

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
MARCH 30, 2016
SULLIVAN ROOM – 1:00 P.M.

1. Call to Order
2. Approval of the Agenda
3. General Manager's Report
4. Approval of Minutes of February 24, 2016
5. 2015 Audit Report
6. Leisure World Board of Directors Report
7. Treasurer's Report
 - a) Payment of Invoices
8. Old Business
 - a) Proposals for Cleaning the Dryer Vents
 - b) Status of Board's Request for Window Washing Proposals
 - c) Status for Board's Request for Mailing of Proposed Changes to the Rules
 - d) Approval to Adopt the Reserve Study
9. New Business
 - a) Applications for Building Modification
 - i) Request for Installation of Patio Windows
 - ii) Request for Kitchen Renovation
10. Advisory Committee Reports
11. Building Representatives
12. Unit Owners
13. Open Forum
14. Adjournment
15. Executive Session – Following today's meeting the Board will meet for a closed executive session to discuss letters received from two unit owners.

*The next Board of Directors meeting will be held on Wednesday, April 27, 2016
at 1:00 p.m. in the Sullivan Room.*

GENERAL MANAGER'S REPORT

March 2016

COMMUNITY TOPICS

1. Finances –

Net operating expenses were approximately \$155,000 under budget for the year 2015. This is an audited figure.

The auditors will present the audit report to the Audit Advisory Committee on Friday 3/11/16 @ 9:30a.m. in the Sullivan Room.

The Budget and Finance Advisory Committee will make a recommendation to the Leisure World Community Corporation Board of Directors on the disposition of the final surplus. This committee meets on Wednesday 3/16 @10:00a.m. in the Sullivan Room.

In January 2016, operations realized a surplus of approximately \$13,000. February financials will be published the week of March 14th.

In the first two months of 2016, there have been 52 transfers generating approximately \$168,000 in contributions.

2. March Meetings –

*Executive Committee regular meeting, Friday 3/18 @ 9:00 Sullivan Room

*LWCC Board meeting, Tuesday 3/29 @ 9:30 Montgomery Room

3. Tech Committee –

The committee will submit their strategic plan to the Board of Directors in March.

LEISURE WORLD OF MARYLAND CORPORATION

1. Shredding Day –

Management will be setting a date in the second half of April.

2. **Need Assistance? Residents of Condominiums.**

Residents who reside(own) in condominiums (non hi-rise), below is a listing of Mutual Assistant's (MA). You are encouraged to contact the appropriate MA for any issues or question relative to your unit.

Mutuals: 11, 12 and 22		
Alicia Drummond	598-1031	adrummond@lwmc.com
Mutuals: 9, 13, 14 and 15		
Kenia Callejas	598-1338	kcallejas@lwmc.com
Mutuals: 10, 16, 25 and 27		
Marygrace Serra	598-3989	mserra@lwmc.com
Mutuals: 5,7,8, 19A and 19B		
Renee Steward	598-1369	rsteward@gmail.com
Mutuals: 6A and 18		
Gloria Robar	598-1316	grobar@lwmc.com

Montgomery Mutual members and residents in Hi-rise condominiums can contact their Mutual offices directly.

3. **PERSONNEL**

NEW HIRES

<u>NAME</u>	<u>TITLE</u>	<u>DOH</u>
Freeman, Maureen	Senior Editor	2/22/2016
Eaton-Martinez, Ruth	Administrative Assistant	2/29/2016
Peters, Sidney	Maintenance Assistant	2/29/2016
Daniels, Isaac	Carpenter	2/29/2016
Aquino, Victor	Security Guard	2/29/2016
Cabral, Miquel	Carpenter (temp.)	3/3/2016

DEPARTURES

Willis, Wayne	Building Engineer	2/26/2016
Valentine, Victoria	Director of Communications	3/24/16

OPEN POSITIONS

Building Engineer	Mutual Position
HVAC Mechanic	PPD
HVAC Foreman	PPD

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
FEBRUARY 24, 2016
SULLIVAN 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, February 24, 2016 at 1:00 p.m.

Directors Present: Janet Lazar, President; John Dunn, Treasurer; Virginia Austin, Secretary; Rita Mastrococco, John Gervais, Directors.

Director Absent: Sandra Broadhurst, Larry Damsky.

Visitors: Connie Costa, Romeo Fagiolo, Jane Gervais, Jude Howard, Ann Kyber, Clayton Lewis, David Reeve.

1. Call to Order – Mrs. Lazar called the meeting to order at 1:00 p.m.
2. Approval of the Agenda – The agenda was approved with the addition of the following items: Old Business - Replacement of Smoke Detector Batteries; and New Business - Window Washing and Cleaning of Dryer Vents.
3. General Manager's Report – The General Manager's Report was presented by Mr. Flannery. It was received, noted and made a part of the record.
4. Approval of Minutes of February 1, 2016 – The minutes of the regular meeting held on February 1, 2016 were approved as presented.
5. Leisure World Board of Directors Report – No report.
6. Treasurer's Report – Mr. Dunn distributed copies of the Monthly Treasurer's Report. The report provided an update on the balance in the Operating Account.
 - a) Payment of Invoices - Upon motion duly made and seconded, the Board agreed-

To approve payment of the following invoices:

\$1,215.19 to Dynalectric for replacement of all batteries and bell as noted in deficiencies from 2015 Annual Fire Test; Dynalectric invoice #TM63284.

Resolution #96, 2/24/16

\$3,142.00 to Travelers – USI Insurance Services for fidelity/liability insurance; Travelers Ins. Account #5466G9146.

Resolution #97, 2/24/16

7. Old Business

- a) Status of Additional Railing at Building 92 – The Mutual Assistant reported Action Fabricators have confirmed they will add the additional three feet to the railing at no additional cost.
- b) Schedule for Mailing Proposed Rule Changes – The Board requested the Amended Rules be mailed out to residents for review/comment by March 15, 2016.
- c) Smoke Detector Batteries – The Mutual Assistant reported Leslie Vizzi will contact Tim Ohan for the schedule to replace the smoke detector batteries.

8. New Business

- a) Dynalectric Proposal for Annual Fire Alarm Test – Upon motion duly made and seconded, the Board agreed –

To approve the proposal from Dynalectric to perform the annual fire alarm testing in Mutual 19B; and to approve payment in the amount of \$5,407.00 following completion of the test.

Resolution #98, 2/24/16

- b) Window Washing & Dryer Vent Cleaning – The Board asked the Mutual Assistant to obtain proposals for window washing and dryer vent cleaning for the entire Mutual. The window washing proposals are to include the optional cost for residents to pay for washing the inside of the windows.

9. Advisory Committee Reports – Reports were presented from the Leisure World Advisory Committee Representatives present at the meeting.

10. Building Representatives – Reports were presented from the Building Representatives present at the meeting. Jude Howard reported some residents are placing items above the red line in the storage units. She also noted that she will contact Montgomery County to check for possible rules on storing flammable liquid.

- a) Approval of Building Rep – Upon motion duly made and seconded, the Board agreed –

To approve Lorraine Gibbons as Co-Building Rep for Building #89.

Resolution #99, 2/24/16

11. Open Forum – Visitors presented brief comments.

12. Adjournment – The meeting adjourned at 2:10 p.m.

Janet Lazar, President

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SULLIVAN ROOM – 1:00 P.M.

7) Treasurer's Report –

- a) Payment of Invoice – Request for Board approval to pay the invoice, insurance claim, and reimbursement request (if Board determines owner is responsible) listed below. A separate Resolution number is required for each item is required.

\$2,500.00 to Malvin, Riggins & Co. for 2015 Audit; Invoice #1000049454.

Payment of Insurance Claim –

\$705.06 to LWMC for water clean-up and sanitization caused by toilet overflowing in #88-3H on 1/31/16; LWMC Insurance Claim.

To request reimbursement of \$705.06 from the unit owner (#88-3H) to Mutual 19B for water clean-up and sanitization caused by toilet overflowing in #88-3H on 1/31/16.

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MARCH 30, 2016

-Informational Page-

Old Business

- a) Proposals for Cleaning the Dryer Vents – Proposals from the Physical Properties Department and Chutemasters are included in the agenda packet. Chutemasters' proposal is for \$8,425.00. PPD is \$15,960. I voiced the Board's concerns/complaints on Chutemasters' previous service to Mr. Howard Lee of Chutemasters. He assured us they have new trained crews and will provide excellent cleaning of the vents. (I have forwarded Mr. Lee's email with this information to your President.)
- b) Status of Board's Request for Window Washing Proposals – The window washing proposals have not been received.
- c) Status for Board's Request for Mailing of Proposed Changes to the Rules – Unfortunately, the Rules have not been mailed to the residents due to a lack of time.
- d) Approval to Adopt the Reserve Study – The Board met in a work session with Nevilla for review of the Reserve Study. A formal Resolution is requested to accept/adopt the Study as presented by Reserve Advisors.

New Business

- a) Applications for Building Modification – Copies of the ABM forms are included in the packet. Attachments were submitted by both unit owners, reviewed and approved by Ronny Cabrera.



CHUTE MASTER™

INDOOR ENVIRONMENTAL SERVICES



CORPORATE OFFICES: 1640 Vauxhall Road Union, New Jersey 07083

Phone: 800•234•4656 Fax: 908•964•7999

www.chutemaster.com

Proposal # HL2081

Proposal submitted to:
Mutual 19B
3701 Rossmoor Blvd
Silver Spring, MD 20906

Site:
15300, 15301, 15310, 15311 Beaverbrook Ct
15201, 15210, 15211 Elkridge Way
Silver Spring, MD 20906
(Leisure World)

PROPERTY MANAGER: Renee Steward (301)598-1369 email: rsteward2@gmail.com

DATE	CONDO UNIT DRYERS / FLOORS / BUILDINGS	SITE CONTACT:
2/25/2016	210 3 7	Renee- ppty mgr (is off site- call to make arrangements)

We hereby propose to furnish materials and labor necessary to complete the following:

X **LAUNDRY DRYER EXHAUST DUCT CLEANING (210 Condo unit dryers)**

**** FULL SERVICE ACCESS TO EACH CONDO UNIT REQUIRED AT TIME AND DATE OF SERVICE AND WILL BE ARRANGED BY MANAGEMENT.**

*** Proposal is to clean 210 Laundry Dryer Exhaust ducts, this includes all duct work from the back of each dryer to the exit vents. Duct work will be cleaned with compressed air, rotor brushes and a negative air machine, whichever technician deems will yield maximum results and efficiency. The buildings are 3 stories each with 30 units per building, 10 per floor. The 1st and 2nd floor (end units only -8 each building) vent to an outside wall flapper vent with a screen screwed in place to outside of vent. The 3rd floor end units appear to exit into the attic space area. There are 18 units located toward the center portion of the buildings which have an individual duct running vertical from each unit dryer through the attic area and venting at large J hood roof vents. On inspection, several ducts appeared to vent directly into the attic area away from J hood. Technicians may encounter both stacked washer/ dryers or full size side by side W/D with flexible duct from dryer to top of wall exit in laundry closet. On many stacked units the duct work is accessible through the access panel and dryer movement may not be necessary. If dryer movement is required, technicians will also vacuum any debris found under and behind the dryer. Technicians will also clean the lint trap of each dryer and return dryers to original position after servicing if required and reattach the duct work. All debris will be contained at all times and removed from the premises.

*** Technicians will also inspect the flex duct behind dryer and screen at outside vents for any repairs or replacements needed and bring to management's attention.

*** Chute Master Environmental will not be scheduling individual appointments, residents should make arrangements to be home or provide access to their unit on the date their unit is scheduled for service. Any units that are not accessible while technicians are on site will be noted and provided to management at the end of our scheduled work. Any condo units missed on scheduled days work because of lack of unit access will not be cleaned and additional charges would be required to return to property. Upon approval, Chute Master Environmental will provide service schedule dates for each building and provide to management to alert residents so that they can make arrangements for access.

****All equipment and methodology as per NADCA standards****

****Work performed will carry a warranty of thirty (30) days**

Total: \$8,425.00 + tax

TERMS ARE NET 30, UNLESS OTHERWISE STATED. ALTHOUGH ALL PRECAUTIONS WILL BE TAKEN, DAMAGE TO PAINT, PLASTER OR WALLPAPER MAY BE UNAVOIDABLE AND CHUTEMASTER WILL NOT BE HELD RESPONSIBLE. MANAGEMENT IS RESPONSIBLE FOR PROVIDING CHUTE MASTER WITH PROPER ACCESS TO PERFORM CONTRACTED SERVICES ON DATES SCHEDULED.

Continued HL2081

***Upon acceptance of the proposal, please sign and fax to (908)964-7999 to begin scheduling procedure

ACCEPTANCE & AUTHORIZATION TO PERFORM ABOVE STATED SERVICE:

CHUTE MASTER ENVIRONMENTAL

Company Name: _____

Proposed By:

Authorized Company Signature: _____

HOWARD LEE

VA/MD/DC Regional Sales Representative

Date: _____ **PO #** _____

Cell: (443)375-9351

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LEISURE WORLD OF MARYLAND CORPORATION PROPOSAL
 Physical Properties Department 3301 N. Leisure World Blvd., Silver Spring, MD 20906
 PHONE (301) 598-1500 FAX (301) 598-1079

PROPOSAL SUBMITTED TO: Mutual 19B, c/o Renee Steward	PHONE: 301-598-1369	DATE: 3-17-16
STREET:	CITY, STATE, ZIP CODE: S.S., MD 20906	MUT, BLDG UNIT Mutual 19B, Bldgs 88-94

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR LEISURE WORLD OF MARYLAND CORPORATION TO COMPLETE THE FOLLOWING WORK:

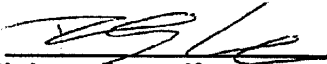
- Initial operation of dryer to determine proper function prior to vent cleaning
- Removal of dryer from installed location (when possible) to check and clean screening. Rough-clean underneath and behind dryer.
- Connect to flex hose vent, apply 150 lbs. of air pressure to remove lint, dirt and/or debris
- Inspect dryer flex vent hose and associated clamps to ensure proper function. These will be replaced as deemed necessary by PPD personnel
- Reconnect and install dryer to original location
- Inspect and clean lint screen (catcher)
- Initiate operation of dryer to ensure proper function
- Inspect exterior screening on vent. Replace as deemed necessary
- Place inspection tag on dryer near flex vent indicating date and technician who performed the work

NOTES: 1. Additional charges will apply for any necessary flex duct or clamps
 2. All work will be performed between 7:30 am and 3:00 pm, Monday through Friday, excluding Holidays
 3. Total of two hundred ten (210) units; price per unit \$76.00

WARRANTY:	Warranty Period:	Party Honoring Warranty:
Workmanship:	30 days	LWMC
Materials:	30 days	LWMC

WE PROPOSE HEREBY TO FURNISH MATERIAL AND LABOR, IN ACCORDANCE WITH THE SPECIFICATIONS AS INDICATED ABOVE, FOR THE SUM OF: Fifteen Thousand Nine Hundred Sixty Dollars (\$15,960.00)

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owners to carry fire, tornado, and other necessary insurance. Our workers are fully covered by Workman's Compensation Insurance.

BY: (Authorized PPD Signature)  DATE: 3-17-16

NOTE: This proposal may be withdrawn by us if not accepted within thirty (30) days.

ACCEPTANCE OF PROPOSAL – The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. PAYMENT WILL BE MADE AS OUTLINED BELOW.

 Signature of Mutual Representative

 Date of Acceptance

PPD accepts Visa and MasterCard. Credit card payment must be made in person at PPD.
 Remit payment payable to LEISURE WORLD OF MARYLAND CORPORATION (LWMC)
 PHYSICAL PROPERTIES DEPARTMENT, ATTN. OFFICE MANAGER
 3301 N. LEISURE WORLD BLVD.
 SILVER SPRING, MARYLAND 20906

COMPLETED WORK ACCEPTED BY:

 Signature of Mutual Representative

 Date of Acceptance

UNAUDITED

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

February 29, 2016

Balance Forward

\$131,718.33

Total Receipts (See Attached)

\$122,808.40

Total Disbursements (See Attached)

(\$117,384.36)

Cash Balance

\$137,142.37

MUTUAL 19B
CASH INVESTMENTS
February 29, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							137,142.37	137,142.37
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	1.094%	126,319.45			71,333.03	12,294.04		209,946.52
	CAPITAL ONE BANK	0.30%	216,903.13			221.49			217,124.62
	B OF I FEDERAL BANK	0.80%	241,964.79						241,964.79
100003	CONGRESSIONAL BANK	0.70%	32,271.77			13,040.73	1,670.87		46,983.37
100016									
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.10%	100,000	08/08/2016	102,791.51				102,791.51
100010	SYNCHRONY BANK	1.25%	97,000	09/03/2016	100,012.14				100,012.14
100014	FIRST INTERNET BANK OF INDIANA	1.00%	150,000	11/07/2016	151,735.48				151,735.48
100015	CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000	11/13/2016	151,961.68				151,961.68
100012	SYNCHRONY BANK	1.20%	50,000	01/21/2017	50,968.48				50,968.48
100013	SONABANK*	1.00%	100,003	07/18/2017	100,003.29				100,003.29
	DUE TO FROM:		459.00			(1,508.14)			1,049.14
TOTAL			1,275,390.72		83,087.11	13,964.91	137,142.37	1,509,585.11	

*One free withdrawal penalty after the first year