



- **Board members and residents may participate in person or via Zoom**
- **To Join ZOOM Meeting Via Video: <https://tinyurl.com/LWMC-Zoom1>**
- **To Join ZOOM Meeting via Phone: (301) 715-8592**

Meeting ID: 835 046 4611 Password: 3547

1. Call to Order / Roll Call / Confirmation of Quorum
Vote to go into executive session: To go into a closed session in accordance with the requirements of §11B-111(4)(i) of the Maryland Homeowners Association Act for the purpose of discussion of matters pertaining to employees and personnel, and (iii) consultation with legal counsel.
2. Chair's Remarks
3. Adoption of Agenda
4. Minutes of Previous Meetings:
 - A. November 29, 2022
 - B. January 6, 2023
5. Community Report
6. Action items:
 - A. Amendment to LWCC Bylaws Article III (notice sent Friday, December 30, 2022)
 - B. Confidentiality Policy and Agreement
 - C. Insurance Advisory Committee Charter
(Resume consideration from earlier postponement)
 - D. Amendments to LWCC Board Standing Rules
 1. Section 1.3 (Agenda Item Submissions)
 2. Section 1.4 (Correspondence in Board Packets)
 3. Section 1.7 (Board Packet Publication)
 4. Section 2.1 (Meeting Recordings)
 5. Section 2.6 (Modification of General Consent Rule)
 6. Section 3.2 (Remove Null and Void Provision)
 7. Section 3.6 (Contact Points for Consultants)
 - E. Advisory Committee Member Approvals
Audit – Karen Nathan
Lifestyle – Ann Schindler
7. Open Forum
Please state name and mutual. Subject matter should be relevant to the executive committee's areas of interest and jurisdiction. Please limit discussions to two (2) minutes.

Docket 39 (a)
OZAH Referral No: HR 2301

UPCOMING MEETINGS

LWCC Executive Committee Meeting	February 17, 2023	Sullivan Room/Zoom
LWCC Board Meeting	February 28, 2023	Montgomery Room/Zoom



LWCC Board of Directors Dates & Deadlines

January

- 01/12/23 -- Submissions for executive committee agenda due to secretary@lwmc.com and ccastillo@lwmc.com by 5:00pm
- 01/17/23 – Agenda packet distributed by 12:00pm electronically and in OnBoard
- 01/20/23 – Executive committee meeting
- 01/24/23 – Board agenda packet distributed by 12:00pm electronically and in OnBoard.
- 01/31/23 – LWCC board meeting; code of ethics, conflict of interest, and confidentiality forms due to secretary@lwmc.com and ccastillo@lwmc.com

February

- 02/09/23 -- Submissions for executive committee agenda due to secretary@lwmc.com and ccastillo@lwmc.com by 5:00pm
- 02/14/23 – Agenda packet distributed by 12:00pm electronically and in OnBoard
- 02/17/23 -- Executive committee meeting
- 02/21/23 – Board agenda packet distributed by 12:00pm electronically and in OnBoard.
- 02/28/23 – LWCC board meeting

March

- 03/09/23 -- Submissions for executive committee agenda due to secretary@lwmc.com and ccastillo@lwmc.com by 5:00pm
- 03/14/23 – Agenda packet distributed by 12:00pm electronically and in OnBoard
- 03/17/23 -- Executive committee meeting
- 03/21/23 – Board agenda packet distributed by 12:00pm electronically and in OnBoard.
- 03/28/23 – LWCC board meeting

****Note:** *Executive committee meetings are held in the Sullivan Room and via Zoom. Board meetings are held in the Montgomery Room and via Zoom. Residents may attend either meeting, but shall not be seated at the board/executive committee table.*

**LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING
TUESDAY, NOVEMBER 29, 2022
(In person & via Zoom)**

Members Present: Linda Wacha, (MM), Stacey Albert, (MM); Christine Vanderhorst (MM); Carol Curry, (MM); Marion Herrington (M5); Linda Barnes-Pretlow (M6A); Vernon Skinner (M6B); Tim Carrico (M6C); Josephine Moser (M7); Martin Franks, (M8); Louise Marini (M9); Paul Eisenhour (M10); Darlene Hamilton (M11); Marian Altman (M12); Antonio Marotta, (M13); Kathy Viney, (M14); Colette Trohan (M15); Joan Allston, (M16); Betsy Starks (M17A); John VanDyke (M17B); Walter Kirkland, (M18); Juanita Sealy-Williams (M19A); Jack Dunn (M19B); Carol Edwards (M20A); Roger Gerst (M20A); Greg Nash (M20B); Candy Schimming (M20B); David Polinsky (M21); Deb Munsey (M22); Sue Zycherman; (M23); Henry Jordan (M24); Robert Malson, (M25); Patricia Hempstead (M26); Allen Solomon (M27).

1. Call to Order

The meeting was called to order at 9:30 a.m. by Chair Patricia Hempstead.

2. Roll Call/Confirmation of Quorum

A quorum was present with 34 directors or alternates in attendance.

Vote to go into executive session in accordance with the requirements of 11B-111(4)(i) of the Maryland Homeowners Association Act for the purpose of discussion of matters pertaining to employees and personnel.

MOTION ADOPTED.

Per the requirements of the Act, a roll call vote was taken and copy of the voting log is attached to these minutes.

3. Chair's Remarks

Ms. Hempstead stated that applications for officer and executive committee positions are in OnBoard and have been sent by email to all directors. The election will be held January 6, 2023. The 2023 general manager goals will be presented to the board at an executive session during the January executive committee and board meetings.

4. Minutes of Previous Meetings

There were no corrections to the October 25, 2022 board minutes.

5. Community Report

Following is a synopsis of Mr. Kimble's report:

- Financial – YTD are unfavorable to budget by \$286,720; Total property transfers for October were 29, YTD are 379 for a \$2,671,059 contribution to the resales fund.
- Management – the new financial software is scheduled to be implemented in February 2023
- Projects – The admin contract is expected to be signed in December, and

construction will start in March 2023.

- Susan Rappaport was introduced as the new LW general counsel.

6. Action Items

A. **Resolution #35, 11/29/22**

Resolved, That the PPD Advisory Committee Charter be approved as presented.
MOTION ADOPTED BY GENERAL CONSENT

B. **Resolution #36, 11/29/22**

Resolved, That the 2023 proposed advisory committee members be approved as presented.

The membership of the Insurance Advisory Committee was removed from the list, to be handled in executive session.

MOTION ADOPTED BY GENERAL CONSENT

C. **Resolution #37, 11/29/22**

Resolved, The LWCC Board of Directors approves the following appointment of the chair to the Communications Advisory Committee for 2023-2024: Candice Wessling.

MOTION ADOPTED BY GENERAL CONSENT

D. **Resolution #38, 11/29/22**

Resolved, The LWCC Board of Directors hereby authorizes the LWMC's General Manager to contract with B&B Paving Company for golf course path repairs and reconstruction for holes 1 through 9 for an amount not to exceed \$175,000.

Funds are budgeted and will be taken from the Replacement Reserve account.

ADOPTED AS AMENDED BY GENERAL CONSENT.

7. Open Forum

Residents were given the opportunity to address the board on matters of interest.

The meeting adjourned at 10:50am, to reconvene in executive session 11:00am. The board authorized the actions taken to be recorded in the regular meeting minutes.

E. **Resolution #39, 11/29/22**

Resolved, The board of directors authorizes the general manager to sign the MedStar contract amendments.

MOTION APPROVED BY GENERAL CONSENT.

F. **Resolution #40, 11/29/22**

Resolved, To approve the appointments to the Insurance Advisory Committee.

MOTION APPROVED BY GENERAL CONSENT.

Colette Collier Trohan
Executive Secretary/Treasurer

Text of motion:

To go into a closed session in accordance with the requirements of §11B-111(4)(i, iii), vi of the Maryland Homeowners Association Act for the following purpose: (highlighted)

- (i) Discussion of matters pertaining to employees and personnel;
- (ii) Protection of the privacy or reputation of individuals in matters not related to the homeowners association's business;
- (iii) Consultation with legal counsel;
- (iv) Consultation with staff personnel, consultants, attorneys, or other persons in connection with pending or potential litigation;
- (v) Investigative proceedings concerning possible or actual criminal misconduct;
- (vi) Consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of the homeowners association;
- (vii) Compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure; or
- (viii) On an individually recorded affirmative vote of two-thirds of the board or committee members present, some other exceptional reason so compelling as to override the general public policy in favor of open meetings;

Yes	No	Mutual	Units	Director	Alternate	2 nd Alternate
X		MM	224.5	Linda Wacha	Stacey Albert	
X		MM	224.5	Bill Schlossenberg	Marita Buscher	
X		MM	224.5	Christine Vanderhorst	Jim Peretta	
X		MM	224.5	Carol Curry	Marilyn Rives	
X		M5	42	Marion Herrington	Ken Haser	
X		M6A	7	Linda Barnes-Pretlow	Barbara Dees	Kiondra Sudama
X		M6B	15	Vernon Skinner	Ron Herrig	Karen Earl
X		M6C	216	Tim Carrico	Eleanor High	Charles Garfinkel
X		M7	36	Josephine Moser	Kathleen Whitted	
X		M8	28	Patricia O'Malley	Martin Franks	
X		M9	100	Louise Marini	Ruth Nybro	Bryan West
X		M10	158	Paul Eisenhaur	Cathy Kyle	Christina Peterson
X		M11	109	Darlene Hamilton	Thomas Peto	Robert Haak
X		M12	125	Marian Altman	Elena Peterson	John Carr
X		M13	104	Antonio Marotta	Greg Smith	
X		M14	193	Roger Blacklow	Kathy Viney	Gary Leber
X		M15	156	Colette Trohan	Warren Lupson	Sylvia Herring
X		M16	95	Joan Allston	Betsy Davis	
X		M17A	300	Betsy Starks	Susan Cascone	Harry Brooke
X		M17B	300	John VanDyke	Arleen Shadoan	Joann Trainer
X		M18	77	Walter Kirkland	Dianne Bradley	Carol Patterson
X		M19A	180	Juanita Sealy-Williams	Christine Tetrault	Jasmin Sung
X		M19B	210	Jack Dunn	John Gervais	Michael Benefiel
X		M20A	250	Carol Edwards	Timothy Mills	Reza A. Eghbal
X		M20A	250	Roger Gerst		
X		M20B	230	Greg Nash	Cheryl Prejean Greaux	Robert Kaplan
X		M20B	230	Candy Schimming	Jeri Rhodes	Ed Walper
X		M21	332	David Polinsky	Harvey Berk	Catherine Galano
X		M22	94	Deb Munsey	Sue Gray	
X		M23	200	Sue Zycherman	Stephen Teller	Andrea Kirsch
X		M24	190	Henry Jordan	Ann Ferren	Sid Sussan
X		M25	85	Bob Malson	Allan Spector	Ida Lou Polcari
X		M26	260	Patricia Hempstead	Ron Masi	Ronald Lyons
X		M27	190	Allen Solomon	Karen Krausen	David Frager

*All MM alternates may serve in place



2023 Advisory Committee Membership

Audit Advisory Committee

Jeri Rhodes, Chair, M20B
 Irving P. Cohen, M23
 Charles Garfinkel, M6C
 Donald Goldfarb, M27
 Philip H. Marks, M20B
 Mike Thompson, M6C
 Bernie Zycherman, M23

Budget & Finance Advisory Committee

Bernie Zycherman, Chair, M23
 Irving P. Cohen, M23
 Jack Dunn, M19B
 Tracy Geiger, MM
 Henry Jordan, M24
 Ann Monahan, M23
 Jeri Rhodes, Vice Chair, M20B
 Sperry Storm, M27
 F. Robert Yates, M20A

Community Planning Advisory Committee

Philip H. Marks, Chair, M20B
 Ann Ferron, M24
 Roger Gerst, M20A
 Stephanie Herman, M21
 Marion Herrington, M5
 Helen Jeffery, MM
 Henry Jordan, M24
 Arthur Popper, M16
 Linda Wacha, Vice Chair, MM

Emergency Preparedness Advisory Committee

Emily Geller, Chair, M21
 Beverly Green, M21
 Patricia Hurd, M10
 David Nachtsheim, M6C
 Alan Nelson, M23
 Elizabeth Ostrowski, M19A
 Jeanne Sinkford, M18
 William Thomas, M15
 Theresa Wolfe, M10

Golf & Greens Advisory Committee

Brenda Curtis-Heiken, Chair, M27
 Doug Allston, M17
 Doris Desantis, M20B
 John Frensilli, M6C
 Katherine Latterner, MM
 Alan Nelson, M23
 Barbara Rushing, M18
 Hank Weiss, MM

Health Advisory Committee

Sandra McLeskey, Chair,
 Stephen Bilstein, M20A
 Judith Broida, M25
 Carole Chamberlain, M19A
 Stanley Crocker, M20B
 Paula Goldberg, M27
 Patricia Hurd, M10
 Jean Jones, M16
 Catherine Kyle, M10
 Ellen Lederman, M19B
 Lawrence Lessin, M25
 Periranne Lurie, M15
 Jean Muir, M26
 Bruce Nelson, M17B
 Judy Strezzella, M6C
 Robert Yates, M20A

Insurance Advisory Committee

Kathy Viney, Chair, M14
 Joan Allston, M16
 Harvey Berk, M21
 Arlene Brooke, M17A
 Jack Rich, M11
 Gerry Sommer, M27
 Steve Teller, M23

Landscape Advisory Committee

Jennifer Dabson, Co-Chair, M12
Jane Gervais, Co-Chair, M19B
Vivienne Burke, M15
Vicki Collins, M18
Betsy Davis, M16
Carolyn Oakford, M23
Christina Peterson, M10
Jane Zimmerman, M11

Lifestyle Advisory Committee

Yolanda Hunt, Chair, M21
John Carr, M12
Carole Chamberlain, M19A
Steven Cohen, M20A
Susan Crawford, M23
Sondra Henderson, M15
Nancy Koski, M20B
Elizabeth Leanza, M14
Stewart Lillard, M27
Anthony Magri, M17A
Sandra Marks, M20B
Judy Oliver, M9
Vera Ramalty, M23
Antoinette Schooler, M17B
Rebecca Siman, M17B
Lilian Snyder, M23
Renee Ward Stephenson, MM
Nancy Trimble, M26
Leah Weisman, M23
Juanita Sealy Williams, M19A

Physical Properties Advisory Committee

Warren Lupson, Chair, M15
Ann Bunai, M20B
Joseph Curtin, M26
Jack Dunn, M19B
Roger Gerst, M20A
Marion Herrington, Vice Chair, M5
Lee Jones, M20B
Henry Jordan, M24
Elizabeth (Ann) Monahan, M23
Robert Morrison, M10
William Schlossenberg, MM

Security & Transportation Advisory Committee

James Leong, Chair, MM
Dianne Bradley, M18
Jane Carona, M14
Sally Dunford, M24
Gilles Gouin, M15
Robert Hortin, M18
Yolanda Hunt, Vice Chair, M21
Suzette Levin, M27
Wayne Nettles, M17A
Betty Newton, M10
Judith Oliver, M9
James Olson, MM
Elena Peterson, M12
Lester Tuthill, M10
Theresa Wolfe, M10

Technology Advisory Committee

John Kenyon, Chair, M25
Barbara Cronin, M17A
Richard Falck, M25
Lee Jones, M20B
Arthur Popper, M16
Allen Solomon, M27

Special Strategic Planning Committee

Tim Carrico, Chair,
Barbara Cronin, M17A
Roger Gerst, M20A
Philip H. Marks, M20B
Sharon Otto, M21
Arthur Popper, M16
Allen Solomon, M27
Candice Wessling, MM
F. Robert Yates, Jr., M20A

LEISURE WORLD COMMUNITY CORPORATION
BOARD OF DIRECTORS MEETING
FRIDAY, JANUARY 6, 2023
(In person & via Zoom)

Members Present: Linda Wacha, (MM), Bill Schlossenberg, (MM); Christine Vanderhorst (MM); Carol Curry, (MM); Marion Herrington (M5); Linda Barnes-Pretlow (M6A); Vernon Skinner (M6B); Tim Carrico (M6C); Josephine Moser (M7); Martin Franks, (M8); Louise Marini (M9); Paul Eisenhaur (M10); Darlene Hamilton (M11); Marian Altman (M12); Greg Smith, (M13); Kathy Viney, (M14); Colette Trohan (M15); Joan Allston, (M16); Betsy Starks (M17A); John VanDyke (M17B); Carol Patterson, (M18); Juanita Sealy-Williams (M19A); Jack Dunn (M19B); Carol Edwards (M20A); Roger Gerst (M20A); Greg Nash (M20B); Candy Schimming (M20B); David Polinsky (M21); Deb Munsey (M22); Sue Zycherman; (M23); Henry Jordan (M24); Robert Malson, (M25); Patricia Hempstead (M26); Allen Solomon (M27).

1. Call to Order

The meeting was called to order at 9:30 a.m. by Chair Patricia Hempstead.

2. Roll Call/Confirmation of Quorum

A quorum was present with 34 directors or alternates in attendance.

3. Election of Board Chair

Ms. Hempstead announced that one nomination had been received for Patricia Hempstead for the office of board chair. There were no further nominations. Patricia Hempstead was declared elected as board chair for 2023.

4. Election of Board Vice Chair

Ms. Hempstead announced that no nominations had been received for the office of vice chair, and called for nominations from the floor. Juanita Sealy-Williams and Jack Dunn were nominated. A ballot vote was taken. Juanita Sealy-Williams received 3,939 votes and Jack Dunn received 1,657 votes. Juanita Sealy-Williams was declared vice chair for 2023.

5. Election of Executive Secretary/Treasurer

Ms. Hempstead announced that one nomination had been received for Colette Trohan for the office of executive secretary/treasurer. There were no further nominations. Colette Trohan was declared elected as executive secretary/treasurer for 2023.

6. Election of Executive Committee

Ms. Hempstead announced that seven nominations had been received for the executive committee. Due to the prior elections, Patricia Hempstead and Juanita Sealy-Williams would be removed from the ballot. The remaining nominees were: Jack Dunn, Carol Edwards, Marion Herrington, Henry Jordan, and Robert Malson. Jack Dunn received 2,646 votes, Carol Edwards received 3,900 votes, Marion Herrington received 4,115 votes, Henry Jordan received 2,802 votes, and Robert

Malson received 3,446.5 votes. Carol Edwards, Marion Herrington, Henry Jordan, and Robert Malson were declared elected to the executive committee for 2023.

There being no further business, the meeting adjourned at 10:40 a.m.

Colette Collier Trohan
Executive Secretary/Treasurer



January 13, 2022

Community Report

Current Staff Priorities

- Completion of standard operating procedures (SOPs).
- Correction of audio/visual equipment needed for meetings
- Upgrade to LWMC phone system
- Implementation of key performance indicators for each operating department
- Auditorium sound system upgrade

Gate Access

Make-up days for those who missed their first opportunity to receive the RFID have been scheduled from 9:30am – 12:30pm in Clubhouse II on the following dates:

- January 18th
- January 25th
- February 1st

Sign-up by emailing Ms. Hopkins at ahopkins@lwmc.com or call the Security Office at 301-598-1355. Each session is limited to 80 residents, so signing up is mandatory.

Gleneagles Drive Culvert – Stormwater Management – O’Connell and Lawrence Civil Engineer (O’C&L)

O’Connell & Lawrence, civil engineers, received Montgomery County and MDE floodplain approval in late November. A floodplain district permit was applied for in early December. The sediment control plans were resubmitted for approval by Montgomery County to address the revised construction sequence in response to discovered underground electric power lines. Proposed revisions were accepted and approved to allow permit issuance once fees are paid.

Culvert sectional precast shop drawing preparation is in process.

The culvert and roadway stability is monitored continuously by PPD staff for settlement.

Full roadway closure is expected once excavation begins and will continue until surface pavement is completed.

Project Status Update

Admin Building –

The M-NCPPC (Maryland National Capital Parks and Planning Commission) public hearing on November 10th voted to approve LWMC's #82017012B submitted minor amendment site plan. The revised site plan was officially approved by Resolution at M-NCPPC's December 1st meeting. Stantec revised the 12 site plan amendment drawings and provided them to M-NCPPC for certification with signatures and recordings. On December 1st, Bob Kimble, general manager, signed the AIA 101 Standard Form of Agreement between the Owner and Contractor where the basis of payment is a Stipulated Sum. Warfel is in the process of providing a Schedule of Values, a timeline Critical Path Schedule, and a materials & equipment Submittal Schedule to ensure long-lead items are approved, obtained at a fair cost, and available within an adequate time frame.

Stantec Consulting and Warfel Construction are in the process of preparing site improvement and sediment control performance bond exhibits and cost estimates. Once accepted by M-NCPPC, our insurance consultant, USI, will prepare bond documents, which will allow for the release of the building permits with fee payment.

Construction/design documents remain in review for building permit approval with Montgomery County. The construction mobilization will begin in March 2023 with contractor site prep and excavation to begin in April.

HR Corner - New Hires in December

- Aaron Hartman – Vehicle Mechanic (PPD)
- Terrace Pearson – Supervisory SPO (Security)
- Marshall Brown – Maintenance Assistant (Fairways South)
- Robbin Morton – Gate Guard (Security)
- Chloe Bertrand – Gate Guard (Security)



LEISURE WORLD COMMUNITY CORPORATION

LWCC Board Action Item

MOTION

“Amend the LWCC Bylaws Article III, by adding a new section 3, which states:

Each director shall sign a code of ethics, conflict of interest, and confidentiality agreement. A director who does not sign the confidentiality agreement shall not attend closed sessions of the board.”

Title	Article	Section	Proposed by
Confidentiality	III	(new)	Colette Collier Trohan

<u>Current Language:</u> none	<u>Proposed Changes:</u> Insert new #3 and renumber: <u>3. Each director shall sign a code of ethics, conflict of interest, and confidentiality agreement. A director who does not sign the confidentiality agreement shall not attend closed sessions of the board.</u>	<u>If Adopted:</u> Insert new #3 and renumber: 3. Each director shall sign a code of ethics, conflict of interest, and confidentiality agreement. A director who does not sign the confidentiality agreement shall not attend closed sessions of the board.
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Rationale:

There are very few allowable topics for closed sessions; all of them concern matters that are sensitive and important. We need to only have people in the room who have signed a statement agreeing to maintain confidentiality. Although there is a paragraph in the current code of ethics regarding confidentiality, a specific form is being created just for that purpose.

Failure to maintain confidentiality has been a serious problem for the LWCC board; at times putting the organization at risk. The current rule (#3.2) that states that board members who do not sign the code of ethics or conflict of interests may not vote at board meetings is null and void, as we do not have the legal right to disenfranchise a duly elected or appointed mutual representative. This solution was suggested by our attorney as one way we can solve this problem.

NOTE: if adopted, signed confidentiality forms will be required to attend the board executive session following the open portion of the board meeting.

LEISURE WORLD COMMUNITY CORPORATION, INC.

**BOARD OF DIRECTORS
CONFIDENTIALITY POLICY AND AGREEMENT**

This Confidentiality Policy (Policy) applies to all Directors and Alternates of Leisure World Community Corporation, Inc. (LWCC). Hereafter in this document, the term “Directors” shall apply to both Directors and Alternates equally. In order to attend meetings of the Board of Directors held in executive or closed session (Executive Session), Directors must acknowledge and sign this Policy upon election and annually thereafter.

I. DUTIES

Directors are subject to the fiduciary duties of care and loyalty. Duty of care requires Directors to be informed and deliberative in their decision making based upon all material information that is reasonably available. Duty of loyalty entails acting, including deciding not to act, on a disinterested and independent basis, in good faith with an honest belief that the action is in the best interest of LWCC and its members, rather than for the benefit of any individual or for personal gain. Included in the duty of loyalty is to maintain confidential information that Directors learn, possess and/or obtain in their capacity as Directors.

II. CONFIDENTIALITY OF BOARD DISCUSSIONS AND LWCC DOCUMENTS

Discussions on topics and related documents that are sensitive or confidential in nature are considered in Executive Session. Such information with all related documents encompasses the following: (i) discussions related to personnel and employee matters; (ii) protection of the privacy or reputation of individuals in matters not related to LWCC’s business; (iii) consultation with legal counsel on legal matters; (iv) consultation with staff personnel, consultants, attorneys, board members or other parties in connection with pending or potential litigation or other legal matters; (v) investigative proceedings concerning possible or actual criminal misconduct; (vi) consideration of the terms or conditions of a business transaction in the negotiation stage if the disclosure could adversely affect the economic interests of LWCC; and (vii) compliance with a specific constitutional, statutory, or judicially imposed requirement protecting particular proceedings or matters from public disclosure. To encourage and foster open and candid discussion among Directors during Executive Session and to maintain the integrity of the Executive Session, every Director must keep confidential the content of all confidential discussions, any and all information relating to confidential discussions at all Executive Sessions, including any and all e-mail correspondences, documents, and reports, and any personal information about an owner, resident or staff member, unless compelled by legal process to disclose such information, or as otherwise agreed, in advance and in writing by the Board. Subject to the above exceptions, the disclosure or distribution of any confidential information, in any form, concerning the specific discussion, comments or

documents reviewed during Executive Session, which were part of the confidential discussions or deliberations of the Board, is strictly prohibited.

Directors acknowledge that any violation of their obligation to maintain information and related documents confidential could cause harm to the interest of LWCC, waive attorney-client privileges and otherwise interfere with Board deliberations and its ability to conduct business in the best interest of LWCC.

III. FAILURE TO SIGN AND VIOLATIONS

Any violation of this Policy could cause harm to LWCC and frustrate Board deliberations during Executive Session. Any Director who fails or refuses to sign this Policy or is otherwise determined by a majority of the remaining Directors, voting as provided in Article VI, Section 7 of the Bylaws, at a meeting called for such purpose to have violated the terms of this Policy shall not: (i) be permitted to participate or attend any Board meetings held in Executive Session; (ii) receive or participate in communications with LWCC's legal counsel (iii) receive attorney work product materials and attorney-client privileged communications; or (iv) receive, participate or vote on confidential communications among and between Directors that contain, relate or involve material or information that is or is intended to be confidential among Directors. Any such violation shall constitute good cause to seek the removal of the Director by the Mutual in accordance with Article III, Section 4 of the Bylaws.

IV. AGREEMENT

I have read, acknowledge and agree to abide by the terms of this Policy.

Name

Date

**Leisure World Community Corporation
Standing Insurance Advisory Committee
Charter**

I. Mission

To advise the LWCC Board of Directors on insurance coverages, risk assessment and management opportunities, agent selection, and any other insurance-related matters.

II. General

The Standing Advisory Committee Guidelines is the basic policy and guidelines document that governs the operations of this Standing LWCC Advisory Committee.

III. Specifics Relating to Insurance Advisory Committee

1. Areas of Responsibility

- a. The IAC must provide to the board each year during the first quarter an analysis of the insurance market trends and occurrences that will affect the cost and coverage of the master policy to be renewed that following August.
- b. Advise, in general terms, the Leisure World Board of Directors in cooperation with management, as appropriate, on insurance coverage and the availability of risk management programs for Trust and Mutual properties/operations.
- c. To work with the broker to ensure that commercial lines specifications are in compliance with Mutual and Trust legal requirements.
- d. To work with management in informing the LWCC Board of Directors on changes in the insurance industry or legislation that may affect coverages and costs as provided by the broker.
- e. To review and formulate a position with respect to potential legislation that may affect coverages and costs and inform the LWCC Governance Affairs Advisory Committee and Board of Directors of that position.
- f. From time to time, as deemed necessary, to review submitted bids concerning the selection of the broker with management and make recommendations to the LWCC Board of Directors.
- g. Review all loss claims reports submitted by the broker.
- h. Discuss with broker more specific suggestions or recommendations relating to individual claims and/or risk management options, and request management to share those recommendations with the LWCC Board, or individual Mutuals as appropriate, and encourage implementation.
- i. Participate with management in the annual review and assessment of insurance coverage, premium, and deductible costs relating to the large umbrella policy for Leisure World and provide the Leisure World Board of Directors a renewal recommendation.
- j. Participate with management and the broker with respect to an application

from a Mutual wishing to rejoin the Leisure World Master Insurance Program and shall provide recommendations on such application to the LW Board of Directors.

2. LWMC Cost Centers
Not applicable

IV. Preferred Member Qualifications:

The member qualification most useful in handling the responsibilities of the Insurance Advisory Committee are general business experience; experience in condominium or HOA management; a background in property and casualty insurance (either at the insurance company, broker or agency level) or commercial insurance; experience in risk management; reviewing claims and data; or evaluating insurance coverage. Members must have regular access to email.



LEISURE WORLD COMMUNITY CORPORATION Advisory Committee Recommendation

To: LWCC Board of Directors
From: Insurance Advisory Committee
Date: September 19, 2022
Subject: Proposed Amendments to Insurance Charter

Advisory Committee Resolution:

Resolved, the Insurance Advisory Committee does not support any of the proposed amendments to our Charter.

The Insurance Advisory Committee urges the Board to adopt the committee-approved June 2022 revision.

Rationale:

1. The rationale for changes to the IAC Charter implies that the committee does not “first serve ... the needs of the Mutuals...”, that we give preference to the High-rise and Trust properties to the detriment of the Low-rise properties. This is not true. Negotiations related to property insurance coverage - in various configurations - are all-inclusive, with the goal of getting the best coverage for the lowest cost for everyone. It is the carriers who decide which properties they are willing to cover, if at all, and at what cost.
2. The statement that this year’s policy provides “substantially less insurance coverage” is a misunderstanding of “loss-limit” policies, which insure property on a per-occurrence basis to a limit of *the probable maximum loss* rather than an actual total property value. This is how the probable maximum loss was determined for one group’s coverage:

MM [898 units]	TRV = \$142 million (Total Replacement Value)
M14 [193 units]	TRV = \$50 million
M19A [180 units]	TRV = \$32 million
M19B [210 units]	TRV = \$36 million

The committee determined that a loss-limit policy limit of \$150 million per occurrence would be more than enough to insure the highest valued mutual (\$142 million) in the group

and satisfy all the mutuals bylaws (as confirmed by legal counsel, Tom Shields). \$150 million would also be enough to insure the other mutuals in the group with lower replacement values. If all of Mutual 14 were destroyed in a single occurrence, the \$150 million “loss-limit” policy would be sufficient to rebuild the entire mutual whose TRV is \$50 million.

3. The proposed amendments to the Mission statement are unnecessary.
4. The proposed amendment requiring certification that the annual renewal meets legal requirements is unnecessary. Section III.1.b. of the proposed June 2022 revision of our Charter already covers that.
5. The proposed amendment requiring a “market conditions” report at the Board’s January meeting is a waste of time. Risk factors apparent in January can change dramatically by March or June. The Surfside, Florida, condominium collapse occurred on June 24th.

Standing Rules
Leisure World Community
Corporation Board of Directors
Rev dated 10/26/2021

1.0 Meeting Preparation

- 1.1 Regular meetings of the Executive Committee will be held, as determined by the Executive Committee, no fewer than eleven days prior to the board of directors meeting unless weather or other exigent circumstances mandate a shorter interval. The Executive Committee agenda shall be sent to the LWCC Board of Directors prior to the Executive Committee (EC) meeting.
- 1.2 Regular meetings of the LWCC Board of Directors will be held at 9:30am on the last Tuesday of each month unless changed by the board.
- 1.3 All action items must be reviewed for clarity by the LWCC EC prior to inclusion in the LWCC Board meeting agenda package. Materials must be submitted to the LWCC EC (through the LWCC Chair or Executive Secretary) no later than noon ~~seven (7)~~ **eight (8)** days prior to the EC meeting. All resolutions proposed for LWCC Board action shall be reviewed by the EC for format and inclusion of appropriate costing and revenue sources, before going to the LWCC Board. The EC shall also provide coordination with Advisory Committees, LWMC Management and any other involved community group. At the discretion of the Chair of the LWCC Board, action items may bypass the LWCC EC for direct presentation to the LWCC Board of Directors in accordance with Board Standing Rule 2.2.
- 1.4 Written Correspondence received from a condominium, cooperative, homeowners' association, or unit owner/resident shall be included in the meeting packet of the next regular meeting of the Executive Committee ~~or Board of Directors occurring at least five business days after the correspondence has been received~~ if the correspondence: (a) deals with a matter within the jurisdiction of the LWCC Board, (b) is transmitted to the Executive Committee or Board of Directors by mail or E-mail, (c) does not exceed more than four letter size pages (including electronic submissions), (d) includes the name, address, e-mail and phone numbers(s) of the author, (e) does not substantially duplicate correspondence from the same author nor duplicates another author's previously transmitted correspondence in the past ninety days, and (f) does not contain personally disparaging language.
- 1.5 The Executive Committee's role is to assure that any proposal for action is properly prepared and clear before presenting it to the Board of Directors. All pertinent information needed for the Board of Directors to make informed decisions must be included. If a proposal for action is incomplete, it will be noted and a reason for further preparation will be provided at the next Board of Directors meeting.

- 1.6 Board members who intend to propose resolutions shall attend the EC meeting prior to the board meeting as well as the meeting at which the resolution will be considered to answer questions. Committees that are proposing resolutions for board consideration shall be required to send a representative to attend the EC and board meetings to respond to questions. If a proponent of a resolution or a committee representative is not present at the EC and LWCC Board meetings, the resolution will not be considered except at the discretion of the Chair.
- 1.7 The meeting packet shall be made available on the website and by hard copy by noon four ~~calendar~~ business days prior to the board meeting.

2.0 During Board of Directors Meetings

- 2.1 All meetings of the LWCC Board of Directors shall be held in compliance with applicable law. Meetings shall not be recorded by the board, staff, or participants. No prior meeting recordings shall be kept.
- 2.2 Action items not included in the meeting packet may only be added to the agenda by a two-thirds vote of the directors' present, except for items where management is directed to take an action by the LWCC Board of Directors. Copies of all items not on the agenda but requested to be made be added to the agenda must be distributed, either in hard copy or electronically to all Board members prior to the meeting. All main motions must describe a specific action to be taken and shall include the rationale the name of the maker(s) and the date of submission. If multiple motions on the same general subject are presented, the LWCC Chair will appoint one or more EC members to collaborate with the proponents of the resolutions to attempt to achieve a single motion for consideration.
- 2.3 When recognized, a board member may speak for up to two minutes, or as permitted by the chair.
- 2.4 Any board member may propose a substitute motion. Such a motion shall be debated and voted on. If adopted, the substitute motion will replace the main motion.
- 2.5 Votes shall normally be taken by a show of hands, at in-person meetings. If any director questions the result, the vote will be taken by roll call to confirm the result. All roll call votes shall be recorded on the "LWCC Board of Directors Recorded Vote Form" and shall be attached to the minutes of that meeting.
- 2.6 The LWCC Chair may, prior to a vote, ask for general consent to a motion, either by asking for those in favor or those opposed. If fewer than six members are in favor of a motion, the motion will fail. If fewer than six (6) members are in opposition to the motion, the motion will be adopted. without a roll call vote.
- 2.7 The board shall have a policy on open forums.

- 2.8 The ballots used and counted for any election by the Board shall be maintained in a secure location for one year from the date of the vote or until any challenge to the vote has been settled, whichever is longer. At that time, said ballots shall be destroyed.

3.0 Board Members

- 3.1 There shall be Code of Ethics and Conflict of Interest statements for the LWCC Board.
- 3.2 Each Board Member and alternate shall be required to sign Code of Ethics and Conflict of Interest statements. A copy of the current vendor list shall be attached to the Conflict of Interest statement. ~~A LWCC Board member or alternate cannot vote at a board meeting if the member has not submitted signed Code of Ethics and Conflict of Interest statements.~~
- 3.3 The LWCC Chair and Vice Chair shall not serve on any advisory committees.
- 3.4 There shall be a publicly displayed plaque recognizing the chairpersons of the Leisure World Community Corporation Board of Directors and their years of service.
- 3.5 Within 90 days of being appointed to the LWCC Board of Directors, the county mandated training for Directors/Alternates shall be accomplished and a copy of the Certificate of Completion of the training be submitted to the LWCC Board Secretary. If no Certificate of Completion is submitted, the person cannot be a member of the LWCC Board of Directors.

3.6 The board chair and general manager are the authorized contact points for LWCC consultants (such as attorneys). Either may delegate such permission as deemed necessary.

4.0 Miscellaneous

- 4.1 Governance documents shall be reviewed at least every five years. The LWCC Board Secretary shall be responsible to ensure that rules are regularly updated and distributed.
- 4.2 The Leisure World Community Corporation Board may authorize participating, joining, or cooperating with any organization which the board believes will further the interests and goals of the community.
- 4.3 The Government Affairs Advisory Committee shall be authorized to take positions and make statements on behalf of the Board of Leisure World on legislation being considered by the state legislature and county council and rules and regulations proposed by the state and county executive branch and administrative agencies when time is of the essence, provided that any positions are approved by the LWCC Chair and/or Vice Chair.

- 4.4 The LWCC Board of Directors and Leisure World of Maryland Corporation, a subsidiary acting as the appointed agent of the LWCC, shall not formulate or administer the policies of social and service organizations recognized by the Leisure World Community Corporation. Social and service organizations recognized by the LWCC Board of Directors shall not formulate or administer policies which obviate rules and regulations established by the LWCC Board of Directors for use of the Trust facilities.
- 4.5 The LWCC Board of Directors shall review and act on every procurement (new, renewal, extension, or modification) with a value of \$50,000 or more. This will apply to procurements supported by any LWCC Fund. The appropriate Advisory Committee's review and recommendation will be considered prior to Board action. In event there is no appropriate advisory committee for a review, the Board authorizes the Executive Committee to review the proposed procurement and submit their comments and recommendation to the Board of Directors.
- 4.6 To amend, rescind or add to these rules; motions in the following format shall be used:
 - a. "Rule #_ shall be amended as follows ... [insert specific words]"
 - b. "I move to rescind Rule #_ for the following reasons ..., [insert specific words]"
 - c. "I propose the adoption of new rule #_ as follows ... [insert specific words]"



MOTION:

“Amend the LWCC Board Rules Section 1.3, by striking ‘seven (7)’ and inserting ‘eight (8)’”

*NOTE: Items to be inserted are **bold underlined** and items to be struck are struck out.*

Item #	Title	Section	Proposed by
6.C.1	Agenda Item Submission	1.3	Colette Collier Trohan

<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>
<p>All action items must be reviewed for clarity by the LWCC Executive Committee prior to inclusion in the LWCC Board meeting agenda package. Materials must be submitted to the LWCC Executive Committee (through the LWCC Chair or Executive Secretary) no later than noon seven (7) days prior to the Executive Committee meeting. <i>Remainder unchanged</i></p>	<p>All action items must be reviewed for clarity by the LWCC Executive Committee prior to inclusion in the LWCC Board meeting agenda package. Materials must be submitted to the LWCC Executive Committee (through the LWCC Chair or Executive Secretary) no later than noon seven (7) <u>eight (8) calendar</u> days prior to the Executive Committee meeting. <i>Remainder unchanged.</i></p>	<p>1.3 All action items must be reviewed for clarity by the LWCC Executive Committee prior to inclusion in the LWCC Board meeting agenda package. Materials must be submitted to the LWCC Executive Committee (through the LWCC Chair or Executive Secretary) no later than noon eight (8) calendar days prior to the Executive Committee meeting. <i>Remainder unchanged.</i></p>

Rationale:

This language conforms to current practice. At present, the agenda is being compiled seven days prior to the executive committee meeting, so it’s important to have the action items the day before, which is eight calendar days prior to the meeting.



MOTION:
 “Amend the LWCC Board Rules Section 1.4, by striking ‘or Board of Directors occurring at least five business days after the correspondence has been received’”

Item #	Title	Section	Proposed by
6.C.2	Correspondence in Board Packets	1.4	Colette Collier Trohan

<p><u>Current Language:</u> Written Correspondence received from a condominium, cooperative, homeowners’ association, or unit owner/resident shall be included in the meeting packet of the next regular meeting of the Executive Committee or Board of Directors occurring at least five business days after the correspondence has been received if the correspondence: <i>remainder unchanged.</i></p>	<p><u>Proposed Changes:</u> Written Correspondence received from a condominium, cooperative, homeowners’ association, or unit owner/resident shall be included in the meeting packet of the next regular meeting of the Executive Committee or Board of Directors occurring at least five business days after the correspondence has been received if the correspondence: <i>remainder unchanged.</i></p>	<p><u>If Adopted:</u> Written Correspondence received from a condominium, cooperative, homeowners’ association, or unit owner/resident shall be included in the meeting packet of the next regular meeting of the Executive Committee if the correspondence: <i>remainder unchanged.</i></p>
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Rationale:
 This provision is actually quite a bit outdated, going back to the time before email. There’s basically very little difference between the executive committee and board packets – correspondence that is received by the EC meeting rolls into the board packet. A resident who feels that their correspondence is so important that it can’t wait for the next packet always has the option of emailing it to the board, as many do.



MOTION:

“Amend the LWCC Board Rules Section 1.7, by striking ‘calendar’ and inserting ‘business’”

Item #	Title	Section	Proposed by
6.C.3	Board Packet Deadline	1.7	Colette Collier Trohan

<p><u>Current Language:</u> The meeting packet shall be made available on the website and by hard copy by noon four calendar days prior to the board meeting.</p>	<p><u>Proposed Changes:</u> The meeting packet shall be made available on the website and by hard copy by noon four calendar business days prior to the board meeting.</p>	<p><u>If Adopted:</u> The meeting packet shall be made available on the website and by hard copy by noon four business days prior to the board meeting.</p>
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Rationale:

Four calendar days before our Tuesday meetings is only the Friday before the meeting, and that’s not very much time for the board to read and absorb the agenda. Four business days is Wednesday, and current efforts are to get the packets out on Tuesday. A deadline of Wednesday gives extra time in months where there are Monday holidays (such as in January) or if there are other extenuating circumstances.



MOTION:

“Amend the LWCC Board Rules Section 2.1, by inserting ‘Meetings shall not be recorded by the board, staff, or participants. No prior meeting recordings shall be kept.’”

Item #	Title	Section	Proposed by
6.C.4	Recording of meetings	2.1	Colette Collier Trohan

<p><u>Current Language:</u> All meetings of the LWCC Board of Directors shall be held in compliance with applicable law.</p>	<p><u>Proposed Changes:</u> All meetings of the LWCC Board of Directors shall be held in compliance with applicable law. <u>Meetings shall not be recorded by the board, staff, or participants. No prior meeting recordings shall be kept.</u></p>	<p><u>If Adopted:</u> All meetings of the LWCC Board of Directors shall be held in compliance with applicable law. Meetings shall not be recorded by the board, staff, or participants. No prior meeting recordings shall be kept.</p>
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Rationale:

This rule has been suggested by our attorney, based on Maryland law, which requires the permission of everyone who speaks in a meeting for it to be recorded. There is no reason to record board meetings if the motions are clear before they are voted on. Getting the permission from everyone in the room to record the meeting is not practical and extremely difficult to track.



MOTION:

“Amend the LWCC Board Rules Section 2.6, by inserting ‘either by asking for those in favor or those opposed. If fewer than six members are in favor of a motion, the motion will fail.’ and striking ‘without a roll call vote.’”

Item #	Title	Section	Proposed by
6.C.5	Modification of General Consent Rule	2.6	Colette Collier Trohan

<p><u>Current Language:</u> The LWCC Chair may, prior to a vote, ask for general consent to a motion. If fewer than six (6) members are in opposition to the motion, the motion will be adopted without a roll call vote.</p>	<p><u>Proposed Changes:</u> The LWCC Chair may, prior to a vote, ask for general consent to a motion, <u>either by asking for those in favor or those opposed. If fewer than six members are in favor of a motion, the motion will fail.</u> If fewer than six (6) members are in opposition to the motion, the motion will be adopted without a roll call vote.</p>	<p><u>If Adopted:</u> The LWCC Chair may, prior to a vote, ask for general consent to a motion, either by asking for those in favor or those opposed. If fewer than six members are in favor of a motion, the motion will fail. If fewer than six (6) members are in opposition to the motion, the motion will be adopted.</p>
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Rationale:

Our current rule allowing motions to be adopted if fewer than six object has worked well and saved time, but it doesn't work in the reverse. This amendment allows the chair to declare a motion as failed if fewer than six are in favor.



MOTION:

“Amend the LWCC Board Rules Section 3.2, by striking ‘A LWCC Board member or alternate cannot vote at a board meeting if the member has not submitted signed Code of Ethics and Conflict of Interest statements.’”

Item #	Title	Section	Proposed by
6.C.6	Remove Null and Void Provision	3.2	Colette Collier Trohan

<u>Current Language:</u>	<u>Proposed Changes:</u>	<u>If Adopted:</u>
Each Board Member and alternate shall be required to sign Code of Ethics and Conflict of Interest statements. A copy of the current vendor list shall be attached to the Conflict of Interest statement. A LWCC Board member or alternate cannot vote at a board meeting if the member has not submitted signed Code of Ethics and Conflict of Interest statements.	Each Board Member and alternate shall be required to sign Code of Ethics and Conflict of Interest statements. A copy of the current vendor list shall be attached to the Conflict of Interest statement. A LWCC Board member or alternate cannot vote at a board meeting if the member has not submitted signed Code of Ethics and Conflict of Interest statements.	Each Board Member and alternate shall be required to sign Code of Ethics and Conflict of Interest statements. A copy of the current vendor list shall be attached to the Conflict of Interest statement.

Rationale:

This amendment removes a provision that is unenforceable and illegal.



MOTION:

“Amend the LWCC Board Rules by adding a new Section 3.6: ‘The board chair and general manager are the authorized contact points for LWCC consultants (such as attorneys). Either may delegate such permission as deemed necessary.’”

Item #	Title	Section	Proposed by
6.C.7	Contact Points for Consultants	3.6	Colette Collier Trohan

<p><u>Current Language:</u> none</p>	<p><u>Proposed Changes:</u> <u>The board chair and general manager are the authorized contact points for LWCC consultants (such as attorneys). Either may delegate such permission as deemed necessary.</u></p>	<p><u>If Adopted:</u> The board chair and general manager are the authorized contact points for LWCC consultants (such as attorneys). Either may delegate such permission as deemed necessary.</p>
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Rationale:

When consultants are hired to work for LWCC, they must have specific points of contact, and know who is authorized to incur charges for their work. The board chair or general manager can give permission on a case by case basis to anyone who has a reason to contact them.



2023 Proposed Committee Membership

The recommendation that follows is the proposed additional members of the Lifestyle and Audit Advisory Committees for 2023.

Lifestyle Advisory Committee

Ann Schindler – to serve on the Ushers/Greeters and Event Programmers Groups

Audit Advisory Committee

Karen Nathan

Applications and brief bios for these proposed members are in OnBoard.

2022 GOLF AND GREENS ANNUAL REPORT

by AC Chair, Brenda Curtis-Heiken

I am pleased to report that 2022 Gross Revenue from LW Golf increased to 582,000.00. 22,000 Rounds of golf were played at the golf course. Pro Shop sales totaled 50,000.00 in Gross Receipts.

Revenue would likely have topped 600,000.00 but for inclement weather and course closures.

Plans to increase revenue in 2023 includes an increase in the number of Friday and Saturday evening events such as Par Three, Twilight and Nine and Dine Tournaments. In addition, this includes higher prices for annual membership, cart leases, daily fees and other increases

All LW golfers are excited about the renovation of the Golf Course and its completion due at the end of this Calendar Year. The golfing experience will be better than ever which means revenue should also continue to increase.

The Emergency Preparedness Advisory Committee (EPAC) advises the LWCC Board of Directors, Management, Mutuals, and residents on matters relating to preparedness for, and prevention of, emergencies. EPAC interacts with first responders and emergency management officials in Montgomery County and the State, to bring current emergency preparedness and prevention advice and recommendations to Leisure World leaders and residents.

EPAC, in 2019, contacted all Mutuals individually to determine if the Mutual had an Emergency Plan, and what it covered. A survey was sent to each of the 29 LW Mutuals and an EPAC Subcommittee subsequently met with the Presidents of eight of these Mutuals. Findings of the survey included a concern that LW residents may not be prepared for an emergency of any type. High-rises have plans for emergency evacuations in case of fire; mid-rises may have plans but rely on individuals to implement as necessary; and single-family homes typically have no plans.

EPAC submitted a Resolution to the LWCC Board of Directors in March 2022, requesting that the Board urge all LW Mutuals to develop an Emergency Preparedness Plan specific to fit the needs of their Mutual, update these plans regularly, and communicate and distribute the plans and/or updates to all residents. This Resolution was approved by the Board.

EPAC then developed an Emergency Preparedness Plan for each individual Mutual that includes guidance and instructions for Mutual residents on how to prepare for, and cope with specific types of emergencies. EPAC has distributed these plans to Mutual Presidents and Property Managers, for them to approve and then distribute copies to all their residents.

EPAC participated in the Health and Wellness Expo on May 19, 2022, in the Crystal Ballroom of Clubhouse I, an opportunity to distribute information about Emergency Preparedness in Leisure World, as well as promotional products encouraging Fire Safety, to Leisure World residents.

On Thursday, October 13, 10:00 a.m. – 1:00 p.m., EPAC collaborated with Montgomery County Fire and Rescue Service (MCFRS) to present the Leisure World Fire Safety Symposium. Speakers included: Brian Geraci, Maryland State Fire Marshal; Fire Chief Scott Goldstein, MCFRS; James Resnick, MCFRS Senior Outreach and Education Manager; and keynote speaker Jennifer Williams, Underwriters Laboratory, Fire Safety Research Institute. After the speakers concluded, there was a Question and Answer period. Following this, the speakers and audience moved to the Norbeck Room for a Breakout Session, where refreshments were served, and various Leisure World and Montgomery County organizations manned tables with handouts and representatives to answer questions. This event was well attended, and many attendees asked if it could be repeated, perhaps twice every year.

During 2022, EPAC members published 15 articles in the LW News to educate and inform LW residents about possible emergency situations for LW residents.



MEMORANDUM

To: LWCC Board of Directors
VIA: LWCC Executive Committee
FROM: Master Plan Working Group
DATE: January 11, 2023
SUBJECT: Leisure World Master Plan Interim Report

In June, 2022, a request for Information (RFI) was issued to 14 highly rated consulting firms chosen for their appropriateness to develop a Master Plan for Leisure World. Firms that specialized in particular areas of master planning, such as education institutions, health care facilities, strictly urban planning, were not included on the list of 14 firms. Four consulting firms responded to the RFI.

In August, 2022, after review of the responses to the RFI, the Master Plan Working Group (MPWG) scheduled virtual meetings with representatives from the four responding firms in August, 2022. Prior to the meetings, each firm was sent several questions that would be asked, as well as a proposed scope of work in a forthcoming Request for Proposals. The primary purpose of the meetings was to discuss the next step in Leisure World's search for a Master Planning consulting firm, the Request for Proposals.

A Request for Proposals (RFP) was developed by the MPWG and sent to five master planning consulting firms on November 10, 2022, subsequent to a resolution from the Board in October. The attachment to the Board motion providing the RFP scope of work, deliverables and evaluation criteria is also attached to this memo.

On November 19, the MPWG hosted a tour of the LW campus for three of the consulting firms. LW CFO, Robert Alonzo handled the pre-tour arrangements and Board member Henry Jordan and MPWG members, Helen Jeffery and Phil Marks served as the tour guides.

A light lunch was provided after the tour in the Clubhouse Grille and tour attendees had an opportunity to ask questions prior to the submission of their RFP's.

Three responses to the RFP were received on December 6, 2022. The MPWG carefully reviewed each response and will be conducting interviews of the three firms between January 23 and 27. References provided by all firms will be checked in mid to late January. (NOTE: The work of the MPWG paused somewhat during the December/January holiday season.) It is the intent of the MPWG to present a recommendation to the Board in February, barring any requests for a revised response to the RFP from any of the firms.

The current members of the MPWG are Tim Carrico, Ann Ferren, Helen Jeffery, Phil Marks, Linda Wacha, and Robert Alonzo, CFO as the representative from LW management.

Master Plan Request for Proposal Relevant Sections

Scope of Work

1. Review the available Leisure World Reserve Studies, site plans, facility enhancement requests, strategic and enhancement plans, and related documents. Meet with management, tour the campus, review adjacent Montgomery County and state transportation and other planning, and summarize relevant characteristics of existing conditions.
2. Confirm the facility-related Recommendations and Goals in the LW Strategic Plan 2021-2030 by holding relevant stakeholder meetings. Summarize the community vision, identity, and character, and your recommendations and stakeholder suggestions for future facility and revenue enhancements.
3. Outline the choices and options for revitalizing our 55-year-old community for the next 30 years for:
 - a. Recommendations for the disposition of projects in the Phase II Facilities Enhancement Plan
 - b. Interior and exterior Communal facilities highest and best use
 - c. Existing housing regeneration for select mutuals
 - d. Potential location(s) for relevant additional housing units
 - e. Revenue enhancement opportunities such as expanding LW offerings into the continuing care continuum, additional housing, etc.
 - f. Implications of the above on infrastructure, connectivity, and access.
4. Provide Land and Building Use Plans diagrammatically indicating the above, including interior and outdoor program planning diagrams (master plan level). Accompany these with a rationale for long-term development that includes order-of-magnitude ROI estimates by project.
5. Provide an implementation schedule that addresses both financial and phasing strategies.
6. Use a process that is inclusive and communicative, engaging and educating residents, Leisure World management, the Leisure World Community Corporation Board of Directors and, as required, commercial neighbors and relevant Authorities Having Jurisdiction (AHJs).

Deliverables

1. Provide a proposed project schedule, showing stages of work and number of meetings per stage by type. Each stage is to include sufficient time for LW review of draft deliverables.
2. The Master plan deliverable should include, but not be limited to, the following sections, with drawings, photographs, text, and numeric data as relevant:
 - a. Executive Summary to the Board
 - b. Summary of the Community Vision, Identity, and Character
 - c. Analysis of relevant existing conditions, e.g., environmental, energy, open space, community facilities, housing, utilities, transportation, and connectivity features.
 - d. A separate section for each item in the scope of work
3. The Master Plan deliverable should be provided in draft form near the end of each schedule stage for review and comment by the Leisure World steering committee.
4. The Master Plan deliverable should be provided in a pre-final form for presentation and subsequent review by the LW Board, comments to be addressed and incorporated into the final deliverable.
5. The Master Plan deliverables shall be in searchable electronic files in MSWord, MS Excel, and/or Adobe pdf.

Evaluation Criteria

Consultants will be evaluated on the following criteria. These criteria will be the basis for review of the written proposals and interview sessions.

Point value	Criteria
30	Ability of consultant to deliver scope of work described in the RFP.
20	Evaluation of current or recent engagements in Master Planning for an adult community the size and complexity of Leisure World of Maryland.
20	Evaluation of the processes that the consultant will use to accomplish the tasks under this contract.
15	Qualifications of consultant and staff, as well as of sub-contractor(s) and staff.
15	Evaluation of references of consultant and sub-contractor(s) who will be involved in the Leisure World project.
10	Established business and experience with doing Master Planning for a minimum of five (5) years, including experience of staff assigned to the project for Leisure World.
20	Total consulting fee and reimbursable costs.

The committee met on Monday, January 23rd. The seven members attending in person represent the High-Rises (4) and the 3M Group (3).

- The committee agreed with the September 2022 Resolution that the pending amendments to the proposed June 2022 Insurance Advisory Charter are unnecessary and *urge the Board of Directors to vote "no"*.

Leisure World will continue to work with USI, insurance broker and consulting firm. Their Community Associations Insurance Division serves more than 6,000 associations nation-wide and over 300 in the DMV. Representatives gave a general presentation to the committee about their services, which include:

- reviewing claims and advocating for claim settlements in our favor
- risk management and risk mitigation
- leveraged negotiation with national carriers with the goal of getting the coverages required at the best rates
- reviewing mutual's contracts [architects, contractors, elevator maintenance, etc.] to ensure the insurance language in the contract is favorable
- providing educational sessions to individual mutuals upon request

Premium projections for our August 1 renewal period are premature, but the current market is generally considered "difficult".

Any mutual that would like to have USI review a contract, discuss risk mitigation, or give an educational talk to their residents should contact Crystal Castillo.

The committee's next meeting is scheduled for March 27th when we will review the semi-annual claims report.