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Regular Meeting - Board of Directors
Council of Unit Owners
Mutual 19B - Condominium of Rossmoor, Inc.

September 28, 2016
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Gervais, Damsky, Dunn, Mastrococco, Lederman)
2. Approval Of The Agenda
3. General Manager's Report- Mr. Coursen
4. Approval of Minutes of August 31, 2016 Meeting
5. Leisure World Board of Directors Report
6. Treasurer's Report- Mr. Dunn
 - a) CD due from Synchrony Bank on 9/3/16 (\$97,000 @ 1.25%)
 - b) Invoices for Payment -
7. Unfinished Business - Update Reports
 - a) PPD Items
 - b) McFall Berry Items
 - c) Insurance Claim 2016 List
 - d) Dog Complaint
 - e) "Who Pays" list
 - f) Insurance Claim Process- (Attachment #1)
 - g) PPD Requests Procedure
8. New Business
 - a) ABM - Elvio Soto, #91-2B Remove 3 Windows and Replace with new (Attachment #2)
 - b) ABM - Samang Ruabruam, #94-3J, Replace carpet, paint, appliances, cabinets (Attachment #3)
 - c) ABM- Richard & Ellen Lederman, #90-2F, kitchen floor/counter tops (Attachment #4)

- d) ABM- Peter & Elizabeth Zawislanski, #94-1A, Guest bathroom (Attachment #5)
- e) Bldg. #88 Landscape, drainage and gutter issues - Authorize obtaining proposals
- f) 15310 Beaverbrook Court- Condo Fee; Ms. Saunders (Attachment # 6)

9. Advisory Committee Reports & Nominations

10. Building Representatives

11. Unit Owners

12. Open Forum

13. Adjournment

14. Next Regular Meeting - October 26, 2016, Sullivan Room, 1:00 p.m.

15. Next Agenda Meeting - October 19, 2016, Sullivan Room, 1:00 p.m.

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS MUTUAL 19B –
CONDOMINIUM OF ROSSMOOR, INC.

August 31, 2016

POTOMAC ROOM – 1:00 P.M.

A regular meeting of the Board of Directors of the Council of Unit Owners of Mutual 19B – Condominium of Rossmoor, Inc., was held in the Sullivan Room on Wednesday, July 27, 2016 at 1:00 p.m.

Directors Present: John Gervais, President; Larry Damsky, Vice President; John Dunn, Treasurer; Rita Mastrorocco, Secretary; and Richard Lederman, Director.

Management: Tim Coursen, Assistant General Manager; Roberta Carter, Mutual Assistant; Gloria Robar, Mutual Assistant

Visitors: Charles Middleton, Jude Howard, Jane Gervais, Beth Urban, David Reeve, Maureen & Steve McCleary, Tom Flaherty

1. Call to Order – Mr. Gervais called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved.
3. General Manager’s Report – The General Manager’s Report was presented by Mr. Coursen. It was received, noted and made a part of the record. All questions and comments were responded to by Mr. Coursen.
4. Approval of Minutes of July 27, 2016 – The minutes of the regular meeting held on July 27, 2016 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky reported that the 2017 budget was approved and it has increase by \$5.00. He also informed the board that the Cascade Bistro has changed their name and menu to Clubhouse Grille. The 50th Anniversary Committee has completed their efforts, all tickets have been sold and the books that were printed turned out great. Mr. Damsky reported that PPD gave a six-month report; One concern is that they are having a problem with recruiting staff, since we are not a union shop. Medstar gave their report, there has been an increase in the number of people coming into Leisure World from the outside community for Medstar services, the representative for Medstar stated that they can handle up to 200 a month.
6. Treasurer’s Report – Mr. Dunn reported we took in a hundred and twenty-five thousand last month and we spent a hundred and twenty-six thousand dollars, leaving with a new balance of a hundred and fifty-five thousand dollars in the checking account. Leaving last month budget surplus at sixty-seven hundred dollars. Currently there are five delinquent accounts; one over 90 days which is still waiting for probate to be cleared and be paid, the other is two months, and the rest is just one month overdue will be cleared by the middle of the month.
 - a. CD due from Synchrony Bank on 9/3/16: Mr. Dunn also reported that a CD is coming/maturing next week and the treasurer has proposed that we buy a new CD at an annual rate of 1.60% that matures of 36 months. There will be CDs maturing ever year in the next three years and there on until we change the length of the ladders, this will be complete in November.

Upon motion duly made and seconded, the Board agreed:

To approve the investment of the following:

The Board of Directors for Mutual 19B hereby directs the accounting staff to invest the entire proceeds of the maturing Synchrony Bank CD in a CD from Ever Bank at an annual rate of 1.60% that matures in 36 months, or the best available rate at the time.

Resolution #22, 8/31/16

b. Invoices – There were no invoices.

7. Unfinished Business-

a. PPD Items- Mr. Lederman

1. Window Cleaning- Completed.

2. Painting Exterior and Trash Doors- Completed

3. Dryer Vent Cleaning- Mr. Gervais stated that he will list/confirm specific days when the cleaning from PPD will take place.

4. Corner Guards- Have been installed

5. Quote from PPD for painting of front door benches- Mr. Lederman stated that he has been in contact with Ms. Robar; she stated that PPD will be sending a quote and PPD will be painting the benches.

6. Stair treads at Bldg. #93, Bldg. #94, and Bldg. #88- Ms. Robar stated that she will be in contact with different contracting companies for an estimate.

7. Removal of Pepco logs near Bldg. #91, termites, and drainage problems- Mr. Gervais stated that he sent a letter to Ms. Jolene King asking for an update of the progress that has been made.

8. Termite Inspection- Bldg. #91- Ms. Robar stated that a proposal from Erin will be submitted from Orkin.

9. Engineering study for Brick inspections, Parking Lot, Gutters and downspouts- A memo was submitted by Mr. Dunn and he stated that PPD could review the proposal, and if they can do the RFQ.

b. McFall Berry Items- Request has been reported: Ms. Howard stated that these three proposals have not been completed; but they have been approved by the board.

1. Proposal #16193 dated 6/2/16 \$360.00; Bldg. 90/91:

2. Proposal #16192R dated 6/2/16 for \$2,920.00; Bldg. 91, 90-91, 94:

3. Proposal #16194 dated 6/2/16 for \$325.00; Bldg. 88

c. Overdue Insurance Claims- Mr. Gervais stated that a letter was sent out to the resident and will follow up.

d. Final rules Document website and new owners- Mr. Gervais stated that this has been completed and is up on the Mutual website and LWMC website.

- e. Two board position openings- Mr. Gervais reported that there are two openings and would like for people to apply, those who want to please contact him.

8. New Business-

- a. Holiday Party Maureen McCleary- Ms. McCleary stated that the holiday party is coming up, she has reserved the ballroom for Sunday December 4th from 5pm-9pm. She also asked if the board would approve to have the party on December 4th and also to approve expenders for the holiday party. The board agreed and approve to have a motion to add \$300 to the budget; the total amount is \$2,000 for the holiday party.

Upon motion duly made, the Board agreed:

To approve Ms. Maureen McCleary the total annual funding for the December 2016 holiday party in the amount of \$2,000, approve the date of December 4th for the holiday party, and to approve that Ms. McCleary find a room for the 2017 Holiday party as soon after the 1st of January as feasible.

Resolution #23, 8/31/16

- b. 2017 Budget/ Review for mailing for comments- Mr. Gervais reported that there was an increase per unit of \$5.67, which is percentage increase of 1.13%, when it was originally submitted to us by accounting there was \$11.00 increase, and a couple of things have changed; one being that the prior year cumulative budget surplus changed from \$15,000 on the income side to \$10,000 and the maintenance reserve was decreased from \$100,000 to \$80,000. Mr. Gervais stated that the 2017 Budget was approved for the mailing and comments from residents within 30days.

Upon motion duly made and seconded, the Board agreed:

To approve the following:

Mailing of the proposed 2017 Operating Budget for Mutual 19B. All comments regarding this proposed budget must be in writing and received within 30days.

Resolution #24, 8/31/16

- c. Minutes of Action Without a Meeting-8/9/16 – Mr. Gervais stated to the board for informational purposes of the approved minutes of an action in regards to the upset vendor that were guarding our buildings while the alarms were off during the buildings remodeling process, there were charges of late fees and interest. Mr. Gervais asked at that time for a vote of approval on the principle amount of the invoice. Since this matter was already voted on, this was just shared information.
- d. ABM- Sigrid Nadeau; 15201 Elkridge Way (93-2C) – Ms. Nadeau submitted an ABM to perform a partial bathroom renovation. All board members approved the ABM Form.

Upon motion duly made, the Board agreed:

To approve an ABM request from Sigrid Nadeau; 15201 Elkridge Way (93-2C) partial bathroom renovation. Epic Kitchen & Bath, Inc. will perform service.

Resolution #25, 8/31/2016

- e. Weather stripping on outside doors that were painted – Mr. Lederman stated that they were going to do the repainting of the doors (top and bottom of the doors) before the weather stripping takes place.
 - f. Tree removal behind Bldg. #88: Ms. Mastrorocco stated that the tree is falling down. And that she has spoken with Jude to contact McFall & Berry to have them take a look at the tree for proposal of removal, and the grass cutting in front of bldg. #92
 - g. Insurance Claims Process- Mr. Lederman’s report included: A. To add the statement to read “That this must take place within two business days from the time the incident is reported” to the end sentence of both #1 and #2 of the Property Insurance Claim Process.
 - h. Procedure for PPD Process- Mr. Lederman stated there needs to be a better standard procedure in place for the mutual assistant to follow with PPD services. And for all emails should have him apart of the awareness.
 - i. “Who Pays List” updating- Mr. Gervais stated that the listing needs to be updated and need members to be a part of this task. Several board members volunteered their time to update the list.
 - j. Pet Complaint- Mr. Gervais reported that he is looking into this matter.
9. Advisory Committee Reports & Nominations – Mr. Gervais stated that the deadline to reapply is October 28, 2016. If you want to continue you will need to reapply. Reports were presented from the LWMC Advisory Committee Representatives present at the meeting.
10. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners- A. Ms. Lazar informed the board that she had paid for services rendered by Orkin; to remove ants in her kitchen. Should have been a mutual charge. B. Reports were presented from the Unit Owners present at the meeting. After discussion,

Upon motion duly made, the Board agreed:

To approve the reimbursement payment of \$30.00 to Ms. Janet Lazar (Invoice Dated 8/4/16) for treatment of exterminating ants at 15311 Beaverbrook Court, 90-1B

Resolution #26, 8/31/16

- 12. Open Forum- None
- 13. Adjournment- The meeting adjourned at 3:30 p.m.
- 14. Next Regular Meeting- September 28, 2016, Sullivan Room, 1:00 p.m.
- 15. Next Agenda Meeting- September 21, 2016, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Monthly Treasure's Report
For the Month Ending: August, 2016

Operating Account	
Previous Balance	\$154,938.34
Total Receipts	124,886.49
Total Disbursements	-117,569.75
New Balance	\$162,255.08

1. We enjoyed a modest budget surplus of \$3,479 In June. However, on an annual basis, the Mutual is approximately \$1,742 behind where we budgeted.
2. Attached please find the Cash Investments report for May 31, 2016
3. We have 3 units delinquent in monthly assessments. As noted last month, one is over 90 days late; however, the Unit owner has passed away and the estate will pay the arrears as soon as funds are released. Of the others, all are one month only.

MUTUAL 19B
CASH INVESTMENTS
August 31, 2016

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							162,255.08	162,255.08
ALLOCATED FUNDS:								
MONEY MARKETS								
ACCESS NATIONAL BANK	1.10%			143,672.69	80,096.83	13,198.49		236,967.81
CAPITAL ONE BANK	0.30%			137,380.07	221.86			137,601.93
100003 B OF FEDERAL BANK	0.80%			242,939.88				242,939.88
100016 CONGRESSIONAL BANK	0.57%			112,913.55	38,686.07	5,340.66		156,940.29
CERTIFICATES OF DEPOSIT								
100010 SYNCHRONY BANK	1.25%	97,000.00	09/03/2016	100,560.26				100,560.26
100014 FIRST INTERNET BANK OF INDIANA	1.00%	150,000.00	11/07/2016	151,735.48				151,735.48
100015 CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000.00	11/13/2016	152,835.15				152,835.15
100012 SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,276.41				51,276.41
100013 SONABANK*	1.00%	100,003.29	07/18/2017	100,063.29				100,063.29
100011 SONABANK	1.25%	103,356.60	08/08/2017	103,359.62				103,359.62
DUE TO FROM				1,323.00	(358.63)	(150.70)	(613.67)	
TOTAL				1,297,999.41	118,645.93	18,388.45	161,441.41	1,596,475.20

*One free withdrawal penalty after the first year

GENERAL MANAGER'S REPORT

September 2016

Updated 9/20/16

COMMUNITY TOPICS

1. Finances —

In the month of August, net operating expenses were approximately \$18,600 under budget. Year to date, through August 2016, net operating expenses are approximately \$102,800 under budget.

In the month of August, there were 37 property transfers, which generated approximately \$135,000 in contributions.

2. Budget 2017 —

At the August meeting of the LWCC Board of Directors, the 2017 Budget was approved. The Community Facilities Fee will increase approximately 3%. In 2016, the Community Facilities Fee is \$161.50 per unit per month, and in 2017 this fee will be \$166.50 per unit per month.

3. Bank Lease —

Bank of America has elected not to extend their lease in the Administration Building. Bank of America will cease operations effective 11/15/16.

The General Manager has been authorized by the Board of Directors to negotiate with a successor bank to occupy the space vacated by Bank of America. Presently, negotiations are under way with Sandy Spring Bank to provide banking services in the Leisure World Community.

4. Comcast Open House —

On October 25, 2016, from 2:00 to 4:00 in the Ballroom of Clubhouse I, Comcast will be hosting an Open House. The purpose of the Open House is to provide residents with information on Comcast services available. In addition, customer service representatives will be available to assist residents with questions regarding monthly billing. Additional details will be published in the Leisure World News.

5. Flu Shot Clinic Schedule —

Flu shots will be available at the Clubhouse I Ballroom, from 8:30 a.m. to 12:30 p.m., on the following dates:

Monday, September 19
Tuesday, September 27
Friday, October 7
Thursday, October 13
Friday, October 21
Monday, October 31
Wednesday, November 9

Vaccines are provided at no cost to individuals with traditional Medicare Part B as their primary insurance. Please bring your Medicare card, insurance card, and a photo ID.

6. New Resident Orientation —

The next New Resident Orientation will be held on Wednesday, November 9th, at 3:00 p.m. in the Ballroom of Clubhouse I. Please register with the E&R Office if you plan to attend.

7. Advisory Committee Nominations —

Nominations for membership on the 2017 Advisory Committees are due by October 28th. Mutual Presidents are reminded to fill out the form provided and return it to Monica Tejada.

LEISURE WORLD OF MARYLAND CORPORATION

I. Recruitment —

New Hires:

Anthony Murray – Security Guard (S & T)

Resignations:

Jose Silva - Building Engineer (Fairways South)

Open Positions:

Assistant General Manager – Support Services (Administration)

Building Engineer (Fairways South M-17A)

Customer Service Representative (PPD)

HVAC Foreman (PPD)

Receptionist (E&R)

Security Guard (S&T)

Service Plumber (PPD)

Shuttle Bus Driver (S&T)

Special Police Officer (S&T)

Supplemental Transportation Driver (S&T)

Filled Positions:

Community Patrol Officer

Special Police Officer (One position filled) Continue to recruit for one SPO