

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

August 30, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrococco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of July 26, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
 - B) Authorize Investment of Money Market Account into a CD
6. New Business
 - A) ABM (Miller #93-2A, replace windows and screens) (Rohan 89-2E, replace window)
 - B) 2018 Budget
 - C) RFQ - Engineering Services
 - D) Mutual19-B Fire or Emergency Plan and Resident Information Sheet
 - E) McFall Berry - Proposals
 - F) After-Hours Procedures
 - G) Malvin Riggins Audit Engagement Letter for 2017 - \$4,500 (\$4,250-Virtual, \$4,150-None)
 - H) "Who Pays" - Lawyer Version
 - I) Advisory Committee Applications Due For approval by Board on Oct. 25
7. Unfinished Business - Update Reports
 - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
 - B) Shampooing Carpets - Status

C) PPD Building Maintenance Checklist

D) Status of Clay Kenny projects (replace gutter at #91)

E) Window Cleaning Contract - Fix and Return - Lorraine Gibbons Bldg. #89-3F

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - September 27, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - September 20, 2017, Sullivan Room, 1:00 p.m.

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

July 26, 2017

Sullivan Room – 1:00 P.M.

Res#14-#23

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 26, 2017 at 1:00 p.m.

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

Management: Crystal Castillo, Exe. Coord. Support Services; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Jude Howard, Kristin Doherty, Charles Middleton, Connie Costa, Sid Lazar, Marion Bedell, Clayton Lewis, JoAnn Grant

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 Ms. Crystal Castillo. All questions and comments were responded to by Ms. Castillo.
4. Approval of Minutes of June 21, 2017 – The Minutes of the regular meeting held on June 21, 2017 were approved as edited. Section 9B (5) on page 3; remove the double printed letter t on the word Restaurant. Section 9B (6) on page 3; should read the committee discussed the services rendered at the restaurants, they recommended an outside professional to teach each serves to perform their duties. Section 9C (2) on page 4; should read the additional work of reinforcing the foundation soil will cost \$25,000 and other additional structural support will cost \$15,000.
5. Treasurer’s Report – Mr. Dunn reported the Mutual closed the month of June with \$153,000 in the banking account. Mutual took in about \$128,000 with a disbursement of \$128,000. One unit were delinquent in monthly assessments.
 - 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 DHCA Invoice # INV201816522 (Dated 6/27/17) in the amount of \$1,050.00 (\$5.00 per unit) for County Registration Fee.

Resolution # 14, 7/26/17

- 2) Mutual 19B Board of Directors approved payment to Schindler Elevator Corporation Invoice #7152522367 (Dated 5/11/17) in the amount of \$1,115.37 for the repair of main contactor for motor due to power dip at bldg. # 89.

Resolution # 15, 7/26/17

- 3) Mutual 19B Board of Directors approved payment to Dorma USA Inc. Invoice# 372908 (Dated 7/5/17) in the amount of \$2,275.00 for preventive maintenance, 7 buildings, automatic door openers.

Resolution# 16, 7/26/17

- 4) Mutual 19B Board of Directors approved insurance claim payment of \$842.89 to LWMC; Invoice# 1702161, Bldg.# 92-1G (Date of Occurrence 2/16/17) for a leak in the pantry off kitchen. Inside valve to the hose bib outside was leaking.

Resolution# 17, 7/26/17

- 5) Mutual 19B Board of Directors approve seeking reimbursement of payment from the unit owner 15301 Beaverbrook Court, Building # 92, Unit 1G for insurance claim Invoice# 1702161 (Date of Occurrence 2/16/17) in the amount of \$842.89 for a leak in the pantry off kitchen. Inside valve to the hose bib outside was leaking.

Resolution# 18, 7/26/17

- 6) Mutual 19B Board of Directors approved insurance claim payment of \$1,217.26 to LWMC; Invoice# 1703202, Bldg.# 93-3J (Date of Occurrence 3/20/17) for master toilet in 3J was leaking into 2J and 1J.

Resolution# 19, 7/26/17

- 7) Mutual 19B Board of Directors approve seeking reimbursement of payment from the unit owner at 15201 Elkridge Way, Building#93, Unit 3J for insurance claim Invoice# 1703202 (Date of Occurrence 3/20/17) in the amount of \$1,217.26 for master toilet in 3J was leaking into 2J and 1J.

Resolution # 20, 7/26/17

- B. Authorize New CD for one expiring 8/8/17- After Board discussion, upon duly made and seconded, the Board approved the following:

Motion to authorize the Accounting Staff to redeem and invest the entire proceeds of the maturing Sona Bank CD maturing on 8/8/2017 plus any interest earned at the best available rate for a time of up to 36 months.

Resolution# 21, 7/26/17

6. New Business-

- A. PPD Building Maintenance Checklist- Board discussed each building and the changes/suggestions that need to be address with PPD.
- B. RFQ-Engineering Services- Mr. Gervais stated that four listed engineers were sent this letter seeking their interest and qualifications after we describe what we want in this RFQ. It will be sent out this week and asking them to return it by August 25th and all questions must be done by August 18th. Authorization was also given to approve advertising the RFQ.

Upon motion duly made and seconded, the Board approved the mailing of the request for statements of interest and qualification (RFQ) to provide Engineering Analyses and services and to advertise.

Resolution # 22, 7/26/17

- C. McFall & Berry Proposal# T17284-BR- Proposal was submitted to the Board to take down & remove one dead Ash & one dead Pine Tree in the wooded area behind Bldg.# 88 at 15300 Beaverbrook Court. And flush cut stumps in the amount of \$1,300.00.

Upon motion duly made and seconded, the Board approve McFall & Berry Proposal# T17284-BR (Dated 6/28/17) and payment of \$1,300.00 to take down & remove one dead Ash & one dead Pine Tree in the wooded area behind Bldg.# 88 at 15300 Beaverbrook Court. And flush cut stumps.

Resolution# 23, 7/26/17

7. Unfinished Business-Update Reports

- A. PPD Items and PPD Special Projects- Mr. Lederman stated that the Mutual is in good shape with PPD items and projects.
- B. Paint Floor at Bldg.#88 Side Entrance and Under Mat at Bldg.#91 Rear Entrance- Both projects were completed.
- C. "Who Pays List"-Lawyer to review- Mr. Gervais stated that he sent the list to the attorney for review, but awaiting a response.
- D. Shampooing Carpets Status- Roberta stated that she will follow up with Stansbury cleaning services to address those buildings that were not cleaned.
- E. New bench at Bldg.# 89 and benches-Have PPD do another pad- Mr. Gervais stated that he will contact PPD to have them replace the pad due to incorrect size.
- F. Status of Clay Kenney Projects (facia at bldg.#91, replace gutter at bldg.# 91, plywood & shingles at bldg. #90, leak in bldg. #89-3G- Roberta will follow up with Clay Kenney of the status of this project.
- G. Door paint touch up at Bldg. #90- Mrs. Lazar stated that she will take on this task and will follow

up with the Board.

- H. Letter Boards for Bldg.#93 & Bldg.# 94- Letters have been order and will be replaced on the directory boards.
 - I. Window Washing- Roberta will follow up with E&R Window Services for those with unsatisfactory cleaning.
8. Leisure World Board of Directors Report- Mr. Gervais reported on the July 25, 2017 LW Community Corporation meeting.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- Mr. Damsky report included: (1) Community Planning Charter will be updated. (2) Discussion of a possible gate access indicator placed at each gate.
 - B. Restaurant- Ms. Mastorocco report included: (1) Restaurant Advisory Committee has been tasked with reviewing the inspection reports and license requirements. (2) Fitness Center will open the end of September. (3) Signal Credit Union will open by the end of August, there will be ATM at both Clubhouse locations. (4) Crab Fest was sold out for July, seats still available for the three remaining dates.
 - C. Education & Recreation- Ms. Lazar report included: (1) Resolution was postponed declining early morning Fitness Center hours, to change from 4 a.m. to 7 a.m. (2) 2018 E&R budget was approved for Clubhouse I & II. (3) July 4th celebration was successful and well attended. (4) Discussion about the height of the fence surrounding the pool and Lanai will be address. (5) The proposal to charge \$100 for the new fitness center was rejected. (6) Grand opening for the new fitness center will be September 15th from 9 a.m.-5 p.m. (7) Further cameras will be installed in the new fitness center and will be monitored by security office.
 - D. Physical Properties Department- Mr. Lazar report included: (1) Schedule Special Meeting will take place to discuss PPD budget. (2) H&H Concrete Company will have a 2% raise over the next three years.
 - E. Health- Mr. Lederman reported on behalf of Mrs. Lederman stating that they signed a five-year contract with MedStar.
 - F. Tennis- Mr. Gervais stated that he was unable to attend the meeting, so no report at this time.
 - G. Landscape- Mrs. Gervais report included: (1) Budget was approved. (2) Motion was passed to officially name the natural park to Pollinator Park. (3) Proposal was discussed to have an Evergreen Magnolia tree planted at the Magnolia Park located near Elkridge Way.
10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – All reports were noted.

12. Open Forum- None

13. Adjournment- The meeting adjourned at 3:40 p.m.

Next Agenda Meeting- August 16, 2017, Montgomery Room; Clubhouse I at 1:00 p.m.

Next Regular Meeting- August 30, 2017, Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2017

3701 Rossmore Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
106,911	106,911	0	748,377	748,377	0
1,582	754	828	9,973	5,278	4,695
30	0	30	390	0	390
6,105	0	6,105	51,351	0	51,351
(24,499)	(23,671)	(828)	(170,388)	(165,697)	(4,691)
90,129	83,994	6,135	639,703	587,958	51,745
INCOME					
88	87	(1)	613	615	3
0	0	0	4,050	4,400	350
4,298	4,298	0	30,086	30,086	0
272	256	(16)	1,900	1,792	(108)
900	976	76	6,300	6,832	532
0	0	0	742	0	(742)
5,557	5,617	60	43,690	43,725	35
ADMINISTRATIVE EXPENSES					
Common Ownership Fee					
Audit					
01 Insurance Property					
03 Insurance Fidelity					
Property Mgmt Services					
Miscellaneous					
TOTAL ADMINISTRATIVE EXPENSES					
1,499	1,500	1	10,496	10,500	4
1,115	333	(782)	1,115	2,331	1,216
154	292	138	2,771	2,040	(731)
0	333	333	3,085	2,331	(754)
0	83	83	0	581	581
0	83	83	363	581	218
0	167	167	5,407	1,165	(4,242)
252	1,333	1,081	10,624	9,331	(1,293)
176	176	0	1,232	1,232	0
3,197	4,300	1,103	35,094	30,092	(5,002)
BUILDING EXPENSES					
01 Elevator Contract					
02 Elevator Overtime					
Pest Control					
05 Sprinkler Contract					
06 Repair Sprinkler,F/A					
07 Fire Marshll, Permit					
10 F/A Inspections					
02 Grounds Landscaping					
Telephone					
TOTAL BUILDING EXPENSES					
1,904	2,450	546	17,937	21,700	3,763
0	(455)	(455)	0	(4,026)	(4,026)
9,579	12,600	3,021	99,971	111,600	11,629
0	(1,098)	(1,098)	0	(9,729)	(9,729)
8,999	13,807	4,808	54,009	64,016	10,007
20,482	27,304	6,822	171,917	183,561	11,644
UTILITY EXPENSES					
98 Electric Com Area					
96 Electric Pr Yr CA					
99 Electric Master					
97 Electric Pr Yr MM					
99 Water					
TOTAL UTILITY EXPENSES					
0	167	167	0	1,165	1,165
OTHER EXPENSES					
01 Activities					

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	208	0	6403	208	6403	1,456
0	0	634	6404	0	0	(634)
0	375	634		375	2,621	1,987
0	0	7,130		0	0	(7,130)
0	0	8,050		0	0	(8,050)
788	0	3,584		(788)	0	(3,584)
0	0	1,899		0	0	(1,899)
168	0	947		(168)	0	(947)
296	0	1,090		(296)	0	(1,090)
1,610	0	2,430		(1,610)	0	(2,430)
2,758	0	22,143		(2,758)	0	(22,143)
440	0	3,544		(440)	0	(3,544)
45	0	250		(45)	0	(250)
0	0	284		0	0	(284)
6,105	0	51,351		(6,105)	0	(51,351)
35,341	37,596	302,686		2,255	259,999	(42,687)
7,444	6,384	49,722		(1,060)	44,687	(5,035)
2,598	2,564	18,703		(34)	17,949	(754)
2,152	2,138	15,252		(14)	14,964	(288)
0	(130)	(186)		(130)	(912)	(726)
186	181	1,299		(5)	1,262	(37)
(594)	(544)	(3,414)		50	(3,807)	(393)
186	126	1,236		(60)	882	(354)
1,394	1,394	9,763		0	9,763	0
1,707	1,634	11,541		(73)	11,436	(105)
6,494	6,510	45,459		16	45,570	111
1,039	1,044	7,273		5	7,304	31
4,639	4,954	32,656		315	34,677	2,021
482	544	4,416		62	3,807	(609)
1,113	876	5,789		(237)	6,128	339
223	210	1,336		(13)	1,470	134
111	111	779		0	781	2
248	248	1,734		0	1,734	0
4,685	4,685	32,796		0	32,796	0
92	92	649		0	649	0
116	116	806		0	806	0
1,283	1,283	8,982		0	8,982	0
TOTAL RESERVE EXPENSES						
TOTAL OPERATING EXPENSES						
COMMUNITY FACILITIES						
10 Administration	7100	49,722		(1,060)	44,687	(5,035)
20 Education & Recreation	7100	18,703		(34)	17,949	(754)
21 Club House II	7100	15,252		(14)	14,964	(288)
22 LW News	7100	(186)		(130)	(912)	(726)
25 Food Service	7100	1,299		(5)	1,262	(37)
30 Medical Center	7100	(3,414)		50	(3,807)	(393)
40 PPD Management	7100	1,236		(60)	882	(354)
41 Grounds	7100	9,763		0	9,763	0
43 Trash	7100	11,541		(73)	11,436	(105)
58 TV	7100	45,459		16	45,570	111
60 Transportation	7100	7,273		5	7,304	31
65 Security	7100	32,656		315	34,677	2,021
70 Street Lights	7100	4,416		62	3,807	(609)
80 Golf Course	7100	5,789		(237)	6,128	339
81 Pro Shop	7100	1,336		(13)	1,470	134
85 Comm Call System	7100	779		0	781	2
90 Snow Reserve	7100	1,734		0	1,734	0
92 Prop Maint Rsv	7100	32,796		0	32,796	0
93 Contg Rsv	7100	649		0	649	0
94 New Equip Fund	7100	806		0	806	0
95 Repl Rsv	7100	8,982		0	8,982	0

3701 Rossmore Blvd.
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
07/31/2017

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
0	546	546	0	3,822	3,822
35,598	34,966	(632)	246,591	244,750	(1,841)
98 Salary Adjustment					
5,292	4,372	(920)	35,419	30,602	(4,817)
4,258	4,313	55	30,135	30,190	55
0	0	0	743	0	(743)
223	307	84	2,154	2,144	(10)
3,089	3,260	171	22,652	22,823	171
260	61	(199)	1,225	426	(799)
0	214	214	0	1,500	1,500
13,121	12,527	(594)	92,329	87,685	(4,644)
TOTAL COMMUNITY FACILITIES					
84,060	85,089	1,029	641,605	592,434	(49,171)
6,069	(1,095)	7,164	(1,903)	(4,476)	2,573
TOTAL MUTUAL OPERATING					
TOTAL EXPENSES					
INCOME/DEFICIT					

MUTUAL 19B
CASH INVESTMENTS
July 31, 2017

INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:								
BANK OF AMERICA							177,961.24	177,961.24
ALLOCATED FUNDS:								
MONEY MARKETS								
100003 ACCESS NATIONAL BANK	0.99%			145,334.46	80,835.33	13,320.19		239,489.98
100016 B OF I FEDERAL BANK	0.80%			229,203.53				229,203.53
100016 CONGRESSIONAL BANK	0.70%			127,560.95	52,778.10	12,761.00		193,100.05
CERTIFICATES OF DEPOSIT								
100011 SONABANK	1.25%	103,356.60	08/08/2017	104,545.01				104,545.01
100012 SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,851.96				51,851.96
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	154,565.77				154,565.77
100017 EVER BANK	1.60%	100,696.94	10/03/2019	102,030.39				102,030.39
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:				2,140.44	0.00	0.00	(2,140.44)	
TOTAL				1,447,422.32	133,613.43	26,081.19	175,820.80	1,782,937.74

GENERAL MANAGER'S REPORT

August 2017

COMMUNITY TOPICS

1. Finances -

In July, net operating expenses were approximately \$24,500 over budget.
Year-to-date, operating expenses are approximately \$38,600 over budget.

In July, there were 33 property transfers which contributed \$138,000 in transfer fees.

2. Signal Financial Credit Union -

Opening of branch- 8/28.

ATM has been installed in Administration Building lobby.
Targeted operational date- week of 8/21.

Second ATM will be installed in lobby of Clubhouse 2.

3. Budget 2018 -

Budget was reviewed by the Budget and Finance Advisory Committee on Wednesday 8/16.
The Committee recommended approval of the 2018 budget.
LWCC Board of Directors 8/29.

4. Medical Services -

The Health Advisory Committee has recommended to the Leisure World Community Corporation Board of Directors that the following services be provided:

- Audiology
- Massage therapy
- Durable medical equipment
- Home care-nursing
- Acupuncture

5. Cascade Circle Re-paving – will be closed during project

Work will begin on Sunday 8/27 @ 9:00 p.m.

Project is scheduled for completion on Friday 9/1

Daily work schedule 9:00 p.m. to 5:00a.m.

6. Recruitment

New Hires:

Willie Maddox – HVAC Technician – HVAC-PPD
Oscar Portillo - Maintenance Technician - Special Projects Dept 0420
Henry Garcia - Security Guard - S&T
Sean Brigman - Customer Service Representative
Russell Haak - Maintenance Assistant – Villa Cortese

Promotion/Transfers

Sean McDermitt - From Security Guard to Supplemental Transportation Driver (S&T)

Departures:

Ellen Solomon – Administrative Assistant - Administration

Open Positions:

Administrative Assistant – Administrative Support (Trust Services)
AGM – Facilities and Services
Community Patrol Officer Security & Transportation
Golf Course Technician – Golf Maintenance
HVAC Foreman - (PPD)
Recycling Driver – PPD Sanitation/Recycling
Security Guard – Security & Transportation
Supplemental Transportation Driver – Security & Transportation
Service Plumber – Plumbing - PPD
Shuttle Bus Driver – Security & Transportation

Filled Positions:

HVAC Service Technician – PPD
Maintenance Assistant – Villa Cortese