

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

October 25, 2017  
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Dunn, Gervais, Goldsborough, Lazar, Lederman, Mastrorocco, Nadeau)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of September 27, 2017 Meeting
5. Treasurer's Report
  - A) Invoices for Payment (Attachment #5)
6. New Business
  - A) Approve 2018 Budget
  - B) Approval of Advisory Committee Applications (Attachment #6)
  - C) Management and Operating Agreement - 2018 (Attachment #7)
  - D) Approve Contract Management Services Agreement (Attachment #8)
  - E) Contract with O'C&L (Attachment #9)
  - F) McFall Berry - Proposal
  - G) Approve Holiday Party - 12/10/17, 5-9 pm
  - H) Elevator at Bldg. #90
7. Unfinished Business - Update Reports
  - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage
  - B) "Who Pays" (Attachment #10)
  - C) Shampooing Carpets - Status
  - D) PPD Building Maintenance Checklist

E) Status of Clay Kenny project - replace gutter at #91

F) Resident door paint touch up at Bldg. #90.

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

H) Jeanette Winegard - Condensate drain Bldg. #90-1H

8. Leisure World Board of Directors and Advisory Committee Reports

9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

Next Regular Meeting - November 29, 2017, Sullivan Room, 1:00 p.m.

Next Agenda Meeting - November 22, 2017. Sullivan Room, 1:00 p.m.

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

September 27, 2017  
Sullivan Room – 1:00 P.M.

Res #38 - #42

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, September 27, 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

Absent: John Dunn, Treasurer

Management: Melissa Pelaez, Director Mutual Services; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Jude Howard, Charles Middleton, Sid Lazar, Lawrence Damsky, Ann Kyber, Virginia Austin, Jeanette Winegard, Clayton Lewis, Susan Evanovsky, Judith Robinson, J.M. Brewer, Meriel Brewer

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. Melissa Pelaez. All questions and comments were responded to by Ms. Pelaez.
4. Approval of Minutes of August 30, 2017 – The Minutes of the regular meeting held August 30, 2017 were approved as edited. Section 9B on page 5; should read after discussing about who pays state taxes, Perrie LLC stated that they always submit the taxes and are also in compliance with state taxes. Section 9D on page 5; should read that Mr. Lazar stated that there are new contracts for services coming up that prices will range from \$335 to \$725 per year.
5. Treasurer’s Report – Mr. Gervais reported that the Mutual had a balance forward at the beginning of the month of \$177,961.24. Total receipts of \$227,303.13 & disbursements of \$227,882.07 giving the cash ending balance of \$177,382.30.
  - A. Invoices for Payment- The invoice presented at the Board Meeting, upon motion duly made and seconded, the Board approved payment of the following invoice:
    - 1) Mutual 19B Board of Directors approved payment to McFall & Berry Invoice # 196459 (Dated 9/13/17) in the amount of \$1,300.00 for:

Building# 88; Tree Maintenance. Take down & remove one dead Ash Tree & one dead Pine Tree in wooded area behind the building. Flush cut stumps.

**Resolution #38, 9/27/17**

6. New Business-

- A. McFall Berry Turf Option Program- Mr. Mike Angles, President of Operations for McFall & Berry Landscape discussed organic lawn care or a more natural lawn care program than what is currently being used in Leisure World. An overview was submitted to the board for discussion.
- B. Contract with O’C&L- After discussion, the Board decided to postpone until the October Meeting.
- C. Proposed Trust Amendment- After discussion, the Board approved the changing of the LW Trust Agreement to also make available an insured Credit Union for deposit of the Trust Funds.

Board of Directors of Mutual 19B approved the language of the amendment and authorized their representatives to the LWCC Board of Directors to vote in favor of amending Trust Agreements I and II by deleting the current language in Section V (K) and replacing it with the proposed Section V (K):

**Section V, Duties, Compensation, and Reimbursement of Trustee.**

**Resoultion#39, 9/27/17**

- D. Management and Operating Agreement 2018- Mr. Gervais stated this will be delayed until the October meeting.
- E. McFall Berry Proposals- After Board discussion, upon duly made and seconded, the Board approved the following:

Mutual 19B Board of Directors approved the McFall & Berry Proposal #T17459-BR (Dated 9/8/17) for the payment of \$180.00, take down & remove small dead Pine Tree in the rear of bldg. # 89 15310 Beaverbrook Court and flush cut stump.

**Resolution #40, 9/27/17**

Mutual 19B Board of Directors approved the McFall & Berry Proposal#T17460-BR (Dated 9/8/17) for the payment of \$900.00, take down & remove small dead Oak Tree in the natural area in the rear of building and flush cut stump. Also take down & remove small dead Oak Tree in the natural area in the front of the building and flush stump at 15311 Beaverbrook Court.

**Resolution #41, 9/27/17**

7. Unfinished Business-Update Reports

- A. 2018 Budget- Mr. Gervais stated that the Board will approve the budget at the October Meeting.
- B. PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Elkridge Drainage- Mr. Lederman stated that the Mutual is in good shape with PPD items and projects.

- C. “Who Pays”- Mr. Gervais stated that the second revision was submitted to the Board with the recommended changes from the attorney. After discussion and changes noted by Mr. Lederman, the Board agreed to approve the revised “Who Pays” List, which will be mailed out to all unit owners in October.

**Resolution#42, 9/27/17**

- D. Shampooing Carpets- Status- The Board agreed that when the next scheduled carpet cleaning takes place to have all building representatives involved.
- E. PPD Building Maintenance Checklist- Mr. Gervais will follow up with PPD of items left on the checklist that still needs to be address.
- F. Status of Clay Kenney Project- replace gutter at Bldg.#91- Roberta will follow up.
- G. Resident door paint touch up at Bldg.# 90- Ms. Lazar stated that Ronny Cabrera will seek out other doors that need touch ups.
- H. Advisory Committee Applications due for approval by Board on Oct. 25<sup>th</sup>- Mr. Gervais stated that Advisory Committees are available. Applications must be submitted at the October board meeting to be presented to the LWCC Board for approval.
- I. Window Cleaning Contract- Fix & Return- Lorraine Gibbons Bldg.#89-3F- Roberta stated that E&R Window Cleaning Services will be out next Friday to replace Ms. Gibbons window screen.
- J. Jeanette Winegard- Condensate Drain Bldg. #90-1H- Roberta will contact PPD to gather more information about the condensate lines.
8. Leisure World Board of Directors Report- Mr. Gervais report included: (1) Board approved a policy regarding distribution & posting of printed materials, charitable solicitation, and petitioning. (2) Board approved \$20,000 to be spent on a consultant to develop a request for information from broadband providers in anticipation of a contract start in July 2020.
9. Advisory Committee Reports –
- A. Community Planning, Security & Transportation- Mr. Damsky’s report included: (1) Signages are needed along the southern area of the community. The Board asked for an estimate dollar amount for the repairs to be done. (2) Proposal for car decals to be used for gate access onto Leisure World.
- B. Restaurant- Ms. Mastrorocco report included: (1) Nicole Gerke contacted the wood shop for an estimate on making two round table tops. (2) Clubhouse Grille fire place was not working due to no electrical connection. (3) Motion was passed to install bar hooks in the Clubhouse Grille. (4) Stein Room’s kitchen will be closed during the clean-up and repair when the floor in the Terrace Room will be replaced. The Grille’s kitchen will be closed the following week for clean-up and repair. (5) Stein Room’s carpet will be replaced with vinyl tile, which will match the Terrace Room. (6) Ed Richardson stated that business is going well and that banquet season is approaching. (7) Tickets for Thanksgiving and the New Year’s Eve are on sale. (8) Email was submitted to the Committee requesting a coffee concession be added to the Fitness Center with

different assortments. (9) Clubhouse II has rule not allowing food or drinks in the lobby, exercise room, etc. Committee voted not to put coffee in Clubhouse II.

- C. Education & Recreation- Ms. Lazar report included: (1) Fitness Center has been getting great reviews. New equipment is still arriving. (2) Mr. Flannery was asked to contact Comcast on the TV hookup not responding. (3) Mention of residents using their telephone number for the fitness center entry is still being discussed. (4) Dee Martynuska will be retiring from LWMC effective November 1<sup>st</sup>. (5) There will be an open Flea Market, Walk-a-Thon and Flu Clinic in the month of September. (6) Pool contract will expire on January 1, 2018. Bids are being submitted.
  - D. Physical Properties Department- Mr. Lazar stated that H/H Contract has been increased.
  - E. Health- Mr. Lederman reported on behalf of Mrs. Lederman: (1) October 28<sup>th</sup> is "Drug Take Back Day" at LWMC from 10-2 p.m. (2) Ann Johnson is the new full time social worker. (3) The Walk-In Clinic is still in the discussion phase. (4) October 25<sup>th</sup> Dr. Shah will discuss pain/medical alternatives, etc. (5) October 26<sup>th</sup> the head of physical therapy at the Medical Center will talk about the services offered. (6) Available space for alternative health care partners with Med Star is still being finalized.
  - F. Tennis- No report.
  - G. Landscape- Mrs. Gervais report included: (1) Magnolia Park conservation garden has been weeded and trash removed. (2) Ground Department will rework the Leisure World Map to include all parks names. (3) Fall plantings are continuing.
- 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 3:30 p.m.

Next Agenda Meeting- None scheduled for the month of October

Next Regular Meeting- October 25, 2017, Sullivan Room, 1:00 p.m.

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Rita Mastrorocco, Secretary

**Mutual 19B**

Bank of America Operating Account

CASH ACTIVITY REPORT

September 30, 2017

**Balance Forward**

**\$177,382.30**

Total Receipts (See Attached)

\$306,915.45

Total Disbursements (See Attached)

(\$298,055.53)

**Cash Balance**

**\$186,242.22**





M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
09/30/2017

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET		BUDGET	
0	167	0	1,499	167	1,499	1,499
0	208	0	1,872	208	1,872	1,872
0	0	634	0	0	0	(634)
0	375	634	3,371	375	3,371	2,737
0	0	7,130	0	0	0	(7,130)
0	0	8,050	0	0	0	(8,050)
0	0	3,932	0	0	0	(3,932)
0	0	2,085	0	0	0	(2,085)
653	0	1,600	0	(653)	0	(1,600)
148	0	1,238	0	(148)	0	(1,238)
45	0	2,699	0	(45)	0	(2,699)
2,792	0	34,138	0	(2,792)	0	(34,138)
0	0	3,544	0	0	0	(3,544)
0	0	340	0	0	0	(340)
0	0	355	0	0	0	(355)
3,638	0	65,110	0	(3,638)	0	(65,110)
26,007	39,151	360,495	335,092	13,144	335,092	(25,403)
5,911	6,384	62,202	57,455	473	57,455	(4,747)
2,227	2,564	23,601	23,077	337	23,077	(524)
2,041	2,138	19,334	19,240	97	19,240	(94)
(111)	(130)	(482)	(1,172)	(19)	(1,172)	(690)
186	181	1,670	1,624	(5)	1,624	(46)
(594)	(544)	(4,602)	(4,895)	50	(4,895)	(293)
111	126	1,607	1,134	15	1,134	(473)
1,394	1,394	12,551	12,551	0	12,551	0
1,559	1,634	14,807	14,704	75	14,704	(103)
6,494	6,510	58,447	58,590	16	58,590	143
1,039	1,044	41,933	44,585	5	44,585	41
4,453	4,954	5,381	4,895	501	4,895	2,652
482	544	7,830	7,880	62	7,880	(486)
742	876	1,707	1,890	134	1,890	50
148	210	1,002	1,003	62	1,003	183
111	111	2,230	2,230	0	2,230	1
248	248	42,166	42,166	0	42,166	0
4,685	4,685	833	833	0	833	0
92	92	1,038	1,038	0	1,038	0
116	116			0		0
<b>TOTAL RESERVE EXPENSES</b>						
<b>TOTAL OPERATING EXPENSES</b>						
<b>COMMUNITY FACILITIES</b>						
10 Administration	7100	473	7100	473	7100	(4,747)
20 Education & Recreation	7100	337	7100	337	7100	(524)
21 Club House II	7100	97	7100	97	7100	(94)
22 LW News	7100	(19)	7100	(19)	7100	(690)
25 Food Service	7100	(5)	7100	(5)	7100	(46)
30 Medical Center	7100	50	7100	50	7100	(293)
40 PPD Management	7100	15	7100	15	7100	(473)
41 Grounds	7100	0	7100	0	7100	0
43 Trash	7100	75	7100	75	7100	(103)
58 TV	7100	16	7100	16	7100	143
60 Transportation	7100	5	7100	5	7100	41
65 Security	7100	501	7100	501	7100	2,652
70 Street Lights	7100	62	7100	62	7100	(486)
80 Golf Course	7100	134	7100	134	7100	50
81 Pro Shop	7100	62	7100	62	7100	183
85 Comm Call System	7100	0	7100	0	7100	1
90 Snow Reserve	7100	0	7100	0	7100	0
92 Prop Maint Rsv	7100	0	7100	0	7100	0
93 Contg Rsv	7100	0	7100	0	7100	0
94 New Equip Fund	7100	0	7100	0	7100	0





MUTUAL 19B  
CASH INVESTMENTS  
September 30, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							186,242.22	186,242.22
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
100003	ACCESS NATIONAL BANK	1.24%			145,969.76	80,990.59	13,345.77		240,306.12
100016	B OF I FEDERAL BANK	0.80%			192,503.85				192,503.85
	CONGRESSIONAL BANK	0.70%			1,005.23	52,453.45	14,454.49		67,913.17
<b>CERTIFICATES OF DEPOSIT</b>									
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2018	51,959.70				51,959.70
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
100023	PACIFIC NATIONAL BANK	1.60%	100,000.00	09/25/2018	100,000.00				100,000.00
100014	FIRST INTERNET BANK	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	154,944.29				154,944.29
100020	REVERE BANK	1.50%	100,003.29	04/12/2019	100,003.29				100,003.29
100017	EVER BANK	1.60%	100,696.94	10/03/2019	102,297.41				102,297.41
100021	SONA BANK	1.70%	127,308.17	04/18/2020	127,308.17				127,308.17
100022	EVER BANK	2.00%	104,658.29	08/23/2020	104,874.25				104,874.25
100024	FIRST INTERNET BANK	1.94%	95,000.00	09/18/2020	95,000.00				95,000.00
	DUE TO FROM:				2,458.00	0.00	0.00	(2,458.00)	
<b>TOTAL</b>					<b>1,481,202.30</b>	<b>133,444.04</b>	<b>27,800.26</b>	<b>183,784.22</b>	<b>1,826,230.82</b>

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## GENERAL MANAGER'S REPORT

October 18, 2017

### COMMUNITY TOPICS

1. Finances –

Year-to-date (as of 9/30/17) net operating expenses are approximately \$16,600 over budget.

In September, there were 32 property transfers which contributed \$118,500 in transfer fees.

2. Flu Clinic—

MedStar will be administering flu shots in the Crystal Ballroom from 9:00 a.m. to 1:00 p.m. on the following dates:

October 23<sup>rd</sup>

November 3<sup>rd</sup>

3. Shredding day—

The next community shredding day is scheduled for October 28<sup>th</sup> from 10:00 a.m. to 1:00 p.m. in the Administration Building parking lot.

4. New Assistant General Manager-Facilities & Services –

We welcome Mr. Tom Snyder as the newest member of the Leisure World of Maryland Corporation team. Mr. Snyder is taking on the Assistant General Manager for Facilities & Services position beginning Tuesday, October 10, 2017. He will be responsible for enhancing existing (or new) client programs including short and long-range planning, construction/renovation projects, preventative and corrective maintenance, energy management, as well as landscape, janitorial, and asphalt & concrete contract management. In addition, he will have P&L responsibility for the division offering maintenance, repair and home improvement services.

5. Training Session—Board Members—

On Monday, October 30<sup>th</sup>, a Training Session will be presented for Mutual Board members. The event will be held in the Montgomery Room (Clubhouse I) from 10:00am to 1:00pm and is sponsored by Thomas Schild Law Group. The agenda will be sent to Mutual Presidents the week of October 23<sup>rd</sup>. Seating is limited to 2 Board members per Mutual. Please RSVP to Crystal Castillo at [ccastillo@lwmc.com](mailto:ccastillo@lwmc.com) if you would like to attend.

6. Dee Martynuska Retirement—

Dee Martynuska, Director of Education & Recreation, will be retiring effective November 3<sup>rd</sup>. Human Resources has begun the recruitment process to fill this position.

7. Website Portals—

The community website portal launched on October 10<sup>th</sup> and the individual Mutual website portals are expected to launch on October 30<sup>th</sup>. We have created a helpdesk to assist residents with accessing their accounts as well as answering questions regarding the new websites. The helpdesk will be available weekdays beginning October 10<sup>th</sup> to November 13<sup>th</sup> from 1:00pm to 4:00pm. The helpdesk phone number is 301-598-1029. Residents can also receive help by emailing their questions or concerns to ([websitesupport@lwmc.com](mailto:websitesupport@lwmc.com)).

8. Advisory Committee Recommendations--2018—

Reminder to all Mutual Presidents: Advisory Committee recommendations are due by October 31, 2017. Please submit all documents to Kenia Ibanez at [kibanez@lwmc.com](mailto:kibanez@lwmc.com).

9. Recruitment—

**New Hires:**

Tom Snyder – AGM-Facilities & Services  
Jesse Simpkins – Sanitation Helper (PPD)  
Karissa Wong – Security Guard (S&T)

**Departures:**

Vincent Turner - Property Manager – Greens I (9/15)  
Nathan Cole – Sanitation Helper (PPD) (9/19)

**Open Positions:**

Community Patrol Officer – (S&T)  
HVAC Foreman - (PPD)  
Security Guard – (S&T)  
Service Plumber – Plumbing - PPD  
Shuttle Bus Driver - (S&T)  
Sanitation/Recycle Driver – (PPD)