

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

June 21, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Lazar, Lederman, Mastrorocco, Nadeau, Goldsborough)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of May 25, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
6. New Business
 - A) E&R Proposal# 2829 dated May 8, 2017 for \$4,865 to wash outside of windows
 - B) McFall Berry - Deer Repellent Request and Watering Request
 - C) Nominations for Service on the 2017 Government Affairs Advisory Committee
7. Unfinished Business - Update Reports
 - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
 - B) Sight Distance Area at Elkridge Way
 - C) Paint Floor At #88 Side Entrance and Under Mat at #91 Rear Entrance
 - D) "Who Pays" - Comments
 - E) Shampooing Carpets
 - F) CCOC Annual Report of Renters
 - G) New bench at #89 and benches
 - H) No smoking signs for buildings
 - I) Status of Clay Kenny projects (facia at #91, replace gutter at #91, plywood & shingles at #90, leak in #89-3G)

J) Door paint touch up at Bldg. #90.

K) Letter Boards for Bldgs #93 and #94 - Have PPD paint exposed areas.

L) Pat Ritter - Request to clean roof area over entrance to Bldg. #91

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting is July 26, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - July 19, 2017, Sullivan Room, 1:00 p.m.

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

May 25, 2017

BALLROOM ROOM – 1:00 P.M.

Res # 1-7

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 Ballroom Room on Thursday, May 25, 2017 at 2:27 p.m., after the reconvened Annual Meeting.

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrorocco, Secretary; John Dunn, Treasurer; Janet Lazar, Director, Regina Goldsborough; Director, Sigrid Nadeau; Director

Management: Tim Coursen, Asst. General Manager; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Mona Ehrlich, Jude Howard, Mary Lou Smith, Melinda Kelly, Kristin Doherty, Ann Kyber, Charles Middleton, Larry Damsky, Charles Middleton, Connie Costa, Jeanette Winegard, Jean Svendsen, Linda Creamer, Hema Padmanabhan, Harvey & Esther Sonin, JoAnn Grant, Doris Callahan, Diana Fisher, Sid Lazar, Bill Finley

1. Call to Order – Mr. Gervais called the meeting to order at 2:27 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. Tim Coursen. All questions and comments were responded to by Mr. Coursen.
4. Approval of Minutes of April 26, 2017 – The Minutes of the regular meeting held on April 26, 2017 were approved as edited. Section 9B on page 4 was changed to state; the sliders on the chairs will be fixed or replaced to help slide chairs across the floors easily.
5. Treasurer's Report – Mr. Dunn reported that for the month of April the Mutual expenditures, ended up with a cash balance of \$340,289. There are only two delinquent units and they are no more than 30 days in arrears.
 - A. Invoices for Payment- The invoices presented at the Board Meeting, upon motion duly made and seconded, the Board approved payment of the following invoices:
 - 1) Mutual 19B Board of Directors approved payment to Malvin, Riggins & Company Invoice # 1000064379 (Dated 4/30/17) in the amount of \$1,000.00 for final billing for Audit.

Resolution # 1, 5/25/17

- 2) Mutual 19B Board of Directors approved payment to McFall & Berry Invoice # 193674(Dated 5/4/17) total amount due of \$1,980.00, to remove 4 Bradford Pear Trees at 15201 Elkridge Way Bldg.# 93.

Resolution #2, 5/25/17

- 3) Mutual 19B Board of Directors approved payment of \$1,098.00 to McFall & Berry Invoice # 193204 (Dated 4/27/17) for landscape work at Bldg.# 93 15201 Elkridge Way, Supply 4 "Shademaster" Trees.

Resolution #3, 5/25/17

- 4) Mutual 19B Board of Directors approved payment of \$8,050.00 to Leisure World Invoice # 107004 (Dated 5/3/17) for Heat Pump Replacement at Bldg.# 92 15301 Beaverbrook Court.

Resolution #4, 5/25/17

6. New Business-

- A. McFall Berry Proposals- Ms. Howard submit three landscape proposals to the Board for approval:

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Landscape **Proposal #L17181-BR** (Dated 5.15.17) in the amount of \$495.00 to perform landscape work at bldgs.# 88 & #91.

Resolution #5, 5/25/17

Mutual 19B Board of Directors moved to approve and payment of services to McFall & Berry Landscape **Proposal #T17181-BR** (Dated 5.15.17) in the amount of \$410.00 to remove Junipers from the left side of building # 91 till area for a new bed. To supply & install Chamaecyparis pisifera 'Goldmop' Cypress into bed under window on left side of bldg. at 15210 Elkridge Way.

Resolution #6, 5/25/17

Ms. Howard ask for the Board to not approve Landscape **Proposal #T17182-BR** (Dated 5.15.17) in the amount of \$641.00 until she follow up with McFall & Berry about the types of plantings that will be planted. The Board agreed not to approve.

- B. Approve Dorma Preventive Maintenance Proposal, \$2,275, 7-1-17 to 6-30-18- After discussion, upon motion duly made and seconded, the board approved the Preventative Maintenance Program that provides inspection of all seven mutual buildings door operating equipment. Period of coverage July 1, 2017 to June 30, 2018.

Mutual 19B Board of Directors moved to approve and payment of services to Dorma USA, Inc. in the amount of \$2,275.00 (Labor and Material) that will provide complete inspection, adjustment, cleaning and lubrication of operators, power units and control equipment, and provide care as deemed necessary of all seven buildings.

Resolution # 7, 5/25/17

- C. Natividad Leiva Complaint- Mr. Gervais stated that resident had some interaction with PPD where they did some work on her window and Ms. Leiva had an invoice dispute. She felt that the mutual is responsible for the payment of invoice because the “Who pays list” states that the mutual pays for exterior caulking. Mr. Gervais contacted Ronny Cabrera at PPD and followed up with a letter to Ms. Leiva denying the invoice dispute. Other request by Ms. Leiva for payment to replace windows were not approved.

7. Unfinished Business-Update Reports

- A. PPD Items- Mr. Gervais stated that the PPD has provided names of engineers for the mutual to send request for proposals for services. Mr. Lederman report included: (1) Heat pump in Bldg.# 92 was completed. (2) Standing water sitting near the fire hydrant near the end of Beaverbrook, Mr. Lederman sent a video to PPD to show what is going on. It was also sent to WSSC and waiting for a follow up.
- B. Sight Distance Area at Elkridge Way- Mr. Gervais stated that he did contact Jolene King, stating that the Trust should pay for the Sight Distance and painting of the sign at Elkridge Way. Also awaiting a price quote to inform the board and residents.
- C. Window Washing Status- Roberta stated that she contacted E&R Services for a proposal and have forwarded the report to the Board.
- D. Paint Floor at Bldg. #88 Side Entrance and Under Mat at Bldg. #91 Rear Entrance- Mr. Gervais stated there was nothing to report.
- E. “Who Pays” Comments- Mr. Gervais stated that he will finalize it and send it out.
- F. Shampooing Carpets- Roberta stated that the Stansbury will start the process of cleaning all seven buildings on Tuesday May 30th.
- G. CCOC Annual Report of Renters- Roberta stated that the website was still down, but will follow up with the Board President.
- H. New bench at Bldg.# 89 and benches- Mr. Gervais stated that a final choice of location has been determined.
- I. No smoking signs for buildings- Residents are asking to have signs of “No Smoking” in the outside of each building.
- J. Status of Clay Kenny Projects (Facia at #91, replace gutter at #91, plywood & shingles at #90, leak in #89-3G)- Mr. Gervais stated that we are awaiting updates from Clay Kenny.
- K. Door paint touch up at Bldg. #90- Mr. Gervais stated that he will follow up with PPD.
- L. Letter Boards for Bldgs. #93 and #94 (Need to install)- Mr. Gervais stated that he will contact Leisure PPD to have them install the new directory boards for both buildings.

8. Leisure World Board of Directors Report- Mr. Gervais reported included: (1) The Board request for a general vote by community ownership to affirm or deny the construction of a new Administration building was defeated. (2) Assumptions for the 2018 Operating Budget were presented. Management is targeting a 4% increase in the Community Facilities Fee which would mean an increase of \$6.50 per unit per month from \$166.50 to \$173.00. (3) The lease has been signed for Signal Financial Credit Union.

9. Advisory Committee Reports –
 - A. Community Planning, Security & Transportation- No report at this time.

 - B. Restaurant- Ms. Mastrorocco’s report included: (1) The Restaurant Advisory Committee charter was amended to add 2 new items: to review all government inspection reports and recommend corrections, and to review of license requirements and it compliance. (2) Site plan for new administration building and vestibules for the restaurants will be submitted the week of May 15. (3) Mr. Flannery gave a brief history of the liquor license and reported on the trouble with renewing the liquor license for Leisure World, they are working with the county to correct the problem. (4) The Hand Sanitizers requested last month have been installed. (5) Nicole Gerke reported that the new chair slides for the Terrace Room have arrived and will be installed on the chairs the week of the 21st. She also got estimates for the proposal to regROUT/replace the floor in the Terrace Room, plastic sliders were added to several of the chairs in the last part of April. (6) A request was made to add automatic doors to the exterior doors of the Terrace Room, motion was approved to install then and the money will come from the FEP fund with coordination with CPAC.

 - C. Education & Recreation- No report at this time.

 - D. Physical Properties Department- Mr. Lazar gave a report of PPD hourly rates for 2018, HVAC-\$102, Appliance-\$96, Carpentry-\$90, Special Projects-\$75, Electric-\$99, Plumbing-\$99 and Afterhours-\$94.

 - E. Health- Mrs. Lederman report included: (1) The drug take-back day was successful and will be repeated in October. (2) Social work referrals have increased and the department is seeking a full-time social worker. (3) The Health Advisory Committee continues to be apprised of the health inspection reports with regard to the kitchen in Clubhouse I. Retraining of staff is ongoing. (4) On Friday, June 30, the Mental Health Subcommittee is holding a return presentation by Dr. Kagan, a nurse on staff at the University of Pennsylvania, to discuss “Aging Well”. (5) The new site manager is seeking more orthopedic services. (6) Medstar is seeking to obtain an Xray machine room for orthopedics and for possible use by a walk-in clinic. (7) The walk-in clinic will have a triage nurse to determine the appropriateness of care, etc.

 - F. Tennis- Mr. Gervais stated that the committee made a motion to approve a name change to Tennis and Pickleball Committee was successful.

 - G. Landscape- Mrs. Gervais report included: (1) Jolene King stated that there will be no increase in

the budget for LAC in 2018. (2) McFall & Berry representatives reported that plantings have been delayed due to rain. Authorized planting and maintenance will commence weather permitting. (3) Trees that are failing and weak as determined by the arborist will be removed to protect healthy trees nearby.

10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – None
12. Open Forum- Mr. Schorr express concerned of the handicap parking for residents and how it can be addressed to help that residents that actually need those parking spaces.
13. Adjournment- The meeting adjourned at 3:59 p.m.

Next Regular Meeting is being rescheduled from last Wednesday to:
Wednesday, June 21, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting- None Scheduled

Rita Mastrorocco, Secretary

Mutual 19B

Bank of America Operating Account

CASH ACTIVITY REPORT

May 31, 2017

Balance Forward

\$144,264.38

Total Receipts (See Attached)

\$116,313.13

Total Disbursements (See Attached)

(\$106,468.79)

Cash Balance

\$154,108.72

MUTUAL 19B
CASH INVESTMENTS
May 31, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							154,108.72	154,108.72
ALLOCATED FUNDS:									
MONEY MARKETS									
100003	ACCESS NATIONAL BANK	0.99%			145,092.96	80,701.01	13,298.06		239,092.03
100016	B OF I FEDERAL BANK	0.80%			244,566.32				244,566.32
	CONGRESSIONAL BANK	0.70%			95,487.04	50,988.53	11,080.53		157,556.10
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.25%	103,356.60	08/08/2017	104,326.95				104,326.95
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,744.45				51,744.45
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100014	FIRST INTERNET BANK OF INDIANA	1.35%	150,000.00	11/07/2018	152,878.35				152,878.35
100018	SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	154,194.25				154,194.25
100017	EVER BANK	1.60%	100,696.94	10/03/2019	101,759.64				101,759.64
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	100,003.29				100,003.29
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
DUE TO FROM:					(480.39)	(561.12)	0.00	1,041.51	
TOTAL					1,426,881.03	131,128.42	24,378.59	155,150.23	1,737,538.27

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
106,911	106,911	534,555	534,555	0	534,555	0
1,436	754	6,878	3,770	682	3,770	3,108
30	0	285	0	30	0	285
5,853	0	27,151	0	5,853	0	27,151
<u>(24,353)</u>	<u>(23,671)</u>	<u>(121,459)</u>	<u>(118,355)</u>	<u>(682)</u>	<u>(118,355)</u>	<u>(3,104)</u>
89,877	83,994	447,410	419,970	5,883	419,970	27,440
88	88	438	440	1	440	3
0	0	3,050	4,400	0	4,400	1,350
4,298	4,298	21,490	21,490	0	21,490	0
272	256	1,357	1,280	(16)	1,280	(77)
900	976	4,500	4,880	76	4,880	380
55	0	742	0	(55)	0	(742)
5,612	5,618	31,576	32,490	6	32,490	914
1,499	1,500	7,497	7,500	1	7,500	3
0	333	0	1,665	333	1,665	1,665
51	292	2,403	1,456	241	1,456	(947)
751	333	3,085	1,665	(418)	1,665	(1,420)
0	83	0	415	83	415	415
0	83	0	415	83	415	415
0	167	5,407	831	167	831	(4,576)
360	1,333	520	6,665	973	6,665	6,145
176	176	880	880	0	880	0
2,838	4,300	19,793	21,492	1,462	21,492	1,699
822	2,450	14,472	16,800	1,628	16,800	2,328
0	(455)	0	(3,116)	(455)	(3,116)	(3,116)
5,724	12,600	81,897	86,400	6,876	86,400	4,503
0	(1,098)	0	(7,533)	(1,098)	(7,533)	(7,533)
6,896	10,042	36,902	40,167	3,146	40,167	3,265
13,443	23,539	133,271	132,718	10,096	132,718	(553)
0	167	0	831	167	831	831

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
05/31/2017

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	208	0	1,040	208	1,040	1,040
0	0	634	0	0	0	(634)
0	375	634	1,871	375	1,871	1,237
2,025	0	2,025	0	(2,025)	0	(2,025)
95	0	2,572	0	(95)	0	(2,572)
163	0	1,456	0	(163)	0	(1,456)
0	0	585	0	0	0	(585)
175	0	249	0	(175)	0	(249)
644	0	689	0	(644)	0	(689)
2,682	0	16,484	0	(2,682)	0	(16,484)
0	0	2,604	0	0	0	(2,604)
70	0	205	0	(70)	0	(205)
0	0	284	0	0	0	(284)
5,853	0	27,151	0	(5,853)	0	(27,151)
27,746	33,832	212,424	188,571	6,086	188,571	(23,853)
6,787	6,384	35,162	31,919	(403)	31,919	(3,243)
2,598	2,564	13,359	12,821	(34)	12,821	(538)
2,041	2,138	10,947	10,688	97	10,688	(259)
0	(130)	0	(652)	(130)	(652)	(652)
186	181	928	900	(5)	900	(28)
(520)	(544)	(2,301)	(2,719)	(24)	(2,719)	(418)
0	126	1,050	630	126	630	(420)
1,394	1,394	6,975	6,975	0	6,975	0
1,633	1,634	8,201	8,168	1	8,168	(33)
6,494	6,510	32,470	32,550	16	32,550	80
1,039	1,044	5,195	5,216	5	5,216	21
4,453	4,954	23,379	24,769	501	24,769	1,390
482	544	3,451	2,719	62	2,719	(732)
816	876	3,785	4,376	60	4,376	591
186	210	928	1,050	24	1,050	122
111	111	557	559	0	559	2
248	248	1,238	1,238	0	1,238	0
4,685	4,685	23,426	23,426	0	23,426	0
92	92	465	465	0	465	0
116	116	574	574	0	574	0
1,283	1,283	6,416	6,416	0	6,416	0
0	546	0	2,730	546	2,730	2,730
TOTAL RESERVE EXPENSES						
TOTAL OPERATING EXPENSES						
COMMUNITY FACILITIES						
10 Administration	7100	10,947	10,688	(259)	10,688	(259)
20 Education & Recreation	7100	0	(652)	(652)	(652)	(652)
21 Club House II	7100	928	900	(28)	900	(28)
22 LW News	7100	(2,301)	(2,719)	(418)	(2,719)	(418)
25 Food Service	7100	1,050	630	420	630	(420)
30 Medical Center	7100	6,975	6,975	0	6,975	0
40 PPD Management	7100	8,201	8,168	33	8,168	(33)
41 Grounds	7100	32,470	32,550	80	32,550	80
43 Trash	7100	5,195	5,216	21	5,216	21
58 TV	7100	23,379	24,769	1,390	24,769	1,390
60 Transportation	7100	3,451	2,719	(732)	2,719	(732)
65 Security	7100	3,785	4,376	591	4,376	591
70 Street Lights	7100	928	1,050	122	1,050	122
80 Golf Course	7100	557	559	2	559	2
81 Pro Shop	7100	1,238	1,238	0	1,238	0
85 Comm Call System	7100	23,426	23,426	0	23,426	0
90 Snow Reserve	7100	465	465	0	465	0
92 Prop Maint Rsv	7100	574	574	0	574	0
93 Contg Rsv	7100	6,416	6,416	0	6,416	0
94 New Equip Fund	7100	0	2,730	2,730	2,730	2,730
95 Repl Rsv	7100	0	0	0	0	0
98 Salary Adjustment	7100	0	0	0	0	0

GENERAL MANAGER'S REPORT

June 2017

COMMUNITY TOPICS

1. Finances -

In the month of May there was a surplus of approximately \$19,400.00.

Year to date net operating expenses are approximately at budget.

In May, there were 32 transfers that generated approximately \$132,000.00 in contributions.

2. Resignation –

Jolene King has submitted her resignation.

The effective date is July 14th.

3. New financial institution tenant - Administration Building

Signal Financial Credit Union will be hosting “Meet and Greets” in mid-July at Clubhouse 1. Details, once confirmed, will be published in the LW News.

4. Prospective Residents

The first open house was held on June 3rd and attended by 9 persons.

A second event has been scheduled for June 24th and a third event on July 15th. Both are full.

5. New Resident Orientation

Scheduled for June 22nd @ 3:00 p.m. in the Ballroom of Clubhouse 1.

6. Recruitment

New Hires:

Catherine Seger - Property Manager Fairways South 17A

Griffin Duffy – Golf Course Technician - Seasonal/Summer Golf Maintenance

Hans Wicklein - Golf Course Technician - Seasonal/Summer Golf Maintenance

Owen Peters – Golf Course Technician - Seasonal/Summer Golf Maintenance

Leo Fangmeyer - Golf Course Technician - Seasonal/Summer Golf Maintenance

Promotions:

Timothy Matthews - Property Maintenance Coordinator (Montgomery Mutual 0170)

Departures:

Timothy Coursen - Administration

Open Positions:

Golf Course Technician – Golf Maintenance

Security Guard – Security & Transportation

Social Worker-LCSW-C - Social Services

Recycling Driver – PPD Sanitation/Recycling

HVAC Service Technician – PPD

HVAC Foreman - (PPD)

Service Plumber – Plumbing - PPD

Shuttle Bus Driver - (S&T)

Filled Positions:

Golf Course Technician – Seasonal/Summer Golf Maintenance

Property Manager – Fairways South 17A

Property Maintenance Coordinator – Montgomery Mutual