

**Plumbers & Steamfitters Local 486
Severance & Annuity / 401k Fund**

Board of Trustees Meeting

August 23, 2018

PLUMBERS & STEAMFITTERS LOCAL 486
SEVERANCE & ANNUITY/401k FUND
AGENDA
AUGUST 23, 2018

A. ROLL CALL

B. READING OF THE MINUTES - July 26, 2018

C. ADMINISTRATION REPORTS

1. Fund Balance Report - July 31, 2018
2. Fund Schedules - July 31, 2018
3. Fund Bills To Be Approved & Paid – August 23, 2018
4. Administrative Cash Balance - July 31, 2018
5. Summary Balance Report – July 31, 2018

D. UNFINISHED BUSINESS

1. Delinquent Contractors
2. VCP
3. MassMutual - Notice of Amendment

E. NEW BUSINESS

1. Deaths: Clifford Stoeker – 7/28/2018, age 83
2. Terminations: See attached list
3. Retirement Distributions: See attached list
4. Reciprocal Distributions: See attached list
5. Loans: Joshua Hopper – Foreclosure - \$7,938.62
6. Hardships: Errol Gomez – Foreclosure - \$52,120.33
Delno Handy – Freclosure - \$6,361.25
7. Segal Marco Advisors
8. Delinquency Policy
9. Questions
10. Date of Next Meetings: Sep. 27, 2018 & Oct. 25, 2018 both at 10:00 AM

**Plumbers & Steamfitters Local 486
Severance & Annuity/401k Fund**

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Toll Free Telephone (888) 494-4443
www.associated-admin.com

Trustees Attending: R. Bennett (by phone), A. Gannon, III (by phone), G. Glab (by phone), T. Herbert, R. Horton, W. Welsh (by phone), J. Wontrop

Others Attending: K. Bradley, D. Jensen, D. Welch

The Trustees met on July 26, 2018 at the office of the Administrative Manager.

Chairman Wontrop called the regular meeting to order at 10:05 a.m.

- A. The Minutes of the meeting of June 28, 2018 were approved as presented.
- B. The Fund Cash Balance and Schedules, Fund Bills to Be Approved and Paid, Administrative Cash Balance, and the Summary Balance Report were accepted. Trustees receiving compensation recused themselves from the votes relating to their payments.
- C. Unfinished Business
 - 1. Ms. Bradley reported on the current delinquencies, including Bay Area Mechanical Services, South Mountain Mechanical, Stone Services and Verticon. Ms. Bradley reported that two bond claims filed were approved by the surety companies and claim payments made against Stone Services' bond (\$50,000) and Verticon's bond (\$10,000) were received.
 - 2. Ms. Bradley stated that she sent the draft Voluntary Correction Program (VCP) application to MassMutual for review and comment. The Fourth Amendment to the Plan was distributed to address the change in the Highly Compensated Employee (HCE) nondiscrimination testing method. A Motion was made and unanimously passed to adopt the Amendment. The Trustees discussed MassMutual's request for a release and waiver related to the nondiscrimination testing. After discussion, it was agreed that this matter will be tabled until the next meeting, when MassMutual will be in attendance to discuss the issue.

3. The Trustees tabled discussion of MassMutual's notice of Amendment to the Administrative Services Agreement until the next meeting at which Rolf Mogstad of MassMutual will be present.

D. New Business

1. Deaths: William Emerich – 6/24/2018, age 80
Timothy Eyring – 6/30/2018, age 49
Elizabeth Hilker – 7/03/2018, age 88
John Heffner – 7/11/2018, age 59
2. The Trustees approved the attached Terminated Benefits.
3. The Trustees approved the attached Retirement Benefits.
4. The Trustees approved the attached Reciprocal Benefits.
5. The Trustees approved the attached Survivor Benefits.
6. There were no new loans to approve.
7. Ms. Bradley presented the Third Amendment to the Plan which allows for a partial retirement benefit. A retired member, not yet beyond 12 consecutive months of no contributions on his behalf and under age 59 ½, may take a partial retirement up to twice a year from his EPS contributions. After discussion and review of the Third Amendment, a Motion was made and unanimously passed to adopt the Amendment.
8. Ms. Bradley discussed a request from beneficiary to waive his right to a non-spouse survivor benefit such that the contingent beneficiary named by the deceased participant will receive the benefit. The Trustees discussed the request, and a Motion was made and unanimously passed to have Ms. Bradley draft an acceptable waiver for the beneficiary to sign.
9. Ms. Bradley reported she is drafting an updated Delinquency Policy
10. Mr. Jensen reported that Kinetics requested waiver of interest and liquidated damages for the work months of February 2018, which were remitted to the Fund Office one March 19, 2018 but did not arrive until

April 9, 2018. They noted they have since switched to sending via FedEx for tracking purposes. Kinetics has not been late on their remittances since that month. A Motion was made and passed unanimously to waive the liquidated damages upon receipt of the interest due and based on the circumstances presented in the request.

11. Trustee Welsh noted participant Enrique Lopez had delivered his Annuity retirement application to the Fund Office the day before the meeting. He asked if the application could be approved as long as all the necessary forms were provided. A Motion was made and unanimously approved to approve Mr. Lopez' application contingent upon the Fund Office verifying that all the necessary forms were submitted and in accordance with Plan terms.

12. Dates of the next meetings:

August 23, 2018 at 10:00 a.m.

September 27, 2018 at 10:00 a.m.

Adjournment: 12:55 p.m.

Respectfully submitted,

David J. Jensen
Secretary for the Meeting

PLUMBERS & STEAMFITTERS LOCAL UNION
486 SEVERANCE & ANNUITY/401k FUND
CASH BALANCE REPORT
FOR THE SEVEN MONTHS ENDED JULY 31, 2018

Receipts:	<u>Curr. Month</u>	<u>Year To Date</u>
Employer Contributions	\$714,723.42	\$5,355,128.83
401k Contributions	297,001.09	2,106,735.69
Less Reciprocals	(10,039.30)	(68,893.17)
Return of Overage	0.00	0.00
Rollovers	0.00	94,966.55
Investment Income - MassMutual	4,863,295.43	8,919,682.88
Interest Income - Annuity Loans	690.63	4,510.26
MassMutual Fee Credit	0.00	150,000.00
	<u>\$5,865,671.27</u>	<u>\$16,562,131.04</u>
Disbursements:		
Benefit Payments	\$2,928,832.11	\$5,985,079.70
Loan Fees	50.00	430.00
Investment Consulting	3,000.00	21,000.00
Administration	9,915.83	73,173.71
Audit Fee	0.00	5,600.00
Conference Expenses	2,450.96	14,337.82
Dues	0.00	875.00
Fiduciary Liability Insurance	0.00	24,798.96
Fidelity Bond	0.00	0.00
I R S Filing Fee	3,500.00	3,500.00
Legal Fees & Expenses	9,039.17	25,165.37
Meeting Expenses	0.00	0.00
Office Expenses	281.17	1,437.95
Postage	0.00	3,769.96
Printing	0.00	5,575.05
Programming	0.00	0.00
SPD Publishing	0.00	1,518.00
U.A. Reciprocal Program	0.00	590.64
Vendor Search Fees	0.00	0.00
Wire Fees	30.00	225.00
Trustee Fees - Robert Bennett	0.00	2,822.88
Total Disbursements	<u>\$2,957,099.24</u>	<u>\$6,169,900.04</u>
Increase (Decrease) In Fund Balance	<u>\$2,908,572.03</u>	<u>\$10,392,231.00</u>
Balance - December 31, 2017		\$242,800,638.48
Balance - July 31, 2018		<u>\$253,192,869.48</u>

FUND BALANCE CONSISTING OF:

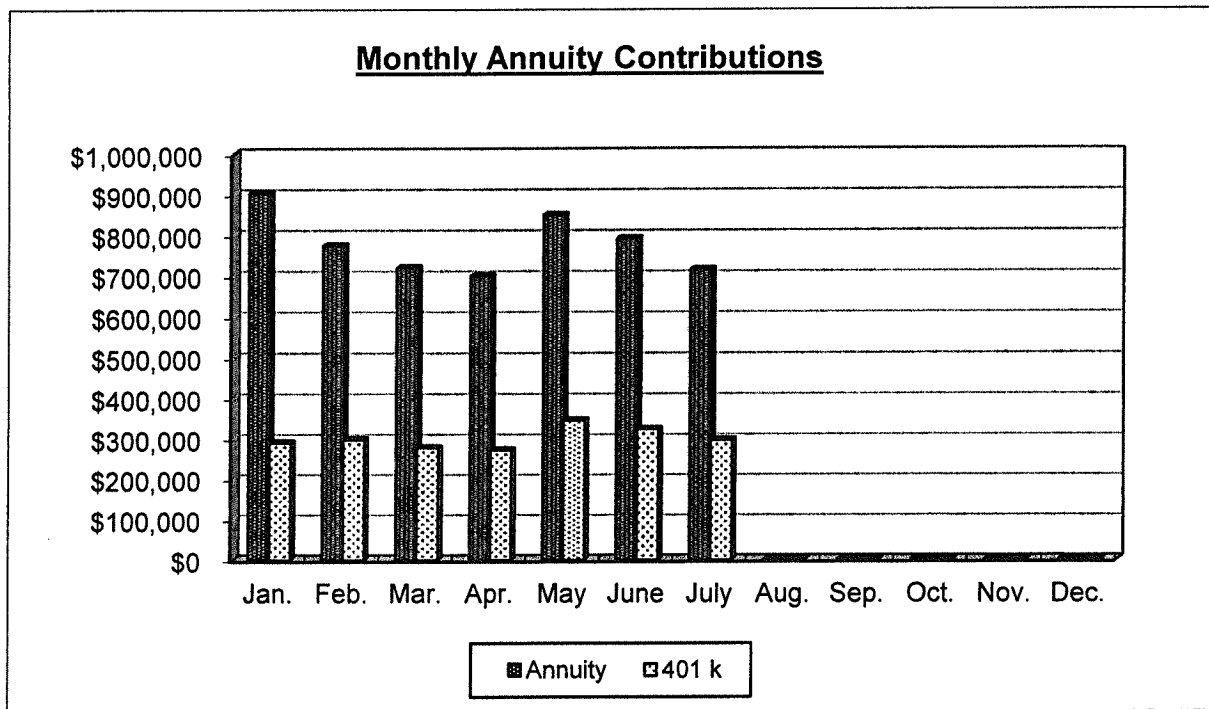
Bank of America Checking	0.05%	\$116,446.01
MassMutual Investments	99.88%	252,884,159.44
Annuity Loans Receivable	0.08%	192,264.03
	<u>100.00%</u>	<u>\$253,192,869.48</u>

UNAUDITED FINANCIAL REPORT

PLUMBERS & STEAMFITTERS LOCAL UNION
486 SEVERANCE & ANNUITY/401k FUND
SCHEDULES
FOR THE SEVEN MONTHS ENDED JULY 31, 2018

Contributions:

	Month	Year To Date
Nov. 2017 & Prior Hours	\$0.00	\$137,914.25
Dec. 2017 Hours	0.00	1,129,820.28
Jan. 2018 Hours	0.00	1,048,845.11
Feb. 2018 Hours	0.00	1,014,594.66
Mar. 2018 Hours	4,274.71	1,083,363.24
Apr. 2018 Hours	8,775.96	1,059,192.20
May 2018 Hours	35,826.22	1,120,253.71
June 2018 Hours	962,847.62	962,847.62
	\$1,011,724.51	\$7,556,831.07



PLUMBERS & STEAMFITTERS LOCAL UNION 486
SEVERANCE & ANNUITY/401k FUND
BILLS AND DISBURSEMENTS TO BE APPROVED AND PAID
August 23, 2018

1.	Plumbers & Steamfitters Joint Funds	
	Administration @ 20% Plus Direct Costs - July 2018	10,449.72
2.	Trustees Checks	
	R. Bennett @ \$470.48 - Trustees Meeting - August 23, 2018	470.48
3.	Associated Administrators, LLC	
	Lunch - August 23, 2018	Blank
4.	Segal Marco Advisors	
	Investment Consulting - July 2018	3,000.00
5.	Reciprocal Transfers	
	Plumbers Local 5 Annuity Fund - July 2018	Blank
	Steamfitters & Pipefitters Local 489 Annuity Fund - July 2018	Blank
	Steamfitters & Pipefitters Local 602 Annuity Fund - July 2018	Blank
6.	IFEBP Conference	
	John Wontrop Sr. - Airfare Reservation	606.96

Accounting for July 2018 Checks

Associated Administrators, LLC	
Lunch - July 26, 2018	200.72
Reciprocal Transfers	
Plumbers Local 5 Annuity Fund - June 2018	2,003.26
Steamfitters & Pipefitters Local 489 Annuity Fund - June 2018	1,626.34
Steamfitters & Pipefitters Local 602 Annuity Fund - June 2018	6,409.70

PLUMBERS & STEAMFITTERS LOCAL 486
M.C.A. of MD JOINT ADMINISTRATION
ADMINISTRATION CASH REPORT
FOR THE SEVEN MONTHS ENDED JULY 31, 2018

		<u>Y T D</u> <u>Budget</u>	<u>Current</u> <u>Month</u>	<u>Year To Date</u>	
Balance - January 1, 2018					\$14,470.88
Receipts:					
Medical Fund	54%	\$174,433	24,871.35	\$177,828.39	
Pension Fund	19%	71,663	10,284.97	75,706.04	
Annuity Fund	20%	69,131	9,915.83	73,173.71	
Credit Union	1%	3,301	464.19	3,301.03	
Training Fund	4%	13,204	1,856.75	13,204.10	
Dues Fund	1%	3,301	464.19	3,301.03	
Industry Fund	1%	3,301	464.18	3,301.02	
		<u>\$338,334</u>	<u>\$48,321.46</u>		<u>349,815.32</u>
					<u>\$364,286.20</u>
Expenses:					
Administration		\$319,346	45,620.92	\$319,346.40	
Audit		2,158	0.00	3,200.00	
Meeting Expenses		0	0.00	0.00	
Office		0	0.00	0.00	
Printing		1,167	0.00	200.16	
Postage		1,167	10.57	530.23	
Postage - Medical		4,375	629.00	3,817.39	
Rent		0	0.00	0.00	
Bank Service Charges		787	0.00	0.00	
Programming		0	0.00	0.00	
Record Destruction		0	0.00	0.00	
Employer Audits		9,333	3,501.05	24,960.65	
Total Expenses		<u>\$338,333</u>	<u>\$49,761.54</u>	<u>\$352,054.83</u>	
Interest Income		<u>0</u>	<u>0.00</u>	<u>0.00</u>	
Net Expenses		<u>\$338,333</u>	<u>\$49,761.54</u>		<u>352,054.83</u>
Balance - July 31, 2018					<u>\$12,231.37</u>

UNAUDITED FINANCIAL REPORT

PLUMBERS & STEAMFITTERS LOCAL 486
SEVERANCE AND ANNUITY/401K FUND
SUMMARY BALANCE REPORT
JULY 31, 2018

Source	Beginning Balance	Contributions	Loan Activity	Forfeiture Allocation	Transfers	Withdrawals	Forfeiture Withdrawals	Expenses	Other Activity	Investment Income	Ending Balance
Employer	\$ 42,118,486.38	\$ -	\$ 1,278.23	\$ -	\$ -	\$ (1,003,978.88)	\$ -	\$ -	\$ 20,858.03	\$ 762,725.80	\$ 41,899,369.56
Rollover	\$ 1,213,677.59	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 16,313.73	\$ 1,229,991.32
Deferred Salary	\$ 72,010,520.40	\$ 324,582.29	\$ -	\$ -	\$ -	\$ (990,712.20)	\$ -	\$ (50.00)	\$ 34,934.83	\$ 1,429,883.98	\$ 72,809,159.30
Restored Withdrawal	\$ 3,225.43	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 80.33	\$ 3,305.76
EPS	\$ 132,775,451.71	\$ 780,174.71	\$ (5,711.91)	\$ -	\$ -	\$ (1,020,263.25)	\$ -	\$ -	\$ 30,329.36	\$ 2,640,051.43	\$ 135,200,032.05
Money Purchase Pension	\$ 725,575.08	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 14,240.16	\$ 739,815.24
Grand Total	\$ 248,846,936.59	\$ 1,104,757.00	\$ (4,433.68)	\$ -	\$ -	\$ (3,014,954.33)	\$ -	\$ (50.00)	\$ 86,122.22	\$ 4,863,295.43	\$ 251,881,673.23

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PLUMBERS & STEAMFITTERS LOCAL UNION
486 SEVERANCE & ANNUITY/401k FUND
DELINQUENT CONTRACTORS
AS OF JULY 31, 2018

<u>Delinquent Contractors:</u>	<u>Work Month</u>	<u>Amount</u>	<u>Date Received</u>
1. Allied Power Services LLC	Jun-18	No Men?	
2. Bay Area Mechanical Services	Apr-18	\$3,562.58	8/2/2018
Bay Area Mechanical Services	May-18		
Bay Area Mechanical Services	Jun-18		
3. Capitol Refrigeration, Inc.	Jun-18	\$3,779.67	8/1/2018
4. Dominion Mechanical	Jun-18	\$7,825.19	8/6/2018
5. Excel Mechanical Contractors	Jun-18	\$4,723.13	8/1/2018
6. Jarboe Mechanical LLC	Jun-18	DNP	8/7/2018
7. M&E Sales Inc	Jun-18		
8. South Mountain Mechanical	Jun-18	\$3,087.26	8/10/2018
9. Statewide Mechanical, Inc.	Jun-18	\$2,118.19	8/13/2018
10. Stone Services, Inc.	May-18	\$2,370.88	8/13/2018
Stone Services, Inc.	Jun-18		
11. Verticon, Inc.	Feb-18	\$907.42	8/6/2018
Verticon, Inc.	Mar-18		
Verticon, Inc.	Apr-18		
Verticon, Inc.	May-18		
Verticon, Inc.	Jun-18		

David Jensen

From: MassMutual <Massmutualretirementservices@massmutual.com>
Sent: Friday, June 15, 2018 12:00 PM
To: David Jensen
Subject: 51580 - Notice of Amendment to the Administrative Services Agreement
Attachments: Reflex ASA.pdf

This message contains graphics. If you do not see the graphics, [click here to view](#).



June 15, 2018

Dear David Jensen,

Periodically, MassMutual reviews the fees we receive in relation to the services we provide to administer our plans. In an effort to strengthen our processes, we are making some adjustments to our fees. We have determined to update the Administrative Services Agreement ("ASA"), which describes the recordkeeping and certain other administrative services MassMutual provides to your plan, and to the Fee Schedule (as defined below), which contains a list of the fees MassMutual charges for services provided to your plan.

Pursuant to the terms of the ASA, MassMutual is providing notice of amendment to certain fees in the Fee Schedule, as provided below. The changes described herein, if applicable, will become effective on **Sept 1, 2018**. This letter and the attached Fee Schedule amendment shall be treated as part of the ASA.

Effective September 1, 2018, the following sections regarding Distribution Fees, Overnight Check Handling Fees, Loan Set-up Fees and Miscellaneous Fees (together, "fee Items"), are, as applicable, being added to, or are superseding and replacing existing Fee Items in, as applicable, Exhibits A, D and/or H (each, and together, "Fee Schedule") of the ASA. No other sections of the Fee Schedule are being updated in connection with this notice:

- **Distribution Fee:** \$50 for each single sum benefit payment or rollover issued directly to or on behalf of (in the event of a trustee transfer of an eligible rollover distribution) a participant, beneficiary or alternate payee.
- **Overnight Check Handling Fee:** \$40 per overnight check request.

(Note that ROTH distributions require a separate, 2nd check to be issued.

- **Loan Set-up Fee:** \$75 per loan issuance (new initiation and refinances).
- **Loan Maintenance Fee:** \$40 Annualized for loan setup (new, converted and refinanced).
- **Retirement Education Onsite Meeting Fee:** When Retirement Education Services are requested, which are outside of our standard service model, a fee of \$1,500 per day

of services may be assessed. For more information, please refer to your Administrative Services Agreement or contact your MassMutual representative.

- **QDRO Review Services Fee:** \$500 per submission - If your plan elects to receive QDRO determination and administration services.
- **Miscellaneous Fees:** These optional services are not currently contemplated by your ASA and are available for an additional fee: Ad-hoc reports, including pre-deconversion Test Files, that are not part of the standard termination package with a transition to a new service provider; audit research following a plan's transition to a new service provider; forfeiture reallocation during the plan termination process; and quarterly participant statements following a plan's transition to a new service provider.

Notices to Participants of Fee Changes - Action Required:

- To assist you with communicating these changes, MassMutual will make your plan's disclosure notice available on the Total Retirement Services website at <https://retire.massmutual.com/trc> no later than June 20, 2018.

In addition, to help you provide this information to your participants, unless you have directed us otherwise, we will include your plan's annual participant fee disclosure notice under the Department of Labor's 404a-5 regulation, with second quarter statements to all participants with a balance during the second quarter of 2018. Included with the notices will be information regarding the above-described changes to participant-level fees. These participants will receive their statement and accompanying notice, and these documents will be made available online at www.retiresmart.com, in July. Please note that if there are any eligible participants, alternate payees and/or participants without an account balance in your plan who will NOT be receiving a statement from MassMutual, please ensure that you provide a copy of the disclosure notice to them in a timely manner (e.g., at least 30, but no more than 90 calendar days prior to the effective date of the fee changes). A copy of the notice can be accessed at: <https://retire.massmutual.com/trc>. You may also wish to communicate these changes in a separate change notice to your plan participants, eligible employees and other plan constituents.

Additionally, as part of our ongoing support to your plan, MassMutual provides a suite of administrative forms for use by sponsors, participants (including beneficiaries and alternate payees). From time to time, these forms are updated to reflect changes in the law or regulations. It is important that you provide participants with the most up-to-date administrative forms published on our website so that they can make fully informed decisions and avoid any unnecessary processing delays. **Beginning on Sept 1, 2018, MassMutual reserves the right to reject stale forms and/or apply the provisions and processing fees in effect on current forms to process the transaction request.**

We request that you review the revisions contained within this communication and attachment with your legal advisor and ask that you retain a copy as part of your plan files. If you have any questions or need further information, please contact your MassMutual Representative.

Sincerely,

MassMutual U.S.

EXHIBIT D: FEES

Effective September 1, 2018 the following constitutes an amendment to the Administrative Services Agreement ("Agreement") between the Plan Sponsor and MassMutual. The following services shall be available in lieu of the current services described in the Agreement. All services in the Agreement shall continue to remain in full force and effect upon the changes to the services described herein.

Description of Amendment: Fee Schedule as of September 1, 2018

Participant Activity Services:

Service	Fee	Fee Paid By
Disbursement Charge	\$0	Not Applicable
Return of Excess Charge:	\$50	Participant
Overnight Mailing of Check, if requested	\$40	Participant
Reprocessing (adjustment)	\$75 per occurrence, additional fees may apply*	Participant
Loan Initiation and Maintenance Charge	\$75 initiation fee; \$40 yearly maintenance fee, billed monthly	Participant
Installment Payment Setup Charge	\$0	Not Applicable
Annuity Payment Setup Charge	\$0*	Not Applicable

* The purchase price of an annuity will include an additional cost not to exceed 2% of the annuity to cover acquisition costs and state premium tax, if applicable.

Expense Disclosure:

Except as otherwise provided in the Agreement, expenses will be determined and billed or deducted monthly, as applicable as of a date determined by MassMutual.

SIGNATURE(S):

In Witness Whereof: MassMutual and the Plan Sponsor have caused this Agreement to be executed by their duly appointed officer or representative effective as of the date executed by both parties.

For Massachusetts Mutual Life Insurance Company:



Tina Wilson, Senior Vice President

August 16, 2018
Date

Legal Name of Plan Sponsor: Trustees of the Plumbers & Steamfitters Local 486 Severance & Annuity/401(k) Plan

Contract Number: 051580-0001

The Board of Trustees for the Plumbers and Steamfitters Local 486 Severance & Annuity/401(k) Plan.

Signature

Date

Printed Name and Title

**Plumbers & Steamfitters Local 486
Severance & Annuity/401(k) Fund**

911 Ridgebrook Road
Sparks, Maryland 21152-9451
Toll Free Telephone (888) 494-4443
www.associated-admin.com

ANNUITY BENEFITS TO BE APPROVED AUGUST 23, 2018

TERMINATED BENEFITS

xxx-xx-8344	CAMERON COOK	LUMP SUM	\$ 986.12
xxx-xx-5124	WILLIAM CORNISH	LUMP SUM	\$ 12,798.43
xxx-xx-9338	SAMUEL GAY	ROLLOVER	\$ 37,450.42
xxx-xx-0025	DEANGELO STOKES, SR	ROLLOVER	\$ 55,951.41

RETIRED DISTRIBUTION

xxx-xx-6483	PAUL BADOLATO	ROLLOVER	\$ 172,322.58
xxx-xx-2030	CHARLES DANCY	LUMP SUM	\$ 10,200.67
xxx-xx-9739	BRIAN SEASE	LUMP SUM	\$ 437,002.72
xxx-xx-5696	CRAIG SILVER	LUMP SUM	\$ 12,488.88
xxx-xx-5517	MICHAEL STOCKSDALE	ROLLOVER	\$ 385,676.82

RECIPROCAL DISTRIBUTION

xxx-xx-6727	JOSEPH DIANGELO	LUMP SUM	\$ 1,307.07
xxx-xx-2393	MATTHEW FELDMAN	LUMP SUM	\$ 4,668.26
xxx-xx-4362	PHILLIP LAYMAN	LUMP SUM	\$ 6,851.99
xxx-xx-3017	MICHAEL MOOSE	ROLLOVER	\$ 633.60
xxx-xx-8323	JOSHUA PFEIFFER	LUMP SUM	\$ 10,922.54
xxx-xx-6448	DAVID TAYLOR	LUMP SUM	\$ 5,678.72
xxx-xx-8110	LOREN SHAW	ROLLOVER	\$ 2,943.80
xxx-xx-1323	HAROLD THOMAS	ROLLOVER	\$ 1,400.25

Plumbers & Steamfitters Local 486
Severance & Annuity/401(k) Fund
911 Ridgebrook Road
Sparks, Maryland 21152-9451
Toll Free Telephone (888) 494-4443
www.associated-admin.com

RECEIVED
AUG 07 2018
AA, LLC

APPLICATION FOR ANNUITY LOAN

1. Name Hopper Joshua Michael Date of Birth: 5-22-87
Last First Middle
2. Address 223 Beechwood Ave. Joppa md. 21085
Number Street City State Zip Code
Phone: 4107253899 S.S. # 9036 Amount To Borrow \$7,938.62

3. Purpose of Loan (Check One) - Annuity Loan checks are made payable to whom the monies are owed and not to the Participant directly.
- ☐ A. Out-of-pocket expense for sickness or injury for yourself and/or your dependents of at least \$500.00 which was not reimbursed by benefits payable from the Plumbers & Steamfitters Local 486 Medical Fund or total disability beyond the 26 week maximum accident and sickness benefits. (Attach proof of expense such as doctors' bills, hospital bills, etc.)
- ☐ B. Funeral expenses on the death of your spouse, child, parent, sibling or any person dependent upon you for support. (Attach copies of bills and copy of death certificate.)
- ☐ C. Education expenses for yourself, your spouse or your dependent child at an accredited education or vocational school or institution or to maintain your dependent child at a school for physically or mentally handicapped children; check appropriate boxes.
(Attach copies of the bills from the school, college, etc.)

☐ tuition ☐ room and board

Name and address of educational institution:

Full Name of Student _____ Age _____

Relationship to employee _____

- ☒ D. Eviction & foreclosure expenses - amount necessary to prevent the eviction from the participant's principal residence or foreclosure on the mortgage of that residence.
(EVICTION: Attach court proof of the eviction or letter from Landlord signed and notarized. Also submit copy of the lease agreement).
(FORECLOSURE: Attach foreclosure proof from Mortgage Company or submit court documents).
- E. Quarterly Medical Fund Self-Payment

Approved
[Signature]

APPLICATION FOR HARDSHIP WITHDRAWAL

Plumber & Steamfitters Local 486 Severance and Annuity/401k Plan

911 Ridgebrook Road
Sparks, Maryland 21152-9451
888-494-4443

1. Name ERRICK Gomez 6925
First Middle Last Soc. Sec. No.
2. Address 3216 Richwood Ave Windsor Mill, MD 21244
Number Street City State Zip Code
- Telephone Number 443-985-9409 Date of Birth: 3-28-61

Amount of Withdrawal: Two Checks - #1) \$49,745.98 #2) \$2,374.35 (Taxes to be Withheld)
(Please note: Hardship Withdrawal Checks are made payable the establishment to whom the monies are owed and not to the Participant.)

3. Purpose of Hardship Withdrawal (Check One)

- ☐ A. Out-of-pocket expense for medical care (not covered by other insurance) incurred by you, a spouse, a dependent child or a parent you claim as a dependent on your federal tax return. Expenses must be at least \$500.00 which was not reimbursed by benefits payable from the Plumbers & Steamfitters Local 486 Medical Fund or total disability beyond the 26 week maximum accident and sickness benefits. (Attach proof of expense such as doctors' bills, hospital bills, etc.)
- ☐ B. Quarterly Medical Fund Self Payment
- ☐ C. Cost directly related to the purchase of your principal residence (Attach copies of documents supporting the Purchase)
- ☐ D. Expenses incurred in connection with the payment of tuition and/or room and board at an accredited educational institution (Attach copy of invoices)
- ☒ E. Eviction & Foreclosure expenses - amount necessary to prevent the eviction from the participant's principal residence or foreclosure on the mortgage of that residence. (Attach Court proof of Eviction or Foreclosure. ** If no court papers for Eviction, a letter from Landlord stating Eviction process with copy of your Lease. **
Foreclosure - Notice from Mortgage Company Must be submitted.)
- ☐ F. Funeral expenses incurred due to the death of your spouse, child, parent or dependent, (Attach a copy of the death certificate)
- ☐ G. Expenses for repair of damage of your principal residence that would qualify for a casualty deduction under IRC Section 165

8/6/18
(Date)

x Errick Gomez
(Employee's Signature)

APPLICATION FOR HARDSHIP WITHDRAWAL

Plumber & Steamfitters Local 486 Severance and Annuity/401k Plan

9811 Wilson Avenue, Suite 200

Laurel, Maryland 20851-6441

301-231-4441

Name: Delno Handy [Redacted] 4510

Address: 5512 Greenhill Ave Balto md 21206

Telephone Number: 413-383-6214 Date of Birth: 12-31-70

Amount of Withdrawal: 6,361.25

(Please note: Hardship Withdrawal Checks are made payable to the institution to whom the monies are owed and not to the Participant.)

Purpose of Hardship Withdrawal (Check One)

☐ A. Out-of-pocket expenses for medical care (not covered by other insurance) incurred by you, a spouse, a dependent child or a person for whom you claim as a dependent on your federal income tax return. Expenses not in excess of \$5000 which was not reimbursed by health plan from the Plumber & Steamfitters Local 486 benefit plan or total disability payment and the 26-week maximum accident and illness benefit. (Attach proof of expenses such as doctor bills, hospital bills, etc.)

☐ B. Quarterly Medical Fund Self Payment

☐ C. Cost directly related to the purchase of your principal residence (Attach copies of documents supporting the purchase)

☐ D. Expenses incurred in connection with the payment of tuition and/or room and board at an accredited educational institution (Attach copy of invoice)

☒ E. Eviction & Foreclosure expenses - amounts necessary to prevent the eviction from the participant's principal residence or foreclosure on the mortgage of interest-bearing. (Attach Court proof of Eviction or Foreclosure. * If no court papers for Eviction, a letter from Landlord stating Eviction process with copy of your lease. * Foreclosure - Proof from Mortgage Company must be submitted.)

☐ F. Funeral expenses incurred due to the death of your spouse, child, parent or dependent. (Attach a copy of the death certificate)

☐ G. Expenses for repair of damage to your principal residence that would qualify for a casualty deduction under IRC Section 165

Jan White
3/9/18

PLUMBERS AND STEAMFITTERS LOCAL 486 JOINT FUNDS ADMINISTRATION

DELINQUENCY POLICY

WHEREAS, the Trustees of the Plumbers and Steamfitters Local 486 Joint Funds Administration (hereinafter referred to as "Joint Funds") recognize the importance of maintaining a firm policy of collecting payments due from contributing employers (hereinafter referred to as "Employers") on a timely basis; and

WHEREAS, the Trustees desire to modify and restate existing policies for the collection of delinquent payments for the members of the Joint Funds;

NOW, THEREFORE, BE IT RESOLVED: That the following policies be adopted:

UNPAID CONTRIBUTIONS

1. Contributions to the Fund are required by the last day of the month next following the month in which work is performed under applicable collective bargaining agreements and other written agreements requiring contributions. This date is hereinafter referred to as the "Due Date" and any contribution which has not been received by the Due Date will be considered delinquent. In any case where a collective bargaining, or other, agreement, requiring contributions to the Fund specifies a date certain by which contributions are due the Fund other than the last day of the month following the month in which work is performed, such date certain shall be the "Due Date" with respect to the contributions due under such collective bargaining, or other, agreement.

2. On or about the seventh day of the calendar month following the Due Date the Fund Administrator will:

a. Correspond with each delinquent Employer advising the Employer of its delinquency and that liquidated damages (if applicable) and interest in the amount or percentages specified in the Agreement and Declaration of Trust of the Fund may be

assessed if the Employer fails to immediately make payment in full of the delinquent contributions.

b. Notify Plumbers and Steamfitters Local 486 of the United Association of Journeymen and Apprentices of the Plumbing and Pipefitting Industry of the United States and Canada, AFL-CIO (hereinafter referred to as “Union”) and the Mechanical Contractors’ Association of Maryland, Inc. (hereafter referred to as “MCA”) of each delinquency incurred by an Employer signatory to a collective bargaining agreement with said Union.

3. On or about the 15th day of the calendar month following the Due Date the Administrator will send a second letter to each Employer still delinquent assessing liquidated damages (if applicable) and advising as to the basis on which interest is being assessed in accordance with the delinquent contributions provisions of the trust agreements of the members of the Joint Funds.¹ The Administrator is authorized to waive liquidated damages in those cases where the Employer has not failed to pay contributions due by the end of the month following a Due Date more frequently than twice in a twelve (12) consecutive-month period prior to the Due Date.

4. On or about the 45th day after the Due Date the Administrator will forward to Fund Counsel the appropriate documents regarding each delinquency which will enable Fund Counsel to take appropriate legal action, which may include but not be limited to, suit in U.S. District Court or other appropriate jurisdiction, action on applicable bonds, the enforcement of mechanics liens, and the assertion of claims in bankruptcy.

6. On or about the 50th day after the Due Date, Counsel will notify the delinquent Employer that unless the delinquencies and liquidated damages (if applicable) are paid within ten

¹ See Sections 5.03-5.05, Severance and Annuity Fund Trust Agreement; Sections 3-5, Pension Fund Trust Agreement; and Sections 5.03-5.05 Medical Fund Trust Agreement.

days after such notification, legal action will be taken to collect the delinquencies, liquidated damages (if applicable) and interest due.

7. The Administrator will prepare for the Trustees at each meeting of the Board of Trustees a delinquency list setting forth the delinquencies, if any, and indicating the status of legal action, if any, taken against each delinquent Employer.

8. In determining the amount of a delinquency and in collecting the delinquency, the Trustees shall have the right to audit the financial records of the employer and require the delinquent employer to pay for the cost of an audit, interest, attorney's fees, and any other expenses incurred by the Joint Funds, in accordance with the Contributing Employer Payroll Audit Policies of the Funds and in accordance with the provisions of the Funds' trust agreements.

8. If the Trustees, based on the legal opinion of Counsel, determine that legal action would be inadvisable in a given case, the name of the delinquent Employer will be removed from the delinquent list. The Administrator, however, will on an on-going basis, continue to advise the Union and MCA of all delinquent Employers whether or not legal action has been undertaken.

9. The schedule outlined in Paragraphs 2 through 6 above may be advanced when the circumstances (such as the amount of the delinquency or the impending departure of the delinquent Employer from the geographical area of the Union) dictate such action.

10. The Administrator shall also report to the Board of Trustees on an on-going basis information concerning Employers who have been assessed interest and liquidated damages pursuant to Paragraph 3, including the amount of such damages and interest, who have made payment of delinquencies prior to legal action being taken but have not paid the assessed damages and interest. The Trustees shall determine, on a non-discriminatory basis, the action to be taken in each such case, which may include the procedures set forth in paragraphs 11-13 herein.

LATE-PAID CONTRIBUTIONS

11. In the event that any Employer pays contributions more than 5 days after the Due Date, the Administrator will, upon receipt of the untimely contributions, send a letter to the Employer showing the liquidated damages and interest assessed in accordance with the delinquent contributions provisions of the trust agreements of the members of the Joint Funds, along with a statement requiring that interest be paid in full within 5 days of the date of the Administrator's letter, or suit will be filed to collect both the liquidated damages and interest assessed on the late-paid contributions.² If interest is paid within the designated 5 days, the Trustees shall waive the liquidated damages for that period for which interest is paid.

12. If payment of the interest is not received within the designated 5 days, the Administrator will forward to Fund Counsel the appropriate documents regarding the assessment of liquidated damages and interest which will enable Fund Counsel to take appropriate legal action, which may include but not be limited to, suit in U.S. District Court or other appropriate jurisdiction, action on applicable bonds, the enforcement of mechanics liens, and the assertion of claims in bankruptcy.

13. If the Trustees, based on the legal opinion of Counsel, determine that legal action would be inadvisable in a given case of an Employer who has made untimely payments, the name of the delinquent Employer will be removed from the delinquent list referred to in paragraph 10 herein. The Administrator, however, will, on an on-going basis, continue to advise the Union and MCA of all delinquent Employers whether or not legal action has been undertaken. The Trustees shall determine, on a non-discriminatory basis, the action to be taken in each such case of late-paid contributions.

² Article 5, Sections 5.03-5.05, Severance and Annuity Fund Trust Agreement; Article 5, Sections 3-5, Pension Fund Trust Agreement; and Article 5, Sections 5.03-5.05 Medical Fund Trust Agreement.

The foregoing DELINQUENCY POLICY OF THE PLUMBERS AND STEAMFITTERS
LOCAL 486 JOINT FUNDS ADMINISTRATION is hereby adopted, ratified, and affirmed.

IN WITNESS WHEREOF, the Chairman and Co-Chairman of the Plumbers and
Steamfitters Local 486 Joint Funds Administration herewith affix their signatures this _____
day of _____, 2018.

PLUMBERS AND STEAMFITTERS LOCAL 486 JOINT ADMINISTRATION

By: _____
Chairman/Trustee

Co-Chairman/Trustee