

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

1. Call to Order
2. Approval of the Agenda
3. General Manager's Report
4. Approval of Minutes of December 2, 2015
5. Leisure World Board of Directors Report
6. Treasurer's Report
 - a) Payment of Invoices
7. Old Business
8. New Business
 - a) Recent Snowstorm – *The Board will hold an Open Forum at this juncture in the meeting. Residents may address the Board of Directors or Management at this time. Comments are to be related to the snowstorm only and limited to three minutes per resident.*
 - b) McFall & Berry Contract
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment

GENERAL MANAGER'S REPORT

January 2016 (corrected)
Added LWCC Board meeting update

COMMUNITY TOPICS

LWCC postponed January Board meeting re-scheduled for Monday 2/1 @ 9:30 Montgomery Room

1. Finances –

Year-end financial statements were published on Wednesday, January 20th.

Net operating expenses were approximately \$165,000 under budget for the year. This is an unaudited figure.

The auditors will be onsite the first week of February, and a draft report will be presented to the Audit Advisory Committee in March.

In addition, 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. These actions will take place in the month of March.

2. Organizational Meeting –

The Organizational Meeting of the LWCC Board was held on Friday, January 8th, 2016, at 9:30 a.m. in the Montgomery Room. At this meeting, the Board of Directors elected officers and at-large members of the Executive Committee for 2016.

The election results are as follows:

Chair	David Frager (M27)
Vice Chair	Barbara Cronin (M17A)
Executive Secretary/Treasurer	Henry Jordan (M24)

Members at Large:

Phil Marks (M20B)
Linda Wacha (MM)
Paul Eisenhaur (M10)
Joel Swetlow (M18)

LEISURE WORLD OF MARYLAND CORPORATION

1. New Resident Orientation – WILL BE RE-SCHEDULED

A New Resident Orientation has been scheduled for Thursday, January 28th, at 3:00 p.m. in the Ballroom of Clubhouse I. The following individuals will attend and be available to answer residents' questions:

Kevin Flannery, General Manager
Jolene King, Assistant General Manager
Tim Coursen, Assistant General Manager
Dee Martynuska, Director, Education & Recreation
Alex Lively, Golf Professional
Sam Ellis, Motivational Fitness
Ana Alvarez, MedStar
Richard Schultz, Director, Security & Transportation
Dr. Carmen DeVries, General Dentist/Owner, Dental Office at Leisure World Medical Center

2. Comcast Questions – A reminder to all residents that if you have issues related to your Comcast service or to billing, the direct number for Comcast is 1-855-638-2855.

3. NEW HIRES –

Golf Seasonal Employees (REHIRE) Golf Technicians
Griffin Duffy Rehire 12/14/15
Jack Graham Rehire 12/14/15
Peter Wilson Rehire 12/21/15

PROMOTION

Lemberth Penate - Building Engineer - Creekside

DEPARTURES:

Elberth Orozco – Building Engineer - Creekside

RESIGNATION

Gayle Shackelford – Trust Assistant

RECRUITING

Trust Assistant - Administration
Maintenance Assistant - Creekside
Supplemental Transportation Driver – S&T
Security Guard – S&T
HVAC Foreman – Physical Properties
HVAC Mechanic – Physical Properties

FILLED POSITIONS:

Building Engineer – Creekside

Management of Leisure World of Maryland Corporation joins me in wishing all employees and residents a Happy New Year.

Kevin B. Flannery
General Manager

LEISURE WORLD OF MARYLAND RESALES - 2016

MONTH	MONTGOMERY MUTUAL	CONDOMINIUMS	H.O.A.	TOTAL		R. I. F. COLLECTED
JANUARY	7	20		27		\$96,268.00
FEBRUARY						
MARCH						
APRIL						
MAY						
JUNE						
JULY						
AUGUST						
SEPTEMBER						
OCTOBER						
NOVEMBER						
DECEMBER						
TOTAL	7	20	0	27		\$96,268.00

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
DECEMBER 2, 2015
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 of the Administration Building on Wednesday, December 2, 2015 at 1:00 p.m.

Directors Present: Janet Lazar, President; Larry Damsky, Vice President (*He was present for part of the meeting, arriving at approximately 2:25 p.m.*); John Dunn, Treasurer; Virginia Austin, Secretary; Sandra Broadhurst, Rita Mastrorocco, John Gervais, Directors. (*Note: Due to Mr. Damsky's late arrival, he did not vote on Resolutions #79 through #89 listed in the December 2, 2015 Board meeting minutes.*)

Visitors: Kristin Doherty, Jude Howard, Ann Kyber, Ricki Goldsborough, and Connie Costa.

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 9d) Poinsettias.
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.
4. Approval of Minutes of October 28, 2015 – The minutes of the regular meeting held on October 25, 2015 were approved as amended:
 - First page: Director Present changed to Directors Present.
 - Item 7b, second paragraph: Ms. King added that the Inspector from Montgomery County will determine if stream flow is consistent and correctly designed. PPD will place sand bags.
5. Leisure World Board of Directors Report – Mr. Damsky presented the report from the Leisure World Board of Directors' Meeting.
6. Treasurer's Report
 - a) Payment of Invoices – Upon motion duly made and seconded, the Board approved payment of the following invoices:

\$6,307.00 to American Protective Service (Inv.2908) for the fire watch performed in Building #93 (Oct. 13-Oct. 30, 2015) in conjunction with the renovation project; and, to designate payment to be from the Replacement Reserve.

Resolution #79, 12/2/15

\$1,232.00 to LWMC for cleaning the gutters and downspouts in the Mutual; LWMC Inv. 70831.

Resolution #80, 12/2/15

\$1,728.00 to LWMC for engaging and disengaging the fire alarm for the painters during the renovations in Building #93; LWMC Inv. 71064.

Resolution #81, 12/2/15

7. Old Business

- a) 2016 Management & Operating Agreement – Upon motion duly made and seconded, the Board agreed –

To approve the 2016 Management & Operating Agreement with changes noted in the Board of Directors' Executive Session held on Dec. 2, 2015.

Resolution #82, 12/2/15

To approve the Contract Management Services Addendum to the 2016 Management & Operating Agreement.

Resolution #83, 12/2/15

- b) 2016 Budget Approval – Upon motion duly made and seconded, the Board agreed –

To approve the 2016 Budget.

Resolution #84, 12/2/15

8. New Business

- a) McFall & Berry Landscaping Proposal – Upon motion duly made and seconded, the Board agreed –

To approve the installation abelia and juniper by sign at 15211 Elkridge Way at a cost of \$550.

Resolution #85, 12/2/15

- b) Retroactive Approval of ABM – Upon motion duly made and seconded, the Board agreed -

To ratify the approval (previously approved by Board through email) of the Application for Building Modification submitted by unit owner (Nadeau) #93-3C for installation of hardwood floors.

Resolution #86, 12/2/15

- c) Energy Committee Memos

i) Electrical Safety – Mrs. Lazar reported the Electrical Safety Memo will be posted in the buildings and placed in the newsletter.

ii) QHEC – Mrs. Austin stated the Mutual participated in the “Quick Home Energy Check” program several years ago. Mr. Coursen informed the Board

that residents may participate in the program on an individual basis if requested. Mrs. Lazar stated the memo will be included in the next newsletter.

- d) Poinsettias – Upon motion duly made and seconded, the Board agreed –

To approve the purchase of poinsettias for placement in the lobbies of each building and to reimburse Jude Howard for \$237.52 for the purchase of the poinsettias.

Resolution #87, 12/2/15

- e) Batteries for Smoke Detectors – Upon motion duly made and seconded, the Board agreed –

To authorize the Physical Properties Department to replace the smoke detector batteries in each unit and if necessary the replacement of the smoke detectors if they require replacement.

Resolution #88, 12/2/15

- f) Pending Items – Upon motion duly made and seconded, the Board agreed –

To request a status report be emailed by the Mutual Assistant to the Board on the Pipe Rail Installation and the Mailing of the Rules.

Resolution #89, 12/2/15

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. The following items were included in the reports: locating the source of odor in the common area of one of the buildings, the suggested placement of “No Smoking” signs in specific areas of the Mutual, and the unattractive appearance of the light pole behind Building 88.
11. Open Forum – Visitors presented brief comments.
12. Adjournment – The meeting adjourned at 3:15 p.m.

Janet Lazar, President

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

6) Treasurer's Report –

- a) Payment of Invoices – Request for Board approval to pay the invoices listed below. A separate Resolution number is required for each invoice.

\$1,295.00 to Orkin for bedbug inspection in three units; Orkin invoice #66273146.

\$2,700.00 to LWMC for PPD supervision of Bldg. #93 renovation; LWMC Invoice #74284. *(Please designate payment to be from the Replacement Reserve.)*

Payment of Insurance Claims –

\$643.50 to LWMC for drywall repairs in #91-2B caused by shower drain in #91-3B leaking on 12/15/15 into #91-2B; LWMC Insurance Claim. *(Request to Board: Please determine if the owner or the Mutual is responsible for payment of the invoice related to the shower drain leak.)*

\$991.86 to LWMC for water clean-up in #88-1K caused by sewage back-up on 12/22/15 in two bathrooms; LWMC Insurance Claim. *(Request to Board: It is my opinion that payment of the invoice is the responsibility of the Mutual. Please confirm.)*

\$819.70 to LWMC for water clean-up in #93-1E caused by the breaking of a valve during the replacement of the faucet in #93-2E; LWMC Insurance Claim.

--To request reimbursement of \$819.70 from the unit owner (#93-2E; to Mutual 19B for water clean-up in #93-1E caused by the breaking of a valve during the replacement of a faucet in #93-2E.

MUTUAL 19B

Bank of America Operating Account
CASH ACTIVITY REPORT
December 31, 2015

Balance Forward

\$145,984.16

Total Receipts (See Attached)

\$137,692.74

Total Disbursements (See Attached)

(\$129,799.06)

Cash Balance

\$153,877.84

Monthly Treasurer's Report
For the Month Ending: November 30, 2015

Operating Account	
Previous Balance	\$143,213.16
Total Receipts	129,026.97
Total Disbursements	-126,255.97
New Balance	\$145,984.16

1. Currently, Mutual 19B spending is running somewhat ahead of the planned Budget by approximately \$3,936.
2. As of 12/16/2015, we have five (5) accounts in arrears on payments of Condo fees. None are over 30 days.