Golf Calendar.
9. Open Forum – Mr. Crocetta, a visitor, stated that taking the LWCC Board of Directors on a tour of the Golf Course would be a great idea for directors that are unfamiliar with the course.
10. Next Meeting – The next meeting will be held on November 20, 2012, at 9:00 a.m. in the Chesapeake Room.
11. Adjournment – The meeting was adjourned at 10:25 a.m.

Approved

Robert L. Pillote, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting

Tuesday, July 16, 2013

9:00 a.m.

Chesapeake Room

MEMBERS PRESENT: Robert Pillote, Chair, M24; Herbert Randall, Vice Chair, M21; Paul Slobozien, M5; John Roeder, M13; Bill Slingluff, M15; Grover Baldwin, M19B; Ralph Kirby, M20A; Marvin Tabb, M23; Richard Falck, M25; Jim Dayhoff, M26; Richard Murphy, M27

MEMBERS ABSENT: Joan Sumner, M11; Doug Allston, M16; David Bowden, M17A; Robert Romero, M17B; Alan Stokely, M18; Robert Warr, M19A; Sperry Storm, M27

LWMC: Kevin Flannery, General Manager; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Erica Lieberman, Trust Assistant

VISITORS: David Salazar, M10; Joe Crocetta, M21

1. Call to Order - Mr. Pillote called the meeting to order at 9:00 a.m.
2. Approval of Agenda - The Agenda was amended by adding to item 4, "Discussion of Budget for 2014" Under Community Corporation Comments.

3. Approval of Minutes - The Minutes of June 18, 2013 were approved as written.

4. Community Corporation Comments -

- a. Golf Course Pond - Mr. Flannery stated that the Facilities Enhancement Plan was submitted to the LWCC Board of Directors on June 25, 2013 which included reports made by Mr. Love, Architect and Mr. Pillote, Chair. The information on improvements to the irrigation pond was a part of the recommendation.

Mr. Flannery reported that Mr. Wagner, Director of Golf, had located an Environmental Consulting Firm that would inspect the holding pond adjacent to golf hole #7, for the purpose of recommending improvements to the pond.

- b. Golf Course Dog - Mr. Flannery indicated that the Golf and Greens Committees resolution to purchase a Border Collie trained to keep the geese population off of the Greens and Fairways, would require further investigation by the Board. Appropriate housing and care for the dog would need to be determined along with cost estimates for same. Further report will be made at a subsequent meeting. Perhaps this request can be determined for implementation in 2014.

- c. Annual Budget – Mr. Flannery reviewed the 2014 Operating Budget for Cost Center 80- Golf Course and the Cost Center 81 – Golf Pro Shop for the Calendar year 2014 with the committee and responded to questions and comments.

Upon motion duly made by Mr. Randall and seconded, the Golf and Greens Advisory Committee approved the proposed Operating Budgets for the Golf Course and Golf Pro Shop for Calendar year 2014. The motion passed unanimously.

5. Chair's Comments

- a. Golf Course Utilization - Mr. Pillote reported that he had reviewed the Golf Course Enhancement Plan, as compiled by LWCC, and sent out to the Golf and Greens for review and comment. He noted that in the statistical information supplied in support of the funding request for course improvements no reference was made to the total number of persons playing the course annually. Numbers of total annual players for 2012 and several prior years was compiled by Golf Pro, Alex Lively and submitted to LWCC for inclusion in the plan information. A copy was ordered to be appended to the Minutes of the meeting.
- b. Meeting date – A suggestion was made by Doug Allston in an e-mail to Erica, that the Golf and Greens Committee meeting date be changed to a Monday or Friday to eliminate conflicts with scheduled MISGA play dates. A discussion was had and the consensus of the committee was that the committee meeting day remains the 3rd Tuesday of the month.
- c. New committee member - Mr. Pillote welcomed John Roeder, M13, and introduced him to the Golf and Greens Advisory Committee.

6. Sub Committee Reports

- a. Membership Ms. Lieberman provided the committee with a quote for the "Free Round of Golf Cards." The cards will be inserted into the new resident orientation packets.
 - b. Golf Course Operations & Facilities – No Report.
 - c. Rules/Regulations – Mr. Lively requested that if a committee member has any changes to propose to the calendar, to submit the change before October 2013.
 - d. Veterans Golf – Mr. Lively reported that there were two Wounded Warriors that played on the Golf Course last month and one Wounded Warrior that played golf this month.
7. Director of Golf - Mr. Wagner reported that the month of June ended with a total amount of rainfall over 10 inches and with the high temperatures; it has caused the putting greens to experience a disease problem. He stated that the bunker on 17 green had been edged and refilled with new sand and the two bunkers on 11 green will be worked on.

Mr. Wagner discussed the irrigation pond and the Phoslock application that had been applied. The pond has remained cleaner within the last 30 days then it has in the past 10 years. He stated that there is algae bloom in the shallow end of the pond in front of 7 green. The contractor will be back out by the end of this week to treat the algae. He stated that the application of the phosphorus binding agent had definitely helped in the deeper portions of the pond.

8. Golf Professional Report – Alex Lively –

| | 2013 YTD | 2012 | 2011 | 2010 | 2009 | 2008 |
|--|----------|-------|-------|-------|-------|-------|
| Total Seasonal Players | 194 | 195 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 149 | 151 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 45 | 45 | 42 | 46 | 46 | 19 |
| Rounds YTD | | 15612 | 13107 | 13671 | 14413 | 15406 |
| Rounds Per Year | 7038 | 6662 | 4632 | 5295 | | |
| Special Members \$200 | 5 | 5 | 5 | 6 | | |
| Special Members \$350 2nd Half | 9 | 5 | | 6 | | |
| Cart Registration | 79 | 89 | 100 | 111 | 126 | |
| Golf Club Members | 182 | 193 | 198 | 205 | 246 | |
| Ladies 9 Holes | 34 | 34 | 36 | 39 | 46 | |
| Ladies 18 Holes | 38 | 35 | 35 | 36 | 41 | |
| Men's Tournament | 78 | 85 | 82 | 82 | 86 | |
| MISGA | 84 | 89 | 83 | 88 | 91 | |

9. Unfinished Business – None

10. New Business – Mr. Pillote reported a fox hole next to the green on the right-hand side of hole #2. Mr. Wagner stated that he will check for the hole and rake it out daily.

11. Open Forum – Mr. Crocetta, M21, asked about bees that have been surrounding the bunkers.

12. Next Meeting – The next meeting is scheduled for August 20, 2013, at 9:00 a.m. in the Chesapeake Room.
13. Adjourn – There being no further business, the meeting was adjourned at 9:45 a.m.

Approved

Robert L. Pillote, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, September 17, 2013
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Robert Pillote, Chair, M24; Ken Haser, M5; John Roeder, M13; Grover Baldwin, M19B; Doug Allston, M16; Wilma Kennedy, M17B; Alan Stokely, M18; Robert Warr, M19A; Grover Baldwin, M19B; Ralph Kirby, M20A; Marvin Tabb, M23; Richard Falck, M25; Richard Murphy, M27; Sperry Storm, M27

MEMBERS ABSENT: Joan Sumner, M11; David Bowden, M17A; Jim Dayhoff, M26

MEMBERS EXCUSED: Herbert Randall, Vice Chair, M21; Bill Slingluff, M15; Robert Romero, M17B

LWMC: Kevin Flannery, General Manager; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Erica Lieberman, Trust Assistant

VISITORS: Paul Fitzgerald, MM; David Salazar, M10; Joe Crocetta, M21

1. Call to Order – Mr. Pillote called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as amended. Remove item 6. (d) Veterans Golf.
3. Approval of Minutes – The Minutes of August 20, 2013, were approved as amended. Correct item 7. (a) “due” to “in spite of.”
4. Community Corporation -
 - a. Budget – Mr. Flannery stated that the budget for 2014 had been approved for the Golf Course Operation, Maintenance Plans and the Pro Shop.
 - b. Facilities Enhancement Plan – Mr. Flannery reported that the LWCC Board of Directors will be meeting on September 24, 2013 and will be reviewing the Facilities Enhancement Plan. He anticipates that the LWCC Board of Directors will recommend management review the architects report and the project recommendation for the Golf Course and report back with a revised plan for the Golf Course.

Mr. Flannery stated that he met with Mr. Wagner, Director of Golf, to discuss the architects report. In the event the Board does not adopt the Facilities Enhancement Plan, Second Option, as it pertains to the Golf Course, there may be recommended items that can be done by the Director of Golf and his staff during the winter months. Mr. Pillote, as Chair of the Golf and

Greens Committee expressed his and the committee's displeasure at this turn of events. Mr. Pillote stated that when the Communities Facilities were transferred to a Trust, the Trustees were independent of management and charged with the duty of maintaining and improving Trust Properties. At some point, the members of the Leisure World Community Corporation Board also became the Trustees. This has created conflict of interest which should be remedied. Mr. Pillote stated that further discussion of this topic would follow Mr. Wagner's report.

- c. Trained Dog (handout) – Mr. Flannery discussed a memo that was handed out to the committee listing the total cost estimates for a Golf Course Goose Dog. The memo included the projected costs to obtain and keep a trained Border Collie to control the geese on the Golf Course. He stated that the recurring labor cost will be \$1,224.00. The dog would cost \$6000. A kennel to be located near the Golf Maintenance Facility would cost \$12,000. The annual recurring up-keep of the dog would cost \$2,500. The total cost for the Golf Course Goose Dog is \$21,724.

Mr. Flannery, having concluded his report asked to be excused. Granted.

5. Sub Committee Reports –

- a. Membership – Mr. Pillote discussed the printing of the Welcome Cards and the Free Round of Golf Cards. Ms. Lieberman stated that the cards have been printed and are being given out to new Leisure World residents through the Unit Resale Department.
- b. Golf Course Operations and Facilities – No Report.
- c. Rules and Regulations – Mr. Lively stated that changes to the Activities Calendar need to be submitted to him by the October Golf and Greens meeting. The calendar will be reviewed at the November Golf and Greens meeting, and then be printed and made available for distribution in the New Year, 2014.

6. Director of Golf –

- a. Golf Course Conditions – Mr. Wagner reported on the Golf Course conditions this month. He stated that the aerification of the putting greens had been completed. Mr. Wagner stated that the greens were aerified with 1/2" holes on 2" centers and that 75 tons of top dressing material was added. He reported that the irrigation pump shorted and burned up due to a faulty contact. The pump station has been fixed and is now running. The greens, tees, and roughs will be aerified, top dressed, and seeded this week. Mr. Wagner reported that the Ladies Golf Group that plays on Thursdays had resolved playing time issues and had not filed any further complaints.
- b. Third Hole – Mr. Wagner stated that the third hole will be aerified this week. There will be Compro material applied to the area that is not playable on the third fairway. He stated that when 85% of the area is covered, the Sediment Control Inspector will allow the silt fences to be taken down. Mr. Wagner anticipates that by the end of September or beginning of November the silt fences will be able to be removed. He stated that the tree removal will begin in November or December when play has slowed down.

- c. Facilities Enhancement Plan – Mr. Wagner reopened discussion of the Golf and Greens portion of the Community Facilities Enhancement Plan. He said that the plan to renovate the water holding pond adjoining the 7th golf hole would probably be done, because the pond adjoined several apartment buildings, and many residents have complained of its unsightly and sometimes smelly conditions. He also said that, as a fall-back position, he and his staff could try to do some of the recommended enhancements during the winter months. Comments from committee members were to the effect that additional funds for materials and supplies would still be needed, trees would need to be removed, and in some places, drain tiles installed.

Mr. Allston commented that the Leisure World residents did not fully understand the needs or the community worth of the golf course, and that the Golf and Greens Committee needed to do a better public relations job to the community as a whole in the regard.

Therefore, a motion was made by Mr. Allston that a Public Relations sub-committee be authorized to formulate plans for public relations and communications with Mutuels, and to report to the Golf and Greens Advisory Committee monthly, March through November. After the motion had been seconded and approved, Mr. Pillote appointed Mr. Allston as Chairman of the sub-committee, and the following members agreed to serve on the committee: Ken Haser, Richard Falck, and Robert Warr. Mr. Allston may add members if he so desires.

7. Golf Professional Report –

| | 2013 YTD | 2012 | 2011 | 2010 | 2009 |
|--|----------|-------|-------|-------|-------|
| Total Seasonal Players | 194 | 195 | 205 | 222 | 232 |
| Seasonal Fees | 149 | 151 | 163 | 176 | 192 |
| Associate Members @ \$800 | 45 | 45 | 42 | 46 | 46 |
| Rounds | | 15612 | 13107 | 13671 | 14413 |
| Rounds Per YTD | 11101 | 11732 | 9948 | 10521 | 11630 |
| Special Members - \$200 | 5 | 5 | 5 | 6 | |
| Special Members - \$350 2nd Half | 9 | 5 | | 6 | |
| Cart Registration | 79 | 89 | 100 | 111 | 126 |
| Golf Club Members | 188 | 193 | 198 | 205 | 246 |
| Ladies 9 Holes | 34 | 34 | 36 | 39 | 46 |
| Ladies 18 Holes | 38 | 35 | 35 | 36 | 41 |
| Men's Tournament | 78 | 85 | 82 | 82 | 86 |
| MISGA | 84 | 89 | 83 | 88 | 91 |

**OCTOBER – LADIES INVITATIONAL – MEN'S MEMBER GUEST FALL MIXER
FALL CLASSIC – GOLF CLUB MEETING**

NOTE: MORE THAN 700 GOLFERS PLAY AN EXCESS OF 15,000 ROUNDS OF GOLF ANNUALLY.

8. Unfinished Business – There was no unfinished business to report at this time.
9. New Business - None.
10. Open Forum – Mr. Crocetta discussed ways of marketing the Golf Course within the community.

11. Adjournment – There being no further business, the meeting was adjourned at 10:00 a.m.
12. Next Meeting – The next meeting of the Golf and Greens Advisory Committee is on October 15, 2013 at 9:00 a.m. in the Chesapeake Room.

Approved

Robert L. Pillote, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Tuesday, April 15, 2014
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Doug Allston, Chair, M16; Joseph Crocetta, Vice Chair, M21; Yolande Campbell, MM; Ken Haser, M5; Robert Bridgeman, M9; D. Leroy Salazar, M10; Joan Reynolds, M14; Doug Allston, M16; Kevin McMahon, M17B; Grover Baldwin, M19B; Patricia Lyddane, M20A; Marvin Tabb, M23; Jonathan Fife, M24; Richard Falck, M25; Sperry Storm, M27

MEMBERS ABSENT: John Frensilli, M6C; John Roeder, M13; David Bowden, M17A; Alan Stokely, M18; Robert Warr, M19A; Tom Prince, M20B; Jim Dayhoff, M26

EXCUSED ABSENCE: Richard Murphy, M27

LWMC: Kevin Flannery, General Manager; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Erica Lieberman, Trust Assistant

1. Call to Order – Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of March 18, 2013 were approved as amended.
4. Community Corporation Comments – Mr. Flannery introduced Ms. Gerke, Project Manager to the committee. He stated that she is the new Project Manager and will be working on the Facilities Enhancement Plan and the Golf Course Irrigation Pond. Ms. Gerke discussed the options for the removal of the sediment at the bottom of the irrigation pond with the committee. She stated that she will be meeting with the Board of Directors of M20A and M20B to discuss the access points in which the trucks will be using within the community.

5. Chair's Comments – Mr. Allston stated that at the last meeting he had been presented with a resolution from the Community Planning Advisory Committee regarding the elimination of eighteen forward tees at a cost of \$5000 per tee. He stated that he had attended a CPAC meeting and presented the Golf and Greens argument for the forward tees. He had also pointed out that there are no forward tees on the Golf Course and that there were only six in the plan at a cost of \$5000 each. The Golf committee had planned to have the Golf maintenance crew construct the additional forward tees.

6. Director of Golf –

a. Golf Course Conditions - Mr. Wagner reported that the pre emergent crab grass applications have been made to the green, tees, roughs and fairways. He stated that all of the pre emergent applications will be completed by next week and that the Golf Course fertilization will begin. Mr. Wagner stated that the yearly mowing maintenance has started this year and will take place six days a week. He explained that Fridays are the plant protection/application day and the spraying of the fungicides, insecticides will take place. He noted that there had been a community discussion of going pesticide free. Mr. Wagner stated that it would not be a good idea to go pesticide free on the Golf Course. The applications are posted at the 1st and 10th tee on your access to the Golf Course. He stated that there will be another Phoslock application added to the irrigation pond this year.

b. Schedule of Fees 2015 – Mr. Wagner discussed the Schedule of Fees for 2015 with the committee. Mr. Allston recommended that the Golf and Greens Advisory Committee approve to raise the trail fee for the seasonal cart lease by \$100 and leave the rest of the fees the same for 2015. Upon motion duly made and seconded the following resolution was unanimously agreed:

RESOLVED, that the Golf and Greens Advisory Committee approved to raise the trail fee for the seasonal cart lease by \$100 and leave the rest of the fees the same for 2015.

c. Capital Equipment for 2015 – Mr. Wagner discussed the 2015 Capital Equipment requests with the committee. Mr. Wagner recommended that the Golf and Greens Advisory Committee approve the purchase of five new golf carts at a cost of \$5000 per cart with a total cost of \$25,000. Upon motion duly made and seconded the following resolution was unanimously agreed:

RESOLVED, that the Golf and Greens Advisory Committee approved the purchase of five new golf carts at a cost of \$5000 per cart with a total cost of \$25,000.

7. Golf Professional Report –

| | 2014 YTD | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 |
|--|-------------|-------|-------|-------|-------|-------|--------|
| Total Seasonal Players | 140 | 194 | 195 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 102 | 149 | 151 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 38 | 45 | 45 | 42 | 46 | 46 | 19 |
| Rounds | | | 15612 | 13107 | 13671 | 14413 | 15,406 |
| Rounds YTD | 248 | 11101 | 11732 | 9948 | 10521 | 11630 | |
| Special Members - \$200 | | 5 | 5 | 5 | 6 | | |
| Special Members - \$350 2nd Half | | 9 | 5 | | 6 | | |
| Cart Registration | 49 | 79 | 89 | 100 | 111 | 126 | |
| Golf Club Members | 111 | 188 | 193 | 198 | 205 | 246 | |
| Ladies 9 Holers | 13 | 34 | 34 | 36 | 39 | 46 | |
| Ladies 18 Holers | 25 | 38 | 35 | 35 | 36 | 41 | |
| Men's Tournament | 61 | 78 | 85 | 82 | 82 | 86 | |
| MISGA | 63 | 84 | 89 | 83 | 88 | 91 | |

8. Unfinished Business –

- a. Status of Dog – Mr. Allston discussed the status of the dog on the Golf Course with the committee. He stated that there had been a quad copter brought in that was equipped with a sound system and was programmed to chase the geese of the Golf Course. Mr. Allston reported that the quad copter was unsuccessful in chasing the geese away. The committee has decided to purchase a trained dog for the Golf Course and Mr. Allston will present the resolution to the LWCC Board of Directors.

9. New Business –

- a. Reimbursement of membership fee – Mr. Allston stated that he had received a letter written by Mr. Domboski, M20A, requesting a refund in the amount of \$811 for his golf membership fee. Mr. Allston recommended that the Golf and Greens Advisory Committee approve to reimburse Mr. Domboski in the amount of \$811 for his membership fee. Upon motion duly made and seconded the following resolution was unanimously **agreed**:

RESOLVED, that the Golf and Greens Advisory Committee approved to reimburse Mr. Domboski in the amount of \$811 for his membership fee.

10. Open Forum - Ms. Lyddane, M20A, asked if the meeting date could be changed. Mr. Allston stated that he will ask Mr. Flannery if the second Friday of the month at 9:00 a.m. will work with his schedule.
11. Adjournment – There being no further business the meeting was adjourned at 10:15 a.m.
12. Next Meeting – The next scheduled meeting is on May 9, 2014 at 9:00 a.m. in Clubhouse 1.

Approved

Doug Allston, Chair
Golf and Greens Advisory Committee

Erica Lieberman
Trust Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting

Friday, May 16, 2014

9:00 a.m.

Chesapeake Room

MEMBERS PRESENT: Information Not Available

MEMBERS ABSENT: Information Not Available

LWMC: Kevin Flannery, General Manager; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Erica Lieberman, Trust Assistant

VISITORS: Information Not Available

1. Call to Order – Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as presented.
3. Approval of Minutes – The Minutes of the April 15, 2014, meeting were approved as presented.
4. Community Corporation Comments – Mr. Flannery updated the committee on items taking place in the community. The Golf & Greens Committee will review the golf course budget and the proshop budget at the July meeting. Mr. Flannery reported that a new resident orientation will be held on June 26 at 3:00. Mr. Flannery explained that representatives from the LWMC departments will be invited to attend to be available for questions. Tables will be set up for each department.

Mr. Flannery updated the committee on the status of the Facilities Enhancement Plan. Mr. Flannery shared with the committee information regarding the 'juniper slope' (along 15 green). A report from an engineering company indicates the possibility of erosion closest to the pond. Mr. Flannery recommends, after speaking with Mr. Wagner and Ms. King, that due to the involvement of the pond, the work should be done in conjunction with work being done on the golf course. Mr. Flannery reported that management will look at the options for the pond and report back to the committee in June.
5. Chair's Comments – No Comments

Golf & Greens Advisory Committee
Minutes of May 9, 2014
Page 2 of 3

6. Director of Golf - Mr. Wagner reported that they have finished up some fertilization on roughs, will start to dress up some bunkers on the course, and have purchased three new poles to be placed between 6 and 8 tee. Mr. Wagner also discussed the tree work that was done on the third fairway.
7. Golf Professional Report - Mr. Lively reported on the membership numbers.
8. Unfinished Business

The Survey was distributed in Turnberry yesterday and results will be available for the next meeting. There were suggestions to have the survey printed in mutual newsletters.

Mr. Allston reported that as discussed last month, going forward the meeting will be held the second Friday of the month in the Chesapeake Room.

9. New Business

Mr. Allston suggested he would like to email a summary of the highlights from each meeting to the members of the Golf & Greens Committee. The committee members would use this summary to brief mutual presidents so that they are aware of what the Golf & Greens Committee is doing.

Mr. Allston reported on the condition of the locker rooms in the basement of the pro shop. Mr. Allston recommended that the committee work on cleaning up the area, fixing the drainage problem and replacing the lockers. Mr. Allston will do more research before the committee moves forward on this project.

Leisure World Golf Course Playable Enhancement Plan - Ms. Gerke reported that for easy comparison she added information on what the committee had decided they wanted to modify on each hole in the WR Love report. Ms. Gerke also reported that there were some math errors which were corrected. Ms. Gerke explained that this would be the basis for the report that would go to the Board. Ms. Gerke reported she will finish compiling the entire report for next month's committee meeting and it will go before the Board at their June meeting.

10. Open Forum - Comments were made regarding marketing for membership increase and purposes of the survey.

Golf & Greens Advisory Committee
Minutes of May 9, 2014
Page 3 of 3

11. Next Meeting – The next regular meeting will be held on Friday, June 13, at 9:00 a.m. in the Chesapeake Room of Clubhouse I.
12. Adjournment – The meeting adjourned at 3:45 p.m.

Approval

Doug Allston, Chair
Golf and Greens Advisory Committee

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Friday, October 10, 2014
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Doug Allston, Chair; Joseph Crocetta, Vice Chair, M16; Ken Haser, M5; John Frensilli, M6; Robert Bridgeman, M9; D. Leroy Salazar, M10; Roman Wowk, M11; John Roeder, M13; Joan Reynolds, M14; Kevin McMahon, M17B; Grover Baldwin, M19B; Jonathan Fife, M24; Richard Falck, M25; John Frensilli, M6C; Alan Stokely, M18; Bob Brown, M23; Sperry Storm, M27

EXCUSED MEMBERS ABSENT: Patricia Lyddane, M20A

UNEXCUSED MEMBERS: Yolande Campbell, MM; Robert Bridgeman, M9; David Bowden, M17A; Robert Warr, M19A; Tom Prince, M20B; Jonathan Fife, M24; Jim Dayoff, M26; Richard Murphy, M27

VISITORS: Bob Elks, MM

LWMC: Kevin Flannery, General Manager; Nicole Gerke, Project Manager; Scott Wagner, Director of Golf; Alex Lively, Golf Professional; Alicia Drummond, Mutual Assistant

1. Call to Order – Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was approved as written.
3. Approval of Minutes – The Minutes of September 12, 2014 was approved as written.
4. Community Corporation Comments –
 - A. Ms. Gerke stated the tentative plan for the pond is next fall, once the permit process has been approved early next year. She should be receiving the concept

plan for Golf Course renovation in the near future. She has the approval from the Board of Directors.

- B. Mr. Flannery stated contractor projects in process including WSSC. He explained the finances of the current quarter. The Facility Enhancement Plan inclusive of the Golf Program will be presented at the Residents Meeting in November.

5. Chair's Comments-

- A. Mr. Allston stated that a petition is circulating with an attempt to stop the Administration Building concept plan. He also spoke about email traffic in regards to the Golf Course plan.
- B. Mr. Allston suggested for emails to be sent to him requesting all maintenance issues and he will inform Mr. Lively to have them corrected.
- C. Mr. Alston announced that he has decided to remain Chair of the Committee for another year. He stated that anyone who has decided to become a Chair will have to notify in writing. He inquired of all members who plan to stay on committee.

6. Director of Golf – Mr. Wagner addressed the following:

- A. Leaf removal to begin and check weather forecast before deciding to play due to frost delays.
- B. Two more fertilizer applications planned for the fall.
- C. Hole #3 issue discussed. He apologized for not closing area.
- D. Color loss at Fairways is becoming apparent.
- E. Golf course closing question answered. Mr. Scott stated closing of golf course is based on condition of course after inclement weather.

7. Golf Professional Report –

- A. Lively presented the Golf Professional report.

| | 2014 YTD | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 |
|--|-------------|-------|-------|-------|-------|-------|--------|
| Total Seasonal Players | 197 | 194 | 195 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 148 | 149 | 151 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 49 | 45 | 45 | 42 | 46 | 46 | 19 |
| Rounds | | 14812 | 15612 | 13107 | 13671 | 14413 | 15,406 |
| Rounds YTD | 12570 | 12720 | 13138 | 11076 | 11833 | 13178 | |
| Special Members - \$200 | 5 | 5 | | | | | |
| Special Members - \$350 2nd Half | 3 | 9 | | | | | |
| Cart Registration | 68 | 79 | 89 | 100 | 111 | 126 | |
| Golf Club Members | 198 | 188 | 193 | 198 | 205 | 246 | |
| Ladies 9 Holers | 40 | 34 | 34 | 36 | 39 | 46 | |
| Ladies 18 Holers | 42 | 38 | 35 | 35 | 36 | 41 | |
| Men's Tournament | 84 | 80 | 85 | 82 | 82 | 86 | |
| MISGA | 87 | 85 | 89 | 83 | 88 | 91 | |

- B. Mr. Lively stated that in November they will update and approve next year's calendar. Extensive review of committee regulations including procedure changes are in process. He mentioned that there are seven events remaining for this year.
- C. Mr. Allston commented that the Board of Governors has a rule change that will be presented next month that prohibits the use of jeans or commercial advertisement on clothing while on the golf course.

8. Unfinished Business

- A. Mr. Allston spoke about Golf Course tours for Mutual Presidents.

B. Mr. Fife spoke about quality operations and surveys conducted at the Board of Examiners and his experience with that organization. He recommends that a committee is created that will design survey questionnaire(s).

Mr. Fife made a motion on the Floor.

Resolved, the Golf and Greens Advisory Committee will approve Mr. Fife to form a survey development committee that would address 3 out of 4 major Golf & Greens 2014 goals articulated by the Committee's Chair, Doug Allston: 1) increase membership, 2) increase rounds of play, and 3) improve the golf experience. This committee would be chaired by Jon Fife and have a representative from the following areas: LW Golf Club, an golf course annual member who usually plays 18 holes, a frequent daily 9 hole player, a non-player who is supportive of the golf course, and a non-voting advisory member from the LW Golf Course staff, i.e., Alex Lively. The committee would be responsible to design a survey questionnaire(s) that addresses issues related to golf course user satisfaction; creative ideas that might increase course usage and members; and ways to develop LW residence who once played golf but do not currently and those who would like to learn how to play golf. The second responsibility of the committee would be to develop ways to insure a 40% response rate to this survey.

The motion passed.

9. New Business – No items on the Floor.

10. Open Forum – No items on the Floor.

11. Adjournment – Adjourned at 9:58 a.m.

12. Next Meeting – The next scheduled meeting is on Friday November 14, 2014 at 9:00 a.m. in Clubhouse I.

Approved

Doug Allston, Chair
Golf and Greens Advisory Committee

Alicia Drummond
Mutual Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Friday, November 14, 2014
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Doug Allston, Chair; Joseph Crocetta, Vice Chair, M16; Ken Haser, M5; Robert Bridgeman, M9; Roman Wowk, M11; John Roeder, M13; Joan Reynolds, M14; Kevin McMahon, M17B; Robert Warr, M19A; Grover Baldwin, M19B; Patricia Lyddane, M20A; Jonathan Fife, M24;

EXCUSED MEMBERS ABSENT: John Frensilli, M6C; D. Leroy Salazar, M10; Richard Falck, M25; Sperry Storm, M27

UNEXCUSED MEMBERS: Yolande Campbell, MM; David Bowden, M17A; Tom Prince, M20B; Bob Brown, M23; Jim Dayoff, M26; Richard Murphy, M27;

VISITORS:

LWMC: Alex Lively, Golf Professional; Alicia Drummond, Mutual Assistant

1. Call to Order - Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda - The Agenda was approved as amended. Unfinished Business-Walkers on the Golf Course
3. Approval of Minutes - The Minutes of October 10, 2014 was approved as written.
4. Community Corporation Comments -
 - A. A Facilities Enhancement Plan Status handout was distributed and discussed in meeting. Mr. Allston read the Golf Course Playable Area Enhancement and the Golf Course Irrigation Pond Rehabilitation status.

5. Chair's Comments-

A. Mr. Allston thanks Committee for their time and service for the past year. He inquired about the number of members returning to Committee for next year.

6. Director of Golf – No report at this time.7. Golf Professional Report

A. Lively presented the Golf Professional report.

| | 2014 YTD | 2013 | 2012 | 2011 | 2010 | 2009 | 2008 |
|--|-------------|-------|-------|-------|-------|-------|--------|
| Total Seasonal Players | 197 | 194 | 195 | 205 | 222 | 232 | 247 |
| Seasonal Fees | 148 | 149 | 151 | 163 | 176 | 192 | 228 |
| Associate Members @ \$800 | 49 | 45 | 45 | 42 | 46 | 46 | 19 |
| Rounds | | 14812 | 15612 | 13107 | 13671 | 14413 | 15,406 |
| Rounds YTD | 13878 | 14058 | 14568 | 12176 | 13195 | 14209 | |
| Special Members - \$200 | 5 | 5 | | | | | |
| Special Members - \$350 2nd Half | 3 | 9 | | | | | |
| Cart Registration | 68 | 79 | 89 | 100 | 111 | 126 | |
| Golf Club Members | 198 | 188 | 193 | 198 | 205 | 246 | |
| Ladies 9 Holers | 40 | 34 | 34 | 36 | 39 | 46 | |
| Ladies 18 Holers | 42 | 38 | 35 | 35 | 36 | 41 | |
| Men's Tournament | 84 | 80 | 85 | 82 | 82 | 86 | |
| MISGA | 89 | 85 | 89 | 83 | 88 | 91 | |

- A. Mr. Lively distributed and presented the 2015 Golf Activities Calendar. He responded to questions and/ or comments.
- B. Mr. Lively reviewed the rules and policies that are in the 2015 Golf Activities Calendar.

Mr. Alston presented a motion to the Floor.

Resolved, the Golf and Greens Committee will approve the rules, regulations and activities in the 2015 Golf Activities Calendar.

The motion passed.

8. Unfinished Business –

- A. Mr. Allston presented a handout regarding Walkers on the Golf Course. He stated a certain portion of the Golf Course would be available for walkers until 10:00am not realizing that all signage would need to change. Not changing the signage to reflect the walking policy can be open for liability to everyone.

Mr. Allston made a motion on the Floor.

Resolved, the Golf and Greens Advisory Committee will approve that the Leisure World Board of Directors policy to allow walkers on the golf course up to 10 am is stopped immediately and that any policy to allow walkers on the golf course is reviewed and approved by the Leisure World legal counsel and the Leisure World insurance carrier.

The motion passed with 1 opposition.

- B. Mr. Warr suggested that the handicap parking should be closer to the Course. Mr. Allston stated that this request would need to be addressed to the Golf Club. Mr. Fife inquired about the bylaws of the committee.

9. New Business –

- A. Mr. Fife made a suggestion for all members to be supplied with the by laws of the Golf Club. Mr. Allston stated that he will look into obtaining all of the documents (rules, regulations and bylaws) of the Golf Club and Golf & Greens Advisory Committee to distribute to all members.
- B. Mr. Lively stated the plan for the locker room is to paint and install new carpeting.

- C. Mr. Warr addressed concern of the distance from handicap parking spaces and the course. Mr. Allston stated he will address this subject at the Golf Club March meeting. Mr. Lyddane suggested that a handicap parking distance comparison should be done at other golf courses and to contact USGA.
 - D. Ms. Lyddane discussed the current geese issue and addressed her feedback. Mr. Allston suggested for members to give feedback on The Feather Free Zone project to the Pro Shop.
- 10. Open Forum – No items on the Floor.
 - 11. Adjournment – Adjourned at 10:06 a.m.
 - 12. Next Meeting – No meeting in December.

Approved

Doug Allston, Chair
Golf and Greens Advisory Committee

Alicia Drummond
Mutual Assistant

LEISURE WORLD COMMUNITY CORPORATION GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Friday, March 13, 2015
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Doug Allston, Chair; Joseph Crocetta, Vice Chair, M16; Robert Elks, Jr., MM3; Ken Haser, M5; Ruth Hutchins, M8; Roman Wowk, M11; Kevin McMahon, M17B; Patricia Lyddane, M20A; Kaye Heier, M20B; Gary Bond, M20B; Bob Brown, M23; Jonathan Fife, M24

EXCUSED MEMBERS ABSENT: Joan Reynolds, M14; Richard Falck, M25; Sperry Storm, M27

UNEXCUSED MEMBERS: John Frensilli, M6C; John Roeder, M13; Bill Slingoff, M15; James Dayoff, M26

VISITORS: Bob Ardike, M5; Paul Fitzgerald, MM

LWMC: Alex Lively, Golf Professional; Scott Wagner, Director of Golf; Alicia Drummond, Mutual Assistant

1. Call to Order -- Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda -- The Agenda was approved as written.
3. Approval of Minutes -- The Minutes of November 14, 2014 was approved as written.
4. Community Corporation Comments -- Mr. Flannery reported an update of the PEP overview that includes the Golf Course and Pond Rehabilitation or The Golf Project. LWCC Work Session was rescheduled.

Nicole Gerke - handout: Phase II Golf Course Renovations; Playable Enhancement Plan Sub-Committee Report. Ms. Gerke presented and discussed and Q&A for the Playable Enhancement Plan packet and color coded golf course renovations map.

Chair's Comments- Mr. Allston discussed several items in the packet that includes:

- A. Leisure World Fact Sheet
 - 1. Demographic and economic trends affecting our golf course usage
 - 2. Current issues facing Leisure World Golf Course
 - 3. Nine hole Alternative
 - 4. Eliminate the Golf Course Completely
- B. Advisory Committee Meetings Procedures discussed
- C. Golf & Greens Advisory Committee Charter discussed
- D. By-Laws for the Golf Club discussed
- E. Mr. Allston stated comparisons of the Golf and Greens Advisory Committee vs. the Golf Club.

6. Director of Golf - Ten (10) coats of paint have been done on the T markers and water cooler houses. Machinery maintenance has been completed. Wood stockpile have been removed. New sets of T markers have been put up. Gold T markers placed at current T box. Red T markers have been moved up. Feather Free Zone update was given to the Committee.

7. Golf Professional Report -

- A. Lively presented the Golf Professional report.

| | 2009 | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 |
|--|--------|--------|--------|--------|--------|--------|------|
| Total Seasonal Players | 232 | 222 | 205 | 195 | 194 | 197 | 100 |
| Seasonal Fees | 192 | 176 | 163 | 151 | 149 | 148 | 76 |
| Associate Members @ \$800 | 46 | 46 | 42 | 45 | 45 | 49 | 24 |
| Rounds | 14,413 | 13,671 | 13,107 | 15,612 | 14,812 | 14,547 | |
| Rounds YTD | 481 | 110 | 398 | 1142 | 773 | 148 | 93 |
| Special Members - \$200 | | | | | | 5 | |
| Special Members - \$350 2nd Half | | | | | | 9 | |
| Cart Registration | 126 | 111 | 100 | 89 | 79 | 68 | 41 |
| Seasonal Lease | 16 | 19 | 20 | 26 | 28 | 36 | 17 |
| Golf Club Members | 246 | 205 | 198 | 193 | 188 | 198 | 85 |
| Ladies 9 Holes | 46 | 39 | 36 | 34 | 34 | 40 | 15 |
| Ladies 18 Holes | 41 | 36 | 35 | 35 | 38 | 42 | 22 |
| Men's Tournaments | 86 | 82 | 82 | 85 | 80 | 84 | 42 |
| MISGA | 91 | 88 | 83 | 89 | 85 | 89 | 41 |

8. Unfinished Business -

- A. Mr. Tife received some responses regarding the survey. Committee will meet and go over suggestions. It will take 2-3 days for questionnaire to go out. A survey box at the course and copies of surveys will be place in the Pro-Shop for suggestions from players. Questionnaires will go out based on an email list provided by Mr. Lively.
- B. The insurance company reported the subject of walkers on the golf course would not be a great idea after reviewing the documentation from the Board of Directors.

9. New Business -

Handicap policy at competing courses will be researched from Ms. Lyddane. She will contact with various courses requesting handicap policies for their players and

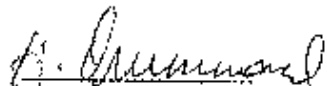
report back to the Committee. Possible modification of the 30' rule upon L.WCC approval of carts on golf course.

10. Open Forum -- Mr. Ardike, M5- provided his thoughts on walkers on the golf course
11. Adjournment -- Adjourned at 10:54 a.m.
12. Next Meeting -- April 10, 2015- Clubhouse 1- 9:00.

Approved

APPROVED

Doug Anstork, Chair
Golf and Greens Advisory Committee



Alicia Drummond
Mutual Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Friday, March 11, 2016
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT:

Doug Allston, Chair; Doug Brasse, Vice Chair,
M16; Robert Elks, Jr., MM3; Ken Haser, M5; Ortho
Jones, M6; John Roeder, M13; Joan Reynolds,
M14; Kevin McMahon, M17B; Clifton West, M18;
C. Ruth Cougnet, M19A; Patricia Lyddane, M20A;
Kaye Heier, M20B; Mary Wells, M21; Jonathan
Fife, M24; Richard Falck, M25; Brenda Curtis-
Heiken

EXCUSED MEMBERS ABSENT: John Frensilli, M6; Joan Reynolds, M14; Bob
Brown, M23

UNEXCUSED MEMBERS: Bill Slingoff, M15; Robert Warr, 19A;

NON-MEMBERS: Tracy Geiger, MM3;

LWMC: Scott Wagner, Director of Golf; Alex Lively, Golf
Professional; Nicole Gerke, Projects Manager;
Alicia Drummond, Mutual Assistant

1. Call to Order – Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda – The Agenda was amended as presented.
New Business- A. Financial Statements Resolution; B. Walk and Coffee C. Surveys
Unfinished Business- Golf Course Signs
3. Approval of Minutes – The Minutes of November 13, 2015 was approved as written.
4. Community Corporation Comments – Nicole Gerke- Handout
Ms. Gerke distributed and presented the Process for Moving Facilities Enhancement Plan
Projects from Initiation through Action. This process will allow Committees that are
involved to collectively discuss FEP projects and bring them to completion more quickly.
Ms. Gerke also mentioned that the Crystal Ballroom renovation is now completed. The
Terrace Room renovation will be completed in May, then Cascade Room following. The

Administration Building design concept is still in process. The lockers are now installed. The locks for the lockers are due to be delivered.

5. Chair's Comments- No comments at this time.

6. Director of Golf - Sand has been added to bunkers. The cart path work has been completed. Only 16 holes are currently open. Hole 9 is out due to WSSC work. Bermuda grass will be sodded when it's harvested, most likely in May. Mowing has begun on the ruff. The old mower will be kept and set down to 1" or 1 1/4". A transition cut of ruff will be done along the Fairway edge. The 1st application of pesticide has been applied on the Greens. Time and date of applications are posted at the 1st and 10th tee. This is also where the cart signs for the day are located.

7. Golf Professional Report - Mr. Lively gave an updated YTD report. He mentioned that all MISGA sign-ups are to be done on-line. Mr. Allston stated the Men 18 Hole group and MISGA have decided to eliminate rule 100. The age rule has also been removed. There will be an adjustment regarding the handicap rule. The Men 18 Hole group and MISGA will have to give a 24-hour notice to the Pro Shop for any competitive golf event.

Date 10 Mar 16

YTD

| Total Seasonal Players | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|--------|--------|--------|--------|--------|--------|------|
| | 222 | 205 | 195 | 194 | 197 | 171 | 109 |
| Seasonal Fees | 176 | 163 | 151 | 149 | 148 | 132 | 82 |
| Associate Members @ | 46 | 42 | 45 | 45 | 49 | 39 | 26 |
| | | | | | | | |
| ROUNDS | 13,671 | 13,107 | 15,612 | 14,812 | 14,547 | 13,401 | |
| ROUNDS YTD | 110 | 398 | 1142 | 773 | 148 | 92 | 424 |
| | | | | | | | |
| Special - \$200 Promotion | | | | | | 5 | 1 |
| Special - \$350 2 nd half fee | | | | | | 9 | |
| | | | | | | | |
| Cart Registration | 111 | 100 | 89 | 79 | 68 | 59 | 35 |
| Seasonal Lease | 19 | 20 | 26 | 28 | 36 | 37 | 28 |
| Golf Club Members | 205 | 198 | 193 | 188 | 198 | 188 | 92 |
| Ladies 9 Holers | 36 | 34 | 34 | 40 | 40 | 42 | 17 |
| Ladies 18 Holers | 41 | 36 | 35 | 38 | 37 | 37 | 19 |
| Men's Tournaments | 86 | 82 | 82 | 85 | 84 | 77 | 42 |
| MISGA | 91 | 88 | 83 | 89 | 89 | 85 | 44 |

8. Unfinished Business- A resolution for Major Community Landmark Signs were distributed for Committee review, discussion and recommendation.

Robert Elks made a motion on the Floor

Resolved, the Golf and Greens Advisory Committee recommends the design and placement of a major community landmark sign at each entrance to the community.

The motion passed.

9. New Business -

A. Mr. Elks distributed a handout stating suggestions to the Committee. He has requested for the financial statements to be distributed to the Committee members each month and reviewed with the members by Mr. Wagner at each meeting; show individual revenue lines in lieu of grouping them together; and review the 2015 year-end financial statement with the Committee members. Mr. Elks also noted questions pertaining to the January 2016 financial statement for accurate answers from the Committee.

B. Ms. Cougnet informed the Committee of the Golf and Coffee event represented by the 9 Hole Ladies. It will be held at the Golf Course Lounge. She handed out flyers to be passed out and posted on high-rise bulletin boards.

C. Mr. Fife requested for the Committee to reconsider a survey for color Tees.

10. Open Forum - Ms. Curtis- Heiken stated her intention to start a WGA League. Ms. Geiger asked questions regarding the financial statements received.


11. Adjournment - Adjourned at 10:06 a.m.

12. Next Meeting - The next scheduled meeting is on Friday April 8, 2016 at 9:00 a.m. in Clubhouse I.

Approved

APPROVED

Doug Allston, Chair
Golf and Greens Advisory Committee


Alicia Drummond
Mutual Assistant

LEISURE WORLD COMMUNITY CORPORATION
GOLF AND GREENS ADVISORY COMMITTEE

Minutes of Regular Meeting
Friday July 8, 2016
9:00 a.m.
Chesapeake Room

MEMBERS PRESENT: Doug Allston, Chair; Doug Brasse, Vice Chair, M16;
Robert Elks, Jr., MM3; Ken Haser, M5; John Frensilli,
M6; Ortho Jones, M6; John Rodder, M13; Joan
Reynolds, M14; Kevin McMahon, M17BC; Patricia
Lyddane, M20A; Kaye Heier, M20B; Mary Wells, M21;
Bob Brown, M23; Jonathan Fife, M24; Richard Falck,
M25; Sperry Storm, M27

EXCUSED MEMBERS ABSENT:

UNEXCUSED MEMBERS: Bill Slingoff, M15; Clifton West, M18; Robert Warr, 19A;

NON-MEMBERS: Sheryl Katzman, MM

LWMC: Kevin Flannery, General Manager; Scott Wagner,
Director of Golf; Alex Lively, Golf Professional; Alicia
Drummond, Mutual Assistant

1. Call to Order -- Mr. Allston called the meeting to order at 9:00 a.m.
2. Approval of Agenda -- The Agenda was approved as written.
3. Approval of Minutes -- The Minutes of June 10, 2016 was approved as written.

A motion was made on the Floor.

RESOLVED: the Golf and Greens Advisory Committee accepts the request for a Management Representative to attend Committee Meetings more frequently.

The motion passed.

4. Community Corporation Comments -- Mr. Flannery stated that all of the Committee Budgets will be submitted collectively to the Budget and Finance Committee in August, then subsequently to the Board of Directors. FEP update was reported. Bids have been received for the rehabilitation of Golf Course Pond. Plans for the Administration Building are in the process of being reviewed. He mentioned Mutual projects that are currently in process.

5. Chair's Comments - No comments at this time.

6. Director of Golf --

1. Mr. Wagner reported the 2017 Budget, Call Center 80- Golf Course Operations and 81- Pro Shop Operations to the Committee.

A motion was made on the Floor.

RESOLVED: the Golf and Greens Advisory Committee accepts the 2017 Budget as presented.

The motion passed.

2. Mr. Wagner went over the current golf course conditions. He also stated that the Summer staff is now working, cart rules have been posted, golf cart path issue addressed.

7. Golf Professional Report – The golf report was included in packet for Committee review.

Date 8 July 16

YTD

| Total Seasonal Players | 2010 | 2011 | 2012 | 2013 | 2014 | 2015 | 2016 |
|--|--------|--------|--------|--------|--------|--------|------|
| | 222 | 205 | 195 | 194 | 197 | 171 | 165 |
| Seasonal Fees | 176 | 163 | 151 | 149 | 148 | 132 | 126 |
| Associate Members @ | 46 | 42 | 45 | 45 | 49 | 39 | 39 |
| | | | | | | | |
| ROUNDS | 13,671 | 13,107 | 15,612 | 14,812 | 14,547 | 13,401 | |
| ROUNDS YTD | 4141 | 3536 | 5496 | 4585 | 3584 | 3394 | 5068 |
| | | | | | | | |
| Special - \$200 Promotion | | | | | | 5 | 12 |
| Special - \$350 2 nd half fee | | | | | | 9 | 1 |
| | | | | | | | |
| Cart Registration | 111 | 100 | 89 | 79 | 68 | 59 | 55 |
| Seasonal Lease | 19 | 20 | 26 | 28 | 36 | 37 | 37 |
| Golf Club Members | 205 | 198 | 193 | 188 | 198 | 188 | 175 |
| Ladies 9 Holes | 36 | 34 | 34 | 40 | 40 | 42 | 53 |
| Ladies 18 Holes | 41 | 36 | 35 | 38 | 37 | 37 | 29 |
| Men's Tournaments | 86 | 82 | 82 | 85 | 84 | 77 | 67 |
| MISGA | 91 | 88 | 83 | 89 | 89 | 85 | 73 |

8. Unfinished Business – No unfinished business at this time.
9. New Business – No new business at this time.
10. Open Forum – Mr. Roeder made comments regarding tees.

11. Adjournment – Adjourned at 10:00 a.m.

12. Next Meeting – The next scheduled meeting is on Friday August 12, 2016 at 9:00 a.m. in Clubhouse I.

Approved

APPROVED

Doug Allston, Chair
Golf and Greens Advisory Committee



Alicia Drummond
Mutual Assistant

SECTION 10

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

**Wednesday, June 13, 2012
2:00 P.M. – Sullivan Room**

MEMBERS PRESENT: Nelson Shapiro, Chair; Mike Schwartz, Vice Chair; Joyce Brown, M6C; Clare Golub, M12, Frances Feder, M17A; Aaron Halper, M19A; John Doherty, M19B; Maggi Cowlan, M20A; Phil Marks, M20B; Joan Cohen, M21; Earl Reba, M24; Jesse Kaiser, M26

MEMBERS ABSENT: Nancy Kupperian, MM; Janet Martin, M10

MANAGEMENT: Jennifer Peacock, Comptroller; Gloria Robar, Mutual Assistant

VISITOR: Paul Bessel, M13; Barbara Braswell, MM; Henry Jordan, M24; Alan Rundquist, M19B

1. **Call to Order** – Mr. Shapiro called the meeting to order at 2:00 P.M.
2. **Approval of Agenda** – The agenda was approved as presented.
3. **Approval of Minutes** – The minutes of May 9, 2012 were approved as amended.
8. New Business, A. (2) Delete approved.
4. **Chairman's Report** – Mr. Shapiro's report included: (A). The B&F Committee will meet on Wednesday, August 15, 2012 at 9:00 A.M. Meeting place to be determined at a later date. (B). Reminder: Volunteer observers attending the July 2012 meetings of several Advisory Committees – Be prepared to provide a report of the budget presentations of said committees.
5. **Review of the Operating Statement – J. Peacock** – Mrs. Peacock noted that the May Financial statements will be available for pick up on June 14, 2012. A general overview of the May 2012 finances was provided by Mrs. Peacock.
6. **Open Forum**

"Guests will have an opportunity to comment on any and all discussion Agenda items and action Agenda items on which the Committee takes action prior to the vote being taken."
7. **Unfinished Business** – There were no items of Unfinished Business at this time.

8. New Business –

- A. Action-Budget Assumptions-2013 – The Budget Assumptions was reviewed by Mrs. Peacock: (1) Assumptions were updated in June 2012. (2) Next Budget Forum to be held on August 14, 2012 in Clubhouse I at 3:00 P.M. (3) Budgets will be reviewed by all Departments in July 2012.

Upon motion duly made by Clare Golub and seconded, the Budget & Finance Advisory Committee agreed,

To recommend that the LWCC Board of Directors approve the Budget Assumptions – 2013, to include the decrease of the unit monthly fee to \$156.00 per unit.

- B. Action-Proposed Capital Purchases of Various Departments-2013 – The Proposed Capital Purchases of the Various Departments was reviewed by Mrs. Peacock. Copies of the Proposed Capital Purchases were provided to the Committee.

Upon motion duly made by Phil Marks and seconded, the Budget & Finance Advisory Committee agreed,

To recommend that the LWCC Board of Directors approve the Proposed Capital Purchases of the Various Departments – 2013 in the amount of \$354,416.

- C. Action-Proposed Schedule of Fees-LWCC – The Proposed Schedule of Fees was reviewed by Mrs. Peacock. Copies of the Proposed Schedule of Fees were provided to the Committee.

Upon motion duly made by Maggi Cowlan and seconded, the Budget & Finance Advisory Committee agreed,

To recommend that the LWCC Board of Directors approve the Proposed Schedule of Fees – 2013 – contingent upon the suggested adjustment to the Display Ads in the Leisure World News.

- D. Five Year Plan for Trust Properties – Copies of the plan were provided to the Committee for review and action will be taken on the plan along with the Operating Budget at the August 2012 meeting.

- E. Reserve Plan for Trust Properties – Copies of the plan were provided to the Committee for review and action will be taken on the plan along with the Operating Budget at the August 2012 meeting.

9. Open Forum – There were no items from the Floor at this time.
10. Next Meeting – Wednesday, August 15, 2012 – 9:00 A.M. –
Meeting Room - TBD
11. Adjournment – There being no further business, the meeting adjourned at
3:35 P.M.

Nelson Shapiro, Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, March 12, 2014

2:00 P.M. –Sullivan Room

MEMBERS PRESENT: Mike Schwartz, M23, Chair; Phil Marks, M20B, Vice Chair; Nancy Kupperian, MM; Joyce Brown, M6C; Marian Altman, M12; Clare Golub, M12; Barbara Braswell, M13; Ray Kurlander, M17B; Aaron Halper, M19A; Romeo Fagiolo, M19B; Joan Cohen, M21; Sidney Sussan, M24; Gene Byron, M27

MEMBERS ABSENT: Robert Bridgeman, M9; Janet Martin, M10; Jesse Kaiser, M26

MANAGEMENT: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

VISITORS: Paul Eisenhaur, M10

1. Call to Order – Mr. Schwartz called the meeting to order at 2:00 P.M.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of Minutes – The minutes of February 12, 2014 were approved as amended. Members Present – Consistency in listing of members and mutuals. 7. New Business-D. It was noted...by the Chair.
4. Chairman's Report – Schwartz – Mr. Schwartz stated that due to a dental appointment, Phil Marks is being designated to appear before the LWCC BOD on March 25, 2014, to present the disposition of the 2013 operating surplus as recommended by the Budget & Finance Advisory Committee.
5. Review of the Operating Statement – in the absence of Jennifer Peacock, Mr. Flannery reviewed the current operating statement. All comments and questions were responded to by Mr. Flannery.
6. Unfinished Business –
 - A. Follow Up -Vice Chairman's Recommendation-Reserve Study – Mr. Mark's report on the Reserve Study for the Trust included: (1) Presentation of the Reserve Study for the Trust recommendation was made to the Community Planning, Education & Recreation, and Audit Advisory Committees-these committees endorsed the recommendation. (2) At its meeting, the Physical Properties Advisory Committee elected to postpone receiving of the reserve study.

However, on Tuesday, March 11, 2014 the PPD Committee received a report from Jolene King regarding the replacement reserve-which contained a number of potential changes to the existing reserve study i.e., removing items from various buildings upon any planned construction. If the study moves forward- the ability exists to remove items from the replacement reserve. Mr. Marks will be meeting with Kevin Flannery and Jolene King to discuss management's recommendations to the study. It was also stated that the newly hired Facility Property Manager be involved in this project.

7. New Business –

A. Management Forecast/Budget Perspective-2014-

(attachment 1) – Copies of the summary addressing key areas of the 2014 operations and the planning of the 2015 budget were provided to the Committee. The summary was reviewed by Mr. Schwartz and included: (1) Administration-Revenue from property transfer services exceeded budget estimates in 2013 by 32% or \$45,000. 2014 budget estimates a 14% increase over 2013. (2) Marketing-(\$35,000) will be affected by Board decision going forward. Expended approximately \$29,000 in 2013. (3) Legal-(\$50,000) same budgeted amount in 2013 can be affected Community issues/personnel matters. Approximately \$23,000 under budget in 2013. (4) Property Taxes-(\$8,000) will be over budget due to Water Quality Tax (Rain Tax). Management recommends an appropriation of \$45,000 from the 2013 surplus, estimate of expense in 2014 approximately \$53,000. Budget estimate for 2015, approximately \$85,000. (5) Clubhouse Operations and LW News-Income from classes and events down/budgeting down in 2015. May experience some loss of revenue from FEP (ballroom renovation) in 2015. Revenue from sale of advertising space exceeded budget by \$26,000 or 9%. 2014 budget estimate increased to reflect upward trend. (6) Food Services-Contract savings of \$18,000 from 2014 to 2015. (7) Health Services-No significant items or trends to report. (8) Community Services-Significant savings in 2013 from Cost Center 43 (Refuse and Recycling) and Cost Center 58 (Community Cable Service). Savings will not "perpetuate" into planning of 2015 budget. (9) Physical Properties-Majority of operating departments is targeted as "zero-based". Operations slightly over budget in 2013/do not anticipate any significant effects on 2015 budget. (10) Security and Transportation-Operations reported at slightly below budget throughout 2013. The 2014 budget included additional funding for increased patrol hours during the evening/funds to provide adequate back up staffing for annual and sick leave. This one-time increase impacted the 2014 budget. Do not anticipate any significant effects on the 2015 budget. (11) Golf Operations-Revenue from daily fees below budget estimates in 2013 by approximately \$17,000 or 20%. The 2014

budget estimates revenue at the budgeted amount in 2013. Line item will be monitored prior to development of the 2015 budget/revenue in this category can be affected by weather conditions.

- B. Disposition of 2013 Surplus – (attachment 2) – Copies of the report on the disposition of the 2013 operating surplus were provided to the Committee.
After discussion,

Upon motion duly made by Phil Marks and seconded,

The Budget & Finance Advisory Committee recommends that the LWCC Board of Directors approves the transfer of \$80,000 from the 2013 operating surplus to the Snow/Storm Fund to replenish the fund due to the excessive drawdowns during this winter season.

Upon motion duly made by Phil Marks and seconded,

The Budget & Finance Advisory Committee recommends that the remaining balance of \$64,000 be transferred to the Contingency Fund.

8. Open Forum – There were no items for discussion from the Floor.
9. Next Meeting – Wednesday, April 9, 2014 – 2:00 P.M. – Sullivan Room
10. Adjournment – The meeting adjourned at 3:01 P.M.

Mike Schwartz, Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, May 14, 2014
2:00 P.M. –Sullivan Room

MEMBERS PRESENT: Mike Schwartz, M23, Chair; Nancy Kupperian, MM; Janet Martin, M10; Marian Altman, M12; Clare Golub, M12; Aaron Halper, M19A; Joan Cohen, M21; Sidney Sussan, M24; Jesse Kaiser, M26; Gene Byron, M27

MEMBERS ABSENT: Phil Marks, M20B, Vice Chair; Joyce Brown, M6C; Robert Bridgeman, M9; Barbara Braswell, M13; Romeo Fagiolo, M19B

MANAGEMENT: Jennifer Peacock, Comptroller; Gloria Robar, Mutual Assistant

VISITORS: Guest Speaker, James Webb, Capital Financial; Paul Eisenhaur, M10; Ken McMahon, M11; Alan Rundquist, M19B

1. Call to Order – Mr. Schwartz called the meeting to order at 2:00 P.M.
2. Approval of Agenda – The agenda was approved as amended. **MEMBERS PRESENT:** Add: Janet Martin, M10; Jesse Kaiser, M26. Delete: Ray Kurlander, M17B.
3. Approval of Minutes – The minutes of April 9, 2014 were approved as presented.
4. Chairman's Report – Schwartz – Mr. Schwartz stated that he was asked to check to assure that the carpeting of the Crystal Ballroom was not duplicated in the ~~REP~~. It is not.
5. Review of the Operating Statement – The March 2014 financial statement was reviewed by Jennifer Peacock. All comments and questions were responded to by Mrs. Peacock.
6. Unfinished Business – There were no items of Unfinished Business at this time.
7. New Business –
 - A. Guest-James Webb-Capital Financial- James Webb, Capital Financial, LLC provided a power point presentation on the challenges with investing money in FDIC bank accounts. Mr. Webb responded to all questions and comments.

B. Review-Budget Assumptions-2015- Copies of the 2015 budget assumptions had been presented to the Committee at a prior meeting. The assumptions were reviewed by Mr. Marks.

8. Open Forum - There were no items for discussion from the Floor.
9. Next Meeting - Wednesday, June 11, 2014 - 2:00 P.M. - Sullivan Room
10. Adjournment - The meeting adjourned at 3:10 P.M.

Mike Schwartz, Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, October 8, 2014

2:00 P.M. -Sullivan Room

MEMBERS PRESENT: Phil Marks, M20B, Vice Chair; Ken McMahon, M11; Clare Golub, M12; Barbara Braswell, M13; Aaron Halper, M19A; Maggi Cowlan, M20A; Joan Cohen, M21

MEMBERS ABSENT: Mike Schwartz, M23, Chair; Nancy Kupperian, MM; Joyce Brown, M6C; Robert Bridgeman, M9; Janet Martin, M10; Marian Altman, M12; Romeo Fagiolo, M19B; Sidney Sussan, M24; Jesse Kaiser, M26; Gene Byron, M27

MANAGEMENT: Kevin Flannery, General Manager; Gloria Robar, Mutual Assistant

VISITORS: Paul Eisenhaur, M10; Nancy Durham, M15

1. Call to Order – Phil Marks, Vice Chair called the meeting to order at 2:00 p.m.
 - A. Mr. Marks announced that there was a lack of quorum; therefore no substantive business will be conducted; however the following topics were discussed:
 - (1) Review of Operating Statement – The current operating statement was reviewed by Mr. Flannery.
 - (2) Draft-Budget Process/Schedule-Marks-(attachment 1)-Copies of the draft Budget Process/Schedule and copies of Management's response, dated 10/7/14, were provided to the Committee.
 - (3) Review-Status-PPD – Mr. Flannery stated as of August 2014, status of PPD- Cost - \$65,775, Budget - \$71,470 - \$5, 695 below budget.
 - (4) Review -Status-New Sales/Resales – As of August 2013 – estimate: 5.1 million dollars (Resale Improvement Fund) – Adjusted estimate at end of year 5.7/5.8 million dollars.

(5) Questions from September 2014 meeting – Copies of Jennifer Peacock's report were provided to the Committee and reviewed by Mr. Flannery.

2. Adjournment – The meeting adjourned at 3:00 p.m.

Phil Marks, Vice Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, November 12, 2014

2:00 P.M. – Sullivan Room

MEMBERS PRESENT: Phil Marks, M20B, Vice Chair; Nancy Kupperian, MM; Joyce Brown, M6C; Robert Bridgeman, M9; Ken McMahon, M11; Marian Altman, M12; Clare Golub, M12; Barbara Braswell, M13; Aaron Halper, M19A; Romeo Fagiolo, M19B; Maggi Cowlan, M20A; Joan Cohen, M21; Gene Byron, M27

MEMBERS ABSENT: Janet Martin, M10; Jesse Kaiser, M26; Mike Schwartz

MANAGEMENT: Jennifer Peacock, Comptroller; Gloria Robar, Mutual Assistant

VISITORS: Paul Eisenhaur, M10

1. Call to Order – Phil Marks, Vice Chair called the meeting to order at 2:00 P.M.
2. Approval of Agenda – The agenda was approved as amended. Add...7. New Business – A. Response to September Questions. B. Business Advisory Letter.
3. Approval of Minutes – The minutes of September 20, 2014 were approved as corrected. Correct: Gene Byron-M26 to M27.
4. Chairman's Report – It was noted that due to the lack of quorum at the October 8, 2014 meeting-approval of the September 20, 2014 minutes was deferred to the November 12, 2014 meeting. A report of the October 8, 2014 meeting is attached to this agenda packet.
5. Review of Operating Statement – The current operating statement was reviewed by Mrs. Peacock.
6. Unfinished Business –
 - A. Draft-Budget Process/Schedule-Marks – Copies of the Budget Process/Schedule draft were provided to the Committee and reviewed by Mr. Marks. All suggested changes will be incorporated into the draft and forwarded to other Advisory Committees for its input. The

draft will then be reviewed by the Budget & Finance Advisory Committee and forwarded to the LWCC Board of Directors for its review and action.

7. New Business –
 - A. Response to September Questions-Management – Copies of Management's response were provided to the Committee and reviewed by Mr. Marks.
 - B. Auditor's Business Advisory Letter – Peacock – Copies of the advisory letter were provided to the Committee and reviewed by Mrs. Peacock.
8. Open Forum – Topics from the Floor: A. FEP Forum-November 18, 2014, B. Community Fair- November 19,2014.
9. Next Meeting – Wednesday, December 10, 2014 – 2 P.M. – *Montgomery Room, CHI*
10. Adjournment – The meeting adjourned at 3:35 p.m.

Phil Marks, Vice Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, January 14, 2015

2:00 P.M. -Sullivan Room

MEMBERS PRESENT: Phil Marks, Vice Chair; Nancy Kupperian, MM; Clare Golub, M12; Barbara Braswell, M13; Maggi Cowlan, M20A; Cheryl Prejean Greaux, M20B; Joan Cohen, M21; Sidney Sussan, M24; Gene Byron, M27; Albert Kliman, M27

MEMBERS ABSENT: Joyce Brown, M6C; Janet Martin, M10; Romeo Faglolo, M19B; Mike Schwartz, M23; Marvin Franklin, M24; Jesse Kaiser, M26

MANAGEMENT: Jennifer Peacock, Comptroller; Gloria Robar, Mutual Assistant

VISITORS: Paul Johnson, MM; Sheryl Katzman, MM; Elaine Hurley, M7; Paul Eisenhaur, M10; Ken McMahill, M11; Henry Jordan, M24

1. Call to Order – Phil Marks, Vice Chair called the meeting to order at 2:00 P.M.
2. Approval of Agenda – The agenda was approved as amended. Add: 7. New Business-B. Planning for 2015.
3. Approval of Minutes – The minutes of November 12, 2014 were approved as amended. Add: to Members Absent: Sidney Sussan, M24.
4. Chairman's Report – Mr. Marks' report included: A. The LWCC Board of Directors and the Community has an interest in the revision of the Montgomery County Impact tax. This tax would impact on three of the FEP Projects which would increase the footprint of the buildings-the Fitness Center, Administration Building and the Restaurant, and dependent upon the classification of these projects by Montgomery County may result in a cost between \$60,000 and \$90,000. B. Mr. Marks welcomed new Committee members Cheryl Perjean Greaux, M20B; Marvin Franklin, M24; and Albert Kliman, M27. It was noted that attention be given to attending meetings, as a provision exists that termination may result upon the missing of three meetings.

5. **Review of Operating Statement** – Copies of the operating statement were provided to the Committee and reviewed by Jennifer Peacock.
6. **Unfinished Business** –
 - A. **Draft-Budget Process/Schedule-Marks** – Mr. Marks has had discussions with members of other Advisory Committees, and has received input from the BF Committee and anticipates meeting a February deadline.
7. **New Business** –
 - A. **PPD-Show Room Report-King**- Copies of the Show Room report were provided to the Committee and guests. The report was presented by Jolene King, Asst General Manager, Facilities and Services.
 - B. **Planning for 2015**- Mr. Marks requested input from the Committee for 2015 objectives for presentation at the February meeting.
8. **Open Forum** – A. Contractor/Selection of Sub Contractor. B. Petty Cash-Fund/Line Item. C. Golf Overage.
9. **Next Meeting** – Wednesday, February 11, 2015-2:00 P.M.-Sullivan Room
10. **Adjournment** – The meeting adjourned at 3:45 p.m.

Phil Marks, Vice Chair

**LEISURE WORLD COMMUNITY CORPORATION
BUDGET AND FINANCE ADVISORY COMMITTEE**

Wednesday, March 16, 2016

10:00 A.M. – Chesapeake Room

MEMBERS PRESENT: Phil Marks, Chair, M20B; Joan Cohen, Vice Chair, M21; Joyce Brown, M6C; Robert Lagas, M9; Ken McMahon, M11; Clare Golub, M12; Barbara Braswell, M13; Arlene Brooke, M17A; Romeo Fagiolo, M19B; Maggi Cowlan, M20A; Ingrid Masi, M26; Gene Byron, M27; Albert Kliman, M27

MEMBERS ABSENT: Janet Martin, M10; Donald Newton, M10; John Van Dyke, M17B; Cheryl Prejean Greaux, M20B; Marvin Franklin, M24; Bernard Silverstein, M26

MANAGEMENT: Dawn Gaynor, Director, Finance/Acctg; Nicole Gerke, Community Services; Gloria Robar, Mutual Assistant

VISITOR: Paul Eisenhaur, M10; Bill Butynski, M11; Marian Altman, M12

1. Call to Order-Mr. Marks called the meeting to order at 10:00 A.M.
2. Approval of Agenda-The agenda was approved as presented.
3. Approval of Minutes-February 17, 2016-The minutes of February 17, 2016 were approved as presented.
4. Chairman's Report-Mr. Mark's report included discussion on the Audit review and the surplus of \$155,000.
5. Review of Operating Statement-Gaynor- The current financial statements were reviewed by Ms. Gaynor.
6. Unfinished Business
 - A. 2016-BFAC Committee Work Plan- Copies of the work plan were provided to the Committee and reviewed by Mr. Marks. It was suggested that projects of the Work Plan be reviewed and input be provided from the Advisory Committees associated with a specific project of the Work Plan. It was also suggested that input be received from Management as well.
It was suggested that an HR review and recommendation be submitted by Barbara Braswell at the April 2016 BFAC meeting.
It was proposed that PPD be added to the cost center consolidation.
7. New Business
 - A. Use of 2015 Budget Surplus
 - (1) Management Proposal – Copies of Management's proposal were provided to the Committee.

- (2) Records Conversion Proposal-Altman – Ms. Altman's presentation referenced the need to digitalize official records of the Corporation and the suggestion to fund the process from the 2015 surplus.

After discussion,

The Budget & Finance Advisory Committee,

By a vote of 11 ayes, 1 nay

Resolved-to recommend that the LWCC Board of Directors approve Management's request that all of the 2015 Operating Surplus in the amount of \$155,000 be refunded to the Mutuals.

- (3) Committee Member Proposal-Subject not discussed at this time.

- B. Update-FEP Process-Gerke – Copies of the FEP (Facilities Enhancement Plan) were provided to the Committee and reviewed by Ms. Gerke.

After discussion,

The Budget & Finance Advisory Committee,

Resolved-to recommend to the LWCC Board of Directors support the concept of the Process for Moving Facilities Enhancement Plan Projects from Initiation through Action as presented by Nicole Gerke, Project Manager.

- C. Review-2015 Audit (If Available for Distribution)-There was no report at this time due to the unavailability of the Audit report.

8. Open Forum – There were no Items from the Floor.

9. Next Meeting –Wednesday, April 20, 2016-10:00 A.M. – Potomac Room.

10. Adjournment – The meeting adjourned at 11:50 A.M.

Phil Marks, Chair

LEISURE WORLD COMMUNITY CORPORATION
BUDGET & FINANCE ADVISORY COMMITTEE
WEDNESDAY, NOVEMBER 16, 2016
10:00 A.M. – MEETING ROOM – CH II

MEMBERS PRESENT: Phil Marks, Chair, M20B; Joan Cohen, Vice Chair, M21; Janet Martin, M10; Janet Martin, M10; Clare Golub, M12; Barbara Braswell, M13; Arlene Brooke, M17A; John Van Dyke, M17B; Romeo Fagiolo, M19B; Maggi Cowan, M20A; Cheryl Prejean Greaux, M20B; Bernie Zycherman, M23; Ingrid Masi, M26; Gene Byron, M27

MEMBERS ABSENT: Robert Lagas, M9; Marvin Franklin, M24; Bernard Silverstein, M26; Albert Kliman, M27

MANAGEMENT: Dawn Gaynor, Director, Finance/Accounting; Gloria Robar, Mutual Assistant

NONMEMBERS: Shirley McGowan, M20A

1. Call to Order – Mr. Marks called the meeting to order at 10:00 A.M.
2. Approval of Agenda – The agenda was approved as amended. 6. Unfinished Business. B. Trust Replacement Study...Defer to December meeting.
3. Approval of Minutes – The minutes of October 19, 2016 were approved as presented.
4. Chair's Report – Mr. Marks stated that the 2017 Advisory Committee membership would be up for approval at the LWCC BOD November 2016 meeting.
5. Review-Operating Statement-Gaynor – The current financial statements to include the FEP Projects, Golf Pond and BOA income were reviewed by Ms. Gaynor. All questions and comments were responded to by Ms. Gaynor.
6. Unfinished Business
 - A. Vehicle Maintenance-Gaynor – Ms. Gaynor provided information on this zero-based department to include employee salaries, overhead expenses, vehicle depreciation and insurance and fuel costs.
 - B. Trust Replacement Reserve Study (attachment 1) – Subject deferred to the December 2016 meeting.
 - C. 2018 Budget Calendar – Copies of the calendar were provided to the Committee and reviewed by Mr. Marks. It was agreed action will be taken at the December 2016 meeting.

7. New Business

A. Golf Course – Subject deferred to the December 2016 meeting.

8. Open Forum – There were no items from the Floor.

9. Next Meeting – Wednesday, December 21, 2016 – 10:00 A.M. – Meeting Room – CH II

10. Adjournment – The meeting adjourned at 11:40 A.M.

Phil Marks, Chair

LEISURE WORLD COMMUNITY CORPORATION
BUDGET & FINANCE ADVISORY COMMITTEE
WEDNESDAY, MARCH 15, 2017
10:00 A.M. – MEETING ROOM – CH II

MEMBERS PRESENT: Phil Marks, Chair, M20B; Joan Cohen, Vice Chair, M21; Ann Graham, MM; Alan Goldstein, M6C; Barbara Braswell, M13; Arlene Brooke, M17A; John Van Dyke, M17B; Cheryl Jean Greaux, M20B; Bernie Zycherman, M23; Ingrid Masi, M26; Gene Byron, M27; Albert Kliman, M27

MEMBERS ABSENT: Janet Martin, M10; Clare Golub, M12; Sally McGowan, M20A; Marvin Franklin, M24

MANAGEMENT: Dawn Gaynor, Director, Finance/Acctg; Crystal Castillo, Executive Coordinator/SS; Gloria Robar, Mutual Assistant

NONMEMBERS: Paul Eisenhaur, M10

1. Call to Order – Mr. Marks called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The agenda was approved as amended. Add: 7. New Business... D. Investment Policy.
3. Approval of Minutes – The minutes of February 15, 2017 were approved as presented.
4. Chair's Report – Mr. Marks' report included: A. LWCC BOD-Motion to conduct study of the Administration Building Plan failed to pass, B. Jolene King/Nicole Gerke are finalizing plans for the New Administration Building for submission to the Parks & Planning Commission. A public meeting will be held on March 29, 2017, at the CH II Auditorium, open to all Leisure World residents and nearby public groups. Signing up to attend the meeting will be necessary.
5. Review-Operating Statement – The current financial statements were reviewed by Ms. Gaynor. Ms. Gaynor responded to questions and comments to include specific references to Cost Center 22 (LW News), and the budget status of PPD Special Projects, Carpentry and the Recycling departments.
 - A. 2016-LW Audit – Ms. Gaynor stated the audit was reviewed, few minor changes made, approved and forwarded to the LWCC Board for its action.
6. Unfinished Business –
 - A. 2018 Budget Calendar – Input from Advisory Committees – Subject postponed to the April 19, 2017 meeting.
 - B. BFAC Charter – (Kliman E-mail) (attachment 1) – It was agreed that a Special Meeting be held prior to the April 19, 2017 BFAC meeting at a date and time agreed upon by the Committee. It was also agreed that the BFAC Charter will be the only agenda item.
 - C. E-mail – Zycherman (attachment 2) – Postponed to the next BFAC meeting.
 - D. E-mail – Braswell (attachment 3) – Postponed to the next BFAC meeting.
 - E. E-mail – Byron (attachment) – Postponed to the next BFAC meeting.

7. New Business –

A. Golf/Greens – J. Fife-Chair, Golf/Greens Advisory Committee – Copies of the handout relative to the presentation provided by Mr. Fife were given to the Committee. Mr. Fife's remarks included the hiring of Richard Rosenthal as the new Golf Professional. All questions and comments were responded to by Mr. Fife.

B. Funding Request by LW Clubs/Organizations – Postponed to the April 19, 2017 BFAC meeting.

8. Open Forum – There were no topics from the Floor.

9. Next Meeting – Wednesday, April 19, 2017-10:00 A.M.- Meeting Room-CH II

10. Adjournment – The meeting adjourned at 12:20 p.m.

Phil Marks

Chair

LEISURE WORLD COMMUNITY CORPORATION
BUDGET & FINANCE ADVISORY COMMITTEE
WEDNESDAY, APRIL 19, 2017
10:00 A.M. – MEETING ROOM – CH II

MEMBERS PRESENT: Phil Marks, Chair, M20B; Joan Cohen, Vice Chair, M21; Ann Graham, MM; Alan Goldstein, M6C; Clare Golub, M12; Barbara Braswell, M13; Arlene Brooke, M17A; John Van Dyke, M17B; Cheryl Prejean Greauxm M20B; Marvin Franklin, M24; Ingrid Masi, M26

MEMBERS ABSENT: Janet Martin, M10; Sally McGowan, M20A; Bernie Zycherman, M23; Gene Byron, M26; Albert Kliman, M26

MANAGEMENT: Dawn Gaynor, Director, Finance/Acctg; Gloria Robar, Mutual Assistant

NONMEMBERS: Paul Eisenhour, M10; Yolanda Hunt, ERAC Chair, M21

1. Call to order – Mr. Marks called the meeting to order at 10:00 a.m.
2. Approval of Agenda – The agenda was approved as presented.
3. Approval of Minutes – The minutes of March 15, 2017 were approved as presented.
 - A. Approval of Special Meeting Minutes – The Special Meeting minutes of April 7, 2017 were approved as presented.
4. Chair's Report – Mr. Marks' report included: A. Medical Center lease. B. Financial institution lease has been signed. C. Open seminar on Site Plan-Administration Building – March 29, 2017 (approximately 100 in attendance). D. Informal meeting with Parks & Planning Commission.
5. Management Report – Dawn Gaynor, Director, Finance/Acctg –
 - A. Review-1st Quarter Operating Statements – The 1st quarter operating statements were reviewed by Ms. Gaynor. Ms. Gaynor responded to questions and comments to include specific reference to the overbudgeting of supplies and duct work. This will be researched and a response will be provided at the next meeting.
 - B. Review-Draft Budget cc 10-Administration – Copies of the draft budget of CC 10 were provided to the Committee and reviewed by Ms. Gaynor. Research will be done on the Janitorial Budget and an explanation provided at the next meeting. It was also suggested that consideration be given to changing the term casual labor to temporary labor.
 - C. Budget Assumption Impact Summary – Copies of the budget assumption impact summary were provided to the Committee and reviewed by Ms. Gaynor. All questions and comments were responded to by Ms. Gaynor.
6. Unfinished Business –
 - A. Funding Requests by LW Clubs/Organizations – Subject postponed to the May meeting.
 - B. BFAC Charter Action – Special Meeting-April 7, 2017 – At its special meeting on April 7, 2017 the BFAC: Resolved-that the LWCC Board of Directors approve the BFAC recommendation to revise its Standing Budget & Finance Advisory Committee Charter, November 27, 2012 to read, II. Specifics Relating to Budget & Finance Advisory Committee

Delete: 1.d. Review and update investment policies.

Add: 1.d. *Develop, review, monitor, and update investments and cash management policies.*

Recommendation approved by the approval of the Special Meeting Minutes of April 7, 2017.

7. New Business –

A. E/R Request-Refurbishment of Existing Fitness Center – Copies of the recommendation were provided to the Committee. The recommendation was presented and reviewed by Ms. Yolanda Hunt, Chair, Education & Recreation Advisory Committee. All questions and comments were responded to by Ms. Hunt.

Upon motion duly made, the Budget & Finance Advisory Committee resolved – to endorse the Education & Recreation Advisory Committee's recommendation as presented by Ms. Yolanda Hunt, Chair, Education & Recreation Advisory Committee and recommend that the Clubhouse 2 Fitness Center/Game Room Renovation project be done in 2017 and incorporate its funding into the 2018 Budget.

8. Handouts –

A. Handout #1-Financial Statement Highlights – Copies of the financial statements were provided to the Committee and reviewed by Ms. Gaynor.

B. Handout #2-Revised Highlights – Copies of the highlights were provided to the Committee and reviewed by Ms. Gaynor.

C. Handout #3-2018 Budget Reduction Initiatives (Zycherman) – Copies of the initiatives were provided to the Committee and reviewed by Mr. Marks. It was suggested that the initiatives be forwarded to the relevant advisory committees and Management.

9. Open Forum – There were no topics from the Floor.

10. Next Meeting – Wednesday, May 17, 2017 – 10:00 A.M. – Meeting Room – CH II

11. Adjournment – The meeting adjourned at 12:05 p.m.

Phil Marks

Chair