

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

November 30, 2016  
Sullivan Room - 1:00 P.M.

AGENDA

1. Call to Order (Gervais, Damsky, Dunn, Mastrorocco, Lederman)
2. Approval of The Agenda
3. General Manager's Report- Ms. Jolene King
4. Approval of Minutes of October 26, 2016 Meeting
5. Leisure World Board of Directors Report
6. Treasurer's Report- Jack Dunn
  - A. Invoices for Payment-
    - (1) Invoice# 91331 (Attachment # 1)
    - (2) Invoice# 82503 (Attachment # 2)
    - (3) Invoice# 188863 (Attachment # 3)
    - (4) Invoice# 95200 (Attachment # 4)
    - (5) Invoice# 7152376506 (Attachment # 5)
    - (6) Invoice# 190100 (Attachment # 6)
    - (7) Invoice# 190096 (Attachment # 7)
    - (8) Invoice# 44025 (Attachment # 8)
    - (9) Invoice# 1608282 (Attachment # 9)
    - (10) Invoice# 1610182 (Attachment # 10)
    - (11) Invoice# 1610082 (Attachment # 11)
    - (12) McFall & Berry Proposal#16519 (Attachment # 12)
  - B. CD Renewals
7. New Business
  - A. Unit #89-3J (David Reeve/Ruth Brodsky), \$251.76; Installed flashing around exterior A/C Unit (Attachment # 13)
  - B. Unit #91-3G (George Samara), Approve Dryer Vent Cleaning- Missed date because of move in
  - C. McFall & Berry Proposal #16436R (Dated 10/26/16), \$75.00, Increase Daffodils from 300 to 350 (Increase approval of # 16436R from \$450.00 to \$525.00) (Attachment # 14)

- D. McFall & Berry Proposal #16518 (Dated 11/21/16), \$195.00, Spreading piles of wood chips (Attachment # 15)
  - E. Holiday Gifts
  - F. Larry Damsky Resignation from Mutual 19B Board; effective 12/3/16 (Attachment # 16)
  - G. Rental Requirements (Attachment # 17)
  - H. Approval of Poinsettias Plants purchase for all seven Bldgs.
8. Unfinished Business- Update Reports
- A. PPD Items
    - (1) Clay Kenney; M19B Entrance Roof Repair (Attachment # 18)
  - B. McFall & Berry Items
  - C. Insurance Claim 2016 List
  - D. Dog Complaint
  - E. "Who Pays" List
  - F. Insurance Claim Process (Attachment # 19)
  - G. PPD Requests Procedure (Attachment # 20)
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment
14. Next Regular Meeting – December 28, 2016, Sullivan Room, 1:00 p.m.
15. Next Agenda Meeting – December 21, 2016, Sullivan Room, 1:00 p.m.

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

October 26, 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, October 26, 2016 at 1:00 p.m.

Directors Present: John Gervais, President; Larry Damsky, Vice President; Rita Mastrorocco, Secretary; Richard Lederman, Director.

Members Absent: John Dunn, Treasurer

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

Visitors: Jane Gervais, Virginia Austin, Mai Meines, Marion Bedell, Catherine Hogan, Sid & Janet Lazar, Charles Middleton, Jude Howard, Marion & Judith Rosenburg, Ann Kyber, Connie Costa, Romeo Fagiolo

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 as amended. New Business- d. To add McFall & Berry Proposals.
3. General Manager's Report – The General Manager's Report was presented by Mr. Coursen. All questions and comments were responded to by Mr. Coursen.
4. Approval of Minutes of September 28, 2016 – The minutes of the regular meeting held on September 28, 2016 were approved as amended. Unfinished Business- To remove #4 Gutter Cleanings statement.
5. Leisure World Board of Directors Report – Mr. Damsky's report included: A. E&R Committee submitted new rules for the different clubs and committees. B. LWCC reviewed and approved the bus service contract.
6. Treasurer's Report – Mr. Gervais reported that the Mutual has \$163,000 in the Operating Account, to include receipts of \$214,000 and payments of \$213,000.
  - A. Invoices for Payment- There were five invoices presented at the Board meeting, Invoice #82503 & Invoice #91331 were not approved. Board members wanted clarification of each, and will be discussed at the November Board meeting. Upon motion duly made and seconded, the Board approved payment of the following invoices:
    - (1) Invoice# 4347-2 Midatlantic Floors, LLC-  
Mutual 19B Board of Directors approves payment of \$10,306.00 to Midatlantic Floors, LLC for carpet replacement of Buildings #93, #94; Invoice # 4347-2 payment to come from the Replacement Reserves.  
**Resolution #32, 10/26/16**
    - (2) Invoice# 87611 LWMC-  
Mutual 19B Board of Directors approves proposal Invoice #87611 payment of \$5,250.00 to LWMC for painting of exterior doors of Buildings # 88-#94.  
**Resolution #33, 10/26/16**

(3) Invoice# 92535 LWMC-

Mutual 19B Board of Directors approves payment of \$255.50 to LWMC; Invoice # 92535 for the removal of water stains from near the living room area at Unit # 94-1G.

**Resolution #34, 10/26/16**

- B. CD Renewals – Mr. Gervais stated there are two maturing CDs; one that matures on November 7<sup>th</sup> amount of \$151,735.48 and on November 13<sup>th</sup> amount of \$152,985.43. After discussion, the Board members approved the CD renewals.

Upon motion duly made and seconded, the Board agreed –

Mutual 19B Board of Directors approves The First Internet Bank CD; that matures on November 7<sup>th</sup> requesting that the CD's that are expiring be renewed at the best possible two-year rate to be determined by our accounting department.

**Resolution #35, 10/26/16**

Mutual 19B Board of Directors approves the investment of a two-year CD to replace the California First National Bank CD that expires on November 13<sup>th</sup> requesting that the CD's that are expiring be renewed at the best possible two-year rate to be determined by our accounting department.

**Resolution #36, 10/26/16**

7. Unfinished Business-

A. PPD Items- Mr. Lederman

- (1) Bldg. 89- Cracked ceiling and downspout repairs were completed.
- (2) Termite Inspection Bldg. 91- Roberta will follow up with Mr. Tenley in response to the arrangement made to gain access to inspect those units for termites.
- (3) Bench Paintings- Mr. Lederman reported that PPD submitted a revised proposal of the painting of the seven benches. After discussion, Board approved the proposal.

Upon motion duly made and seconded, the Board agreed –

Mutual 19B Board of Directors approves the revised proposal dated 10-5-16 from LWMC in the amount of \$2,604.00 to paint all seven benches in front of the buildings including the wood of the benches, the priming preparation of each bench, and for all benches to be painted the existing color.

**Resolution #45, 10/26/16**

- (4) Clay Kenney Improvement; Roof Repair Bldg. 90 Proposal- Mr. Lederman reported that Clay Kenney submitted a proposal amount \$4,675.00 for the canopy repair of bldg. 90 due to water that has accumulated. Roberta will follow up with Mr. Cabrera for clarification of the proposal and another bid proposal. After discussion, the Board agreed to readdress the proposal at the next Board meeting.
- (5) PPD Requests Procedure- Mr. Lederman reported that the Board as discussed and approved the revised PPD Requests Procedure documentation authorizing Roberta to approve service request but to contact the Mutual President if cost exceeds \$1,000 and to cc (Carbon Copy) Mr. Lederman on all work orders sent to PPD.

(6) Insurance Claim Process- Mr. Lederman stated that he will follow up with Mr. Coursen.

- B. 2016 Insurance Claim Listing- Mr. Gervais stated that he is still awaiting information from PPD.
- C. Dog Complaint- Mr. Gervais reported that this is still an ongoing issue and will be revisited at the next Board meeting.
- D. "Who Pays List"- Mr. Damsky reported that the Board reached out to PPD for clarification on certain listed items and will be presented to the Board upon receipt of clarification.
- E. ABM- Samang Ruabruam, #94-3J- Samang Ruabruam submitted an ABM to update unit exterior. All Board members approved the ABM.

Upon motion duly made, the Board agreed,  
To approve an ABM request from Samang Ruabruam; 15211 Elkridge Way (94-3J) to update unit exterior. Physical Properties Department will perform service.

**Resolution #46, 10/26/16**

8. New Business-

- A. Bldg. #88 Landscape, Drainage and Gutter issue- Approve Proposal- Mr. Gervais reported that McFall & Berry submitted a landscape proposal amount of \$2,995.00 for repair at the rear of Bldg. #88 to create a swale that will allow water to run away from the building. After discussion, the Board members approved the McFall & Berry landscape proposal.

Mutual 19B Board of Directors approves the landscape proposal; Proposal#16387 from McFall & Berry in the amount of \$2,995.00 to repair the drainage located at the rear of Building #88.

**Resolution #37, 10/26/16**

- B. ABM- Sandra Broadhurst, #92-1E- Sandra Broadhurst submitted an ABM to replace inside sliding door, patio frame and outside window on outside patio. All Board members approved the ABM.

Upon motion duly made, the Board agreed,  
To approve an ABM request from Sandra Broadhurst; 15301 Beaverbrook Court (92-1E) to replace inside sliding door, patio frame and outside window on outside patio. Quality Windows & Door will perform service.

**Resolution #38, 10/26/16**

- C. 2017 Budget Approval – The Mutual Budget for 2017 has been mailed to all owners on September 6, 2016. No written comments had been submitted by the October 18, 2016 deadline.

Upon motion duly made, the Board agreed,  
To approve the 2017 Mutual 19B Budget as mailed on September 6, 2016.

**Resolution #39, 10/26/16**

- D. McFall & Berry New Proposals – Mr. Gervais reported there are five McFall & Berry Landscape Proposals. After discussion, the Board members approved the following proposals.

To approve Landscape Proposal #16436 dated 10-11-16 in the amount of \$450.00 for planting of 300 Daffodils at Buildings #90, #91, #93, #92

**Resolution #40, 10/26/16**

To approve Tree Proposal #16438 dated 10-12-16 in the amount of \$1,390.00 for various plantings at Buildings #88, #90, #93, #92

**Resolution #41, 10/26/16**

To approve Tree Proposal #16439 dated 10-12-16 in the amount of \$2,650.00 for removal of large white oak tree at Building #91.

**Resolution #42, 10/26/16**

To approve Landscape Proposal #16440 dated 10-12-16 in the amount of \$780.00 for various plantings at Building #88, #91.

**Resolution #43, 10/26/16**

To approve Landscape Proposal #16441 dated 10-12-16 in the amount of \$450.00 for the plantings of 9 "Rose Creek" bushes at Building #88.

**Resolution #44, 10/26/16**

McFall & Berry Landscape; Summer 2017 Flowers- Upon motion duly made and seconded, the Board agreed –

To approve Landscape Proposal #R1-10-21-16 Summer 2017 Flowers dated 10-21-16 in the amount of \$2,200.80 for plantings of various flowers at Buildings #89, #90, #91, #92, #93, #94. And to add tall deer netting to all plant beddings.

**Resolution #47, 10/26/16**

9. 2016 Advisory Committee Nominations –Mr. Gervais reported that the 2017 Advisory Committee applications were approved by the Board and forwarded to LWCC Board for its review and approval.

After discussion,

Upon motion duly made and seconded, the Board agreed,

To approve as submitted the list of applicants for approval to the LWCC Board of Directors.

**Resolution #48, 10/26/ 2016**

10. Advisory Committee Reports-

- A. Community Planning, Security & Transportation- Mr. Damsky's report included: (1) Committee Planning is discussing the second stage of the Facilities Enhancement plan. (2) S&T Committee has approved the bus contract. (3) New street signage will be placed around Leisure World.
- B. Restaurant- Ms. Mastrorocco's report included: (1) The temporary vestibule was installed. (2) The new artwork for the Terrace Room was assigned to an interior decorator. (3) Reservations for Thanksgiving and Christmas parties are on schedule.
- C. Budget & Finance- Mr. Fagiolo's report included: (1) The operating expenses & trust funds are in good standings. (2) Committee reviewing other banks for CDs investment with the best rate.
- D. Education & Recreation- Ms. Lazar's report included: (1) Approval of the site plan for the Administration Building. (2) Clubhouse I and II internet services need be to improved. (3)

New Fitness Center site plan was not approved. (4) The Flee Market event was successful. (5) The E & R committee approved the revised "Policy & Procedures".

- E. Physical Properties Department- Mr. Lazar stated there was no meeting in the month of October.
  - F. Health- Mr. Lederman's report included: (1) Leisure World renewed the contract with Medstar for four years. (2) The Mental Health subcommittee had a productive lecture on "Aging Well; Dealing with Anxiety and Depression". (3) Upcoming lecture titled "Transitions" will be held on December 9 and will be posted in the Mutuals website.
  - G. Tennis- There was no report at this time.
  - H. Landscape- Ms. Howard reported that Montgomery County will be planting 30 or more "Canopy Trees" around Leisure World.
11. Building Representatives – Reports were presented from the Building Representatives present at the meeting.
12. Unit Owners-
- A. Ms. Lazar requested that the Board extend an invitation to Jessica Maselka to the upcoming Holiday Party.
13. Open Forum- None.
14. Adjournment- The meeting adjourned at 3:50 p.m.
15. Next Regular Meeting- November 30, 2016; Sullivan Room, 1:00 p.m.
16. Next Agenda Meeting- November 23, 2016; Sullivan Room, 1:00 p.m.

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Rita Mastrorocco, Secretary

**Council of Unit Owners of Mutual 19-B -  
Condominium of Rossmoor, Inc.**

3701 Rossmoor Blvd., Silver Spring, MD 20906

301-598-1000

November 14, 2016

**Rental Requirements**

For unit owners who intend to rent their units this procedure must be followed:

1. A letter of intent to rent your condo unit must be mailed to:

Board of Directors of Mutual 19B  
c/o Ms. Roberta E. Carter  
3701 Rossmoor Blvd.  
Silver Spring, Maryland 20906

2. A copy of the "Montgomery County License to Rent Property" must be sent to the Board prior to any lease agreement being signed. (This is a law in Montgomery County).
3. The condo fee must be paid by the unit owner on the first of each month. If payment is late a \$15.00 penalty fee is imposed.
4. The By-laws and Mutual rules must be agreed to by the renter as part of the signed lease agreement.
5. A copy of the entire lease agreement must be furnished to the 19B Mutual Board prior to the renter's moving in.
6. A certificate of insurance should be obtained, but is not required, and sent to the Mutual Board.

Attachment #17



## PROPERTY INSURANCE CLAIM PROCESS FOR MUTUAL 19B MUTUAL ASSISTANT

Follow these steps as soon as you become aware of an incident triggering a property insurance claim, whether through personal knowledge or a report from building staff, Security, PPD, the LWMC Insurance Administrator, a resident, etc.:

1. **Notify the Insurance Administrator.** If this was not your original source of information, it is your responsibility to inform the Insurance Administrator. This must take place within two business days from the time the incident is reported.
2. **Send a preliminary notification letter to the owner** of the unit from which the damage ensued (damaging unit) with a copy to the Mutual President. Inform the damaging unit owner of the incident and the potential liability for costs up to the \$5,000 deductible allowed under the Maryland Condominium Act. (SEE EXAMPLE LETTER #1.) This must take place within two business days from the time the incident is reported.
3. **Send Assessment Letter** to the damaging unit owner after remediation work is completed requesting payment. (SEE EXAMPLE LETTER #2.) This must take place within two business days from the time all of the invoices have been received from the contractor(s).
  - a. Mutual Assistant or Mutual Representative signs letter.
  - b. Make the following copies of the letter.
    - i. Original goes to damaging owner with return envelope.
    - ii. One copy goes to the Mutual Assistant's file (use a tickler to follow-up in 60 days).
    - iii. One copy goes to the Mutual Accountant.
    - iv. One copy goes to the Insurance Administrator.
    - v. One copy goes to the Mutual President
  - c. If payment is not received within 60 days, send a second request letter. Follow-up until collected.
4. **Once the Assessment Letter has been sent, prepare a draft resolution for Mutual Board approval.** The resolution can be approved by the Mutual Board **ONLY AFTER** the Assessment Letter has been sent.

The (mutual name) Board of Directors approves payment to LWMC in the amount of \$ \_\_\_\_\_ as reimbursement of the property insurance claim deductible related to (brief description of incident). The owner of unit # \_\_\_\_\_ shall be assessed the cost of this claim in accordance with the Bylaws.

5. **Mutual to reimburse LWMC.**
  - a. The Insurance Administrator closes out the claim and sends all paper work to the Trust Accountant.
  - b. Trust Accountant pays all invoices and sends copies of the closed claim to the Mutual Accountant to reimburse the Trust.
  - c. Mutual Accountant sends copies of the closed claim to the Mutual Assistant to process payment to the Trust.
  - d. Mutual Management retains copies of all records regarding the incident for three (3) years or up the legal requirement.
6. **Process reimbursement check immediately.** Make two copies of the check.
  - a. Send original check along with a copy of the Assessment Letter and Board Resolution to the Mutual Accountant
  - b. One copy goes to the Mutual Assistant's file
  - c. One copy goes to the Insurance Administrator.

Attachment #19 (1 of 3 pages)

Date

Name of Owner  
Address and unit #  
City & State, Zip Code

RE: Address and unit # (if unit is being rented)

Dear (Name of Owner):

On (date of occurrence), property damage appears to have originated from your unit. **(Summarize incident:** *The [washer, HVAC unit, toilet, etc.] in your unit due to [state why it happened -- a broken supply line]. A&A Restoration was called into the building to remediate the damage.*

A property insurance claim has been opened. Costs, less any amounts covered by insurance, for the (clean up/repair) work associated with this insurance claim are your responsibility. Please note that the LWMC Umbrella Insurance Policy covers costs after a \$5,000 deductible. As the unit owner, you are responsible for that \$5,000 deductible.

Once the claim has been closed, the Leisure World Insurance Administrator, Susan Galbraith, will forward copies of the claim to my office. A letter informing you of any amounts owed will be sent to you by (Mutual name) Board through my office. Once you receive the letter, you will have thirty days in which to mail a check in that amount to the Association Office. You may want to notify your insurance company of a potential claim.

If you have any questions regarding any of the above, please contact me at (phone number). You may also call the Leisure World Insurance Administrator, Susan Galbraith at 301-598-1091. We will be glad to assist you in any way we can.

Sincerely,  
Mutual Assistant

cc: Unit file  
Renter (if unit is being rented)  
Mutual President

EXAMPLE LETTER #2

Date

Name of Owner  
Address & unit #  
City & State, Zip Code

RE: Unit address and unit # (if unit is being rented)

Dear (Name of Owner):

At the (Mutual name) Board of Directors meeting on (date), the Board of Directors has determined that the insurance claim in the amount of \$(cost of claim) is your responsibility. In accordance with the Maryland Condominium Act, the Board of Directors hereby requests reimbursement of \$(cost of claim).

Please submit a check to this office in the amount of \$(cost of claim) payable to (Mutual name) within 30 days of the date of this letter. Failure to remit payment will result in the Board of Directors taking further action and may result in these charges being assessed against your unit. We suggest that you submit this claim to your homeowner's insurance company. Copies of the insurance claim are attached for your records. If you need additional or detail copies, please contact Susan Galbraith, Leisure World Insurance Administrator, at 301-598-1091.

Thank you for your cooperation in this matter. Please call me if you have any questions.

Sincerely,  
Name of Property Manager/Mutual Assistant

Cc: Unit File  
Renter (if unit is being rented)  
Susan Galbraith, Insurance Administrator  
Mutual Accountant  
Mutual President

Procedure for Requests for Physical Properties Department (PPD) Service to Mutual and/or Common Area.

1. Only a Building Representative or a Board Member may contact Mutual Assistant to request service.
2. Mutual Assistant is authorized to approve service request, but is encouraged to contact the Mutual President with any questions or concerns regarding costs that may exceed \$1,000.
3. Mutual Assistant e-mails PPD with the request with a cc to the Mutual Board Member assigned to oversee this service.
4. The request from Mutual Assistant to PPD should include the following information:
  - 4.1. Mutual
  - 4.2. Building or Area
  - 4.3. Name of Building Representative who approved the charge
  - 4.4. Specific work request
5. PPD e-mails the Work Order number to Mutual Assistant with a cc to the Mutual Board Member assigned to oversee this service.
6. The Mutual Board Member assigned to oversee this service will maintain active communication with the Mutual Assistant and PPD to ensure follow up of this service.

Attachment #20

# **GENERAL MANAGER'S REPORT**

November 2016

## **COMMUNITY TOPICS**

### 1. Finances —

Operations ended the third quarter with a year-to-date surplus of approximately \$108,000.

Financial statements for the month of October will be released the week of November 14<sup>th</sup>.

Preliminary information indicates a slight deficit (\$8,000-\$10,000) in the month of October.

### 2. Comcast – Customer Service Sessions —

On Thursday, December 1<sup>st</sup>, Comcast will be hosting two general sessions focusing on customer service issues. The two sessions will be held in the Montgomery Room of Clubhouse I. The first will begin at 2:30 p.m. and the second at 4:30 p.m.

Space is limited, so if you are interested in attending, you are asked to sign up for one of the two sessions by calling the E&R Office at 301-598-1300.

### 3. Robo Calls —

A reminder, as the winter season approaches, that management will utilize robo calls, along with the closed-circuit information channels, to inform residents of any delays or cancelation of services due to weather conditions.

Robo calls will only be made in emergency-type situations.

# **LEISURE WORLD OF MARYLAND CORPORATION**

## 1. Recruitment —

### **New Hires:**

Mary DiFiore – Administrative Assistant (PPD)  
Edwin Rodriguez - Security Guard (S & T)  
Sean McDermitt – Security Guard (S&T)  
Brittney Wood – Customer Service Representative (PPD)  
Steven Beale – Building Engineer (Fairways South M-17A)  
Cassandra Chisholm – Graphic Designer (LW News)  
Mary Lalley – PT/Receptionist (E&R)

### **PROMOTION/TRANSFER**

Daniel Alvarez Jr. - Service Plumber (PPD)

### **Resignations:**

Anthony Murray – Security Guard (S&T)

### **Open Positions:**

Assistant General Manager – Property Management  
Assistant General Manager – Support Services (Administration)  
Sanitation Helper/Driver  
HVAC Service Technician  
HVAC Foreman (PPD)  
Security Guard (S&T)  
Shuttle Bus Driver (S&T)  
Special Police Officer (S&T)

### **Filed Positions:**

Building Engineer (Fairways South M-17A)  
Customer Service Representative (PPD)  
Receptionist (E&R)  
Service Plumber (PPD)

## 2. Office Hours —

Leisure World of Maryland Corporation offices will be open for normal business hours on Friday, November 25<sup>th</sup>.

Management wishes all residents a safe and happy Thanksgiving holiday.

3701 Rossmore Blvd.  
Silver Spring MD 20906

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2016

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
105,730	105,730	1,057,300	1,057,300	0
1,172	717	10,771	7,170	3,601
45	0	375	0	375
0	0	(196)	0	(196)
17,838	0	133,013	0	133,013
(26,421)	(25,967)	(263,273)	(259,670)	(3,603)
98,364	80,480	937,989	804,800	133,189
88	53	665	530	(135)
0	0	4,275	4,275	0
4,298	4,079	41,218	40,790	(428)
262	250	2,618	2,500	(118)
976	976	9,760	9,760	0
115	0	494	0	(494)
5,739	5,358	59,030	57,855	(1,175)
1,499	1,470	14,759	14,700	(59)
0	583	0	5,830	5,830
1,330	0	1,330	0	(1,330)
133	250	2,978	2,500	(478)
0	333	0	3,330	3,330
0	83	3,606	830	(2,776)
0	83	363	830	467
0	167	7,439	1,670	(5,769)
821	1,333	9,633	13,330	3,697
176	176	1,760	1,760	0
3,959	4,478	41,867	44,780	2,913
1,266	1,750	22,144	28,000	5,856
0	(580)	0	(9,281)	(9,281)
8,438	9,000	134,983	144,000	9,017
0	(847)	0	(13,558)	(13,558)
8,835	10,558	81,859	97,367	15,508
18,540	19,881	238,985	246,528	7,543





M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
10/31/2016

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
596	544	5,993	5,440	(553)
744	819	7,407	8,190	783
223	183	2,122	1,830	(292)
112	111	1,117	1,110	(7)
248	248	2,478	2,478	0
4,591	4,591	45,904	45,904	0
92	92	925	925	0
53	53	524	524	0
1,283	1,283	12,831	12,831	0
0	519	0	5,186	5,186
34,290	33,917	338,422	339,156	734
TOTAL COMMUNITY FACILITIES				
MUTUAL OPERATING				
4,662	4,257	44,990	42,570	(2,420)
4,013	4,013	40,130	40,130	0
0	0	373	0	(373)
298	307	2,683	3,070	387
3,047	3,047	30,470	30,470	0
0	61	597	610	13
0	214	0	2,140	2,140
12,020	11,899	119,243	118,990	(253)
92,385	75,908	930,860	811,059	(119,801)
5,980	4,572	7,129	(6,259)	13,388
TOTAL EXPENSES				
INCOME/DEFICIT				

MUTUAL 19B  
CASH INVESTMENTS  
October 31, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							171,820.09	171,820.09
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ACCESS NATIONAL BANK	0.99%			144,007.76	80,236.00			237,465.21
	CAPITAL ONE BANK	0.30%			137,448.78	221.97	13,221.45		137,670.75
	B OF I FEDERAL BANK	0.80%			243,264.01				243,264.01
100003	CONGRESSIONAL BANK	0.70%			134,932.46	46,283.12	6,863.73		188,079.31
<b>CERTIFICATES OF DEPOSIT</b>									
100014	FIRST INTERNET BANK OF INDIANA	1.00%	150,000.00	11/07/2016	152,878.35				152,878.35
100015	CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000.00	11/13/2016	153,129.03				153,129.03
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,378.46				51,378.46
100013	SONABANK*	1.00%	100,003.29	07/18/2017	100,003.29				100,003.29
100011	SONABANK	1.25%	103,356.60	08/08/2017	103,575.65				103,575.65
100017	EVER BANK	1.60%	100,696.94	10/03/2019	100,696.94				100,696.94
	DUE TO FROM:				547.19	(190.08)	0.00	(357.11)	
<b>TOTAL</b>					<b>1,321,861.92</b>	<b>126,551.01</b>	<b>20,085.18</b>	<b>171,462.98</b>	<b>1,639,961.09</b>

\*One free withdrawal penalty after the first year