

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
DECEMBER 2, 2015
SULLIVAN ROOM – 1:00 P.M.

1. Call to Order
2. Approval of the Agenda
3. General Manager's Report (pgs. 1-3)
4. Approval of Minutes of October 28, 2015 (pgs. 5-9)
5. Leisure World Board of Directors Report
6. Treasurer's Report
 - a) Payment of Invoices
7. Old Business
 - a) 2016 Management & Operating Agreement
 - b) 2016 Budget Approval
8. New Business
 - a) McFall & Berry Landscaping Proposal (pg. 11)
 - b) Retroactive Approval of ABM (pg. 13)
 - c) Energy Committee Memos
 - i) Electrical Safety (pgs. 15-16)
 - ii) QHEC (pg. 17)
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment

GENERAL MANAGER'S REPORT

November 2015

COMMUNITY TOPICS

1. Finances –

Year-to-date through 10/31/15, net operating expenses are approximately \$131,000 under budget.

There have been 334 property transfers which have generated approximately \$1,228,000.00 in contributions as of 10/31/15.

2. Alzheimer's Association Presentation –

On November 17th, from 10 a.m. to 12 p.m. in the Maryland Room of Clubhouse I, the Health Advisory Committee (Mental Health Subcommittee) will host a presentation by the Alzheimer's Association on "Financial Issues with Dementia." The presenter will be Melanie Gobourne, who will explore ways to plan for the time when your loved one may require professional care.

Limited seating is available. Tickets can be obtained at the E&R Office.

3. Senior Forum –

Montgomery County Councilmembers Roger Berliner and Sidney Katz are hosting a Senior Forum on Wednesday, November 18, in the Crystal Ballroom of Club house I. There will be a Resource Fair from 10:00 to 10:30 a.m., with a program following from 10:30 a.m. to 12:00 p.m. Topics to be covered are: Spotting Elder Abuse; Avoiding Senior Scams; and Living Life to the Fullest. Speakers are John McCarthy, State's Attorney, Montgomery County; Eric Friedman, Director, Montgomery County Office of Consumer Protection; and Kathleen Meaney Stobie, Director of RSVP Program, Montgomery County Volunteer Center.

Interested residents should call 301-598-1300 to register.

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4. **Insurance Forum** –

An Insurance Forum will be held on November 19th at 1:30 p.m. in the Ballroom of Clubhouse I. Steve Dickerson, Senior Vice President, and Teresa Melson, Senior Vice President with the firm USI Insurance Brokers, will be presenting information about recommended levels of homeowners insurance. They will be available to answer questions about the line between resident and Mutual association responsibility and what is covered by the Leisure World umbrella policy versus what residents need to purchase on their own. An article will be published about this event in the Leisure World News. Interested residents are encouraged to attend and should register with the E&R Department at 301-598-1300.

5. **Advisory Committee Nominations** –

All nominations for the 2016 advisory committees were due by October 30th. If you haven't submitted yours (or made arrangements for submission), please call Berri Sommer immediately at 301-598-1370.

Names of the newly submitted committee members will be presented to the Board for confirmation at the Board meeting on November 24th.

6. **Work on Indoor Pools** –

Work is scheduled to take place on the indoor pools at Clubhouse II. Tentatively, the pools will be out of service mid-December.

7. **WSSC Sewer Line Work** –

WSSC will be upgrading sewer lines underneath the golf course. The project will affect holes 9, 10, and 18.

8. **Pilot Program at Medical Facility** –

The Health Advisory Committee met on 10/21/15 and reviewed a report titled "Pilot Proposal – Medical Center Access, MedStar Health At Leisure World Blvd." submitted by MedStar.

At the present time, the Medical Facility is under-utilized on certain days of the week and at certain times of the day. In an effort to improve the financial performance, MedStar has recommended a pilot program, which would be tested for a six-month period of time starting in January 2016. Seniors (nonresidents) who are presently being seen at MedStar offices in Olney, would be scheduled into open appointment times. The focus is to fill some of the open slots on doctors' schedules.

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LEISURE WORLD OF MARYLAND CORPORATION

1. Holiday Hours –

All offices will be closed on November 26th, to allow Leisure World employees to celebrate the Thanksgiving holiday. Regular hours of operation will resume on the 27th.

2. New Hires –

New Hires - OCTOBER:

Weixin (Wendy) Gu – DOH 10/26/15 – Postal Clerk

New Hire – NOVEMBER

Barbara Stolov – DOH – 11/05/15 – Receptionist E&R

Departures:

Shirley Safron – E&R (Retire)

Arvin Solis E&R (Career Opportunity)

Golf Seasonal Employees Return to school:

Griffin Duffy

Aaron Eng

Jack Graham

Colman Johnson

Robert Webb

Peter Wilson

Recruiting:

Clubhouse Assistant – Part-time – E&R

Community Patrol Officer – S&T

Security Guard – S&T

HVAC Mechanic – Physical Properties

Service Plumber – Physical Properties

Special Police Officer – S&T

Filled Positions:

Receptionist – E&R

Postal Clerk – Post Office

Mutual Accountant - Administration

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
OCTOBER 28, 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, October 28, 2015 at 1:00 p.m.

Directors Present: Janet Lazar, President; Larry Damsky, Vice President; John Dunn, Treasurer; Rita Mastrorocco, John Gervais, Directors.

Director Absent: Virginia Austin, Sandra Broadhurst.

Visitors: Kristen Doherty, Jude Howard, Ann Kyber, Charles Middleton, Sidney Lazar, Beth Urban, Kirsten Reeve, 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 as presented.
3. General Manager's Report – The October 2015 General Manager's Report was presented by Ms. King. It was received, noted and made a part of the record.
4. Approval of Minutes of September 25, 2015 – The minutes of the regular meeting held on September 25, 2015 were approved as amended:
 - Virginia Broadhurst changed to Sandra Broadhurst (in the second paragraph, listed by Present were Directors).
 - The addition of Virginia Austin, #91 Building Rep.
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:
 - \$1,695.28 to Schindler Elevator Corp. for after-hours service call. Repairs were Related to broken door operator; Schindler Invoice #71522123873
Resolution #62, 10/28/15
 - \$1,200 to McKenzie Engineering Services for consultant engineering services Regarding helical pier foundation underpinning in Bldg. 94; McKenzie Invoice #4 For Project No. 2-1401-Y
Resolution #63, 10/28/15

\$2,025.00 to Reserve Advisors for the Reserve Study; Reserve Advisors Invoice #1548819F-060279 (final balance); Payment from the Replacement Reserve
Resolution #64, 10/28/15

\$506.39 to LWMC for water clean-up in unit #90-1J caused by a/c main drain line back up; LWMC Insurance Claim (dated 9/25/15)
Resolution #65, 10/28/15

- b) Resolution on Certificate of Deposit Maturing – Upon motion duly made and seconded, the Board agreed –

To approve the reinvestment of a Certificate of Deposit (Account #300878264, Current Balance \$151,353.65) at the bank offering the best possible rate of interest.

Resolution #66, 10/28/15

7. Old Business

- a) Pipe Railing Proposals – Upon motion duly made and seconded, the Board agreed –

To approve the proposal from Action Fabricators & Erectors at a cost of \$2,025.00 for the fabrication and installation of custom ornamental decorative iron rails at Building #92 to match current railings at Building #90 (as outlined in the proposal) and with special notation that rails are not less than 20 linear feet. Payment of 50% down and 50% balance due upon completion, with LW Accounting to designate the appropriate Account for payment.

Resolution #67, 10/28/15

- b) Follow-up from PPD on Removal of Logs (behind Bldg. 91) – Discussion ensued regarding the property location of the logs. Differing opinions were presented on the logs location and whether or not they had been removed. Ms. King stated she will contact Pepco regarding the removal of the logs. She reminded the Board that if the logs are outside of Leisure World's property line, Leisure World has no jurisdiction in this matter.

Ms. King added that the Inspector from Montgomery County determined the stream flow is consistent and correctly designed. Permission has been given to Leisure World to place sand bags if necessary.

- c) Follow-up from PPD on Bldg. 94 Flooding – The Board discussed the proposal to redirect the water flow and prevent flooding behind Building #94. Upon motion duly made and seconded, the Board agreed –

To approve the H & H proposal at a cost of \$7,680.00 for the installation of a patio/pad at rear door of Building #94 and patio located at #94-1J; with payment from the Replacement Reserve.

Resolution #68, 10/28/15

- d) Advisory Committee Recommendations – Mrs. Lazar reported the applications have been submitted as requested.
- e) Proposed Changes to the Rules – Mr. Gervais presented the proposed changes to the Rules. He stated he will finalize the proposed changes to the “Mutual 19B Rules” document and send it through email to the Mutual Assistant for mailing to the unit owners. Upon motion duly made and seconded, the Board agreed –

To approve the proposed changes to the Mutual 19B Rules for mailing to the unit owners for review and comments.

Resolution #69, 10/28/15

- f) Status of Camera for Building 91 – Upon motion duly made and seconded, the Board agreed – (3 approved; 2 opposed)

To approve the installation of a surveillance camera in Building #91 at a cost not to exceed \$300.

Resolution #70, 10/28/15

- g) Status of Underage Resident – The unit owner with the underage resident in question was present at the meeting. She informed the Board that the underage person is not residing with her. The Board apologized to her for the error.
- h) Lighting for Building Addresses – Following discussion, Mr. Gervais stated he will investigate reflective painting for the signs.

8. New Business

- a) McFall & Berry Landscaping Proposals – The landscaping proposals were presented by Ms. Howard. Upon motion duly made and seconded, the Board agreed –

To approve the installation of a honey locust tree at 15201 Elkridge Way at a cost of \$300.

Resolution #70a, 10/28/15

The Board further agreed –

To approve Proposal #15536 for various plantings in the Mutual (*as outlined in the proposal*) and to request the addition of new mulch in the beds by each building entrance.

Resolution #70b, 10/28/15

- b) Resident Request for Closer Parking Space at Building 88 – The Board stated all residents must follow the Mutual’s policy on parking.
- c) Proposals for Building Mats – Mrs. Lazar appointed a sub-committee to track the number of building mats. The members are: John Gervais, Jane Gervais, and Janet Lazar.

- d) 2016 Management & Operating Agreement – Ms. Lazar asked Board members to review the Agreement and to be prepared to vote and the next Board of Directors meeting. *(The Board agreed to meet for an executive session to discuss the Agreement.)*
- e) LW Accounting Request for Renovation Project Resolutions (for Bldgs. 93 & 94)
– Upon motion duly made and seconded, the Board agreed -

To approve payment of up to \$24,000 to Palmer Brothers for painting of Building #93, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #71, 10/28/15

To approve payment of up to \$15,461 to Midatlantic Floors for the carpet replacement of Building #93, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #72, 10/28/15

To approve payment of up to \$7,800 to Enhancements, Inc. for base trim work in Building #93, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #73, 10/28/15

To approve payment of up to \$6,625 to Enhancements, Inc. for tile work in building #93, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #74, 10/28/15

To approve payment of up to \$24,000 to Palmer Brothers for painting of Building #94, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #75, 10/28/15

To approve payment of up to \$15,461 to Midatlantic Floors for the carpet replacement of Building #94, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #76, 10/28/15

To approve payment of up to \$7,800 to Enhancements, Inc. for base trim work in Building #94, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #77, 10/28/15

To approve payment of up to \$6,625 to Enhancements, Inc. for tile work in building #94, as progress invoices are presented and certified by Ronny Cabrera, Special Projects.

Resolution #78, 10/28/15

- f) Date of November Board Meeting – The Board of Directors agreed to hold the next meeting on Wednesday, December 2, 2015 at 1:00 p.m. They added this will be the final meeting in 2015.

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.
11. Unit Owners – A resident reported a carpet mat in the fire hall in the building she resides in is dirty and worn. The President replied that it will be removed.
12. Open Forum – Visitors presented brief comments.
13. Adjournment – The meeting adjourned at 4:05 p.m.

Janet Lazar, President

McFall Berry Landscape Mgt., Inc.
3301-C N. Leisure World Blvd.
Silver Spring, MD 20906

Office: 301.598.5161
 Fax: 301.598.5163
 www.mcfallandberry.com

LANDSCAPE PROPOSAL

Mutual 19B
 c/o Richard Jones, Leisure World of MD
 3301 Leisure World Blvd.
 Silver Spring, MD 20906

Phone #: 301-598-1314
 Fax #: 301-598-1079
 email: rjones@lwmc.com

Proposal #: 15625
 Proposal Date: 12.1.15
 Terms in Days: 30

Location	Items	Description of Services	Item Amount	Extended Amount
15211 Elkrigde Way bldg 94	3	Supply & install Abelia (3 gal) into bed under the sign @ front left side.	\$50.00	\$150.00
15211 Elkrigde Way bldg 94	3	Supply & install Sargent's Juniper (3 gal) into bed under sign @ front left side.	\$50.00	\$150.00
15211 Elkrigde Way bldg 94	5	Supply & install Procumbent Juniper (3 gal) into bed under sign @ front left side.	\$50.00	\$250.00

Installations:

Quoted prices include material, labor, initial watering, workmanship and a one-year, one-time guarantee. Plant material provided by the client cannot be guaranteed by McFall and Berry. There is also no guarantee on transplanted material. After installation, watering becomes the responsibility of the client. **FAILURE TO WATER WILL VOID THE WARRANTY.**

All tree installations will include a tree guard or deer netting with stakes, a water bag, and soil amendments. Soil around the root ball will be excavated out to 6"-12". Installation will also include mulching and tree stakes as required.

Seeding and Sod:

Watering is provided one time upon installation. Due to the unpredictability of weather conditions, McFall and Berry estimates 70% seed germination with proper watering. **THERE IS NO GUARANTEE ON SEEDING.** Any re-seeding will be done at the client's expense upon request. There will be no guarantee on sod that fails to establish due to lack of watering.

Animal Damage Prevention:

McFall and Berry cannot be held responsible for plant damage caused by deer or other animals. Deer repellent spraying or netting will be provided once upon installation of flowers or plants, if requested, for an additional charge but does not guarantee against such damage.

Changes to this proposal after approval could result in a price change or a 20% re-stocking fee.

Work to begin within 30 days upon McFall and Berry's receipt of signed proposal unless requested otherwise and agreed to be McFall and Berry.

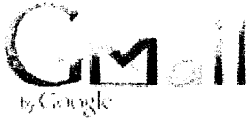
ACCEPTED BY: _____

DATE: _____

Proposal Total: \$550.00

Thank you for your business, please do not hesitate to contact us concerning any questions you may have.

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Renee Steward <rsteward2@gmail.com>

Request for ABM Approval

Renee Steward <rsteward2@gmail.com>

Wed, Nov 18, 2015 at 3:11 PM

To: Janet Lazar <lazarjl4@gmail.com>, Jack Dunn <jjdunnjr@aol.com>, Larry Damsky <larryteele@yahoo.com>, virginia austin <vlaustin46@yahoo.com>, Sandy Broadhurst <travelbug28@hotmail.com>, Rita Mastrorocco <mmaastrorocco@verizon.net>, Jane Gervais <jger8424@gmail.com>

Board Members-

I have received an Application for Building Modification from a new owner, Sigrid Nadeau. She is scheduled to move in on Nov. 30th. She would like to install hardwood floors before she moves into the unit. I have received her ABM application and it was approved by the Physical Properties Department. The contractor is Hawkins Floor Company, located in Gaithersburg, MD. The application is complete and the following information was provided:

- 1) The contractor's trade license number (home improvement license)
- 2) Signatures from three residents closest to the unit
- 3) Contractor's Certificate of Liability Insurance

The next Board of Directors meeting is scheduled for Dec. 2. This would be after her scheduled move-in date. I would ask that each Board member approve her request at this time by replying to this email stating that you approve her application for building modification for the installation of wood flooring at Bldg. 93-3C.

Thank you,
Renee

TO: Mutual Presidents
Property Managers
Mutual Assistants

FROM: Elsie Maxam, Chair
Energy Advisory Committee

DATE: November 30, 2015

SUBJECT: Electrical Safety

The recent fire in Leisure World has brought to mind the fact that fires do happen. A number have occurred in Leisure World over the past years. Although presently, the determination of the cause of the fire is not final, it is thought that it may have been an electrical fire. No one was hurt, thankfully.

At its October meeting, the Energy Advisory Committee discussed the situation with Tim Ohan, Chief Electrician, Physical Properties Department. He stated there are definitely things to be aware of to avoid a fire in one's unit:

- An overloaded socket
- Flickering or dimming light
- A plug or wire that feels hot
- An extension cord connected to another extension cord

These are all things that should alert a resident to have an electrician inspect the home. "Banging on the wall is not going to remedy the situation!" Mr. Ohan stated.

Let's all be more alert to some of the possibilities.

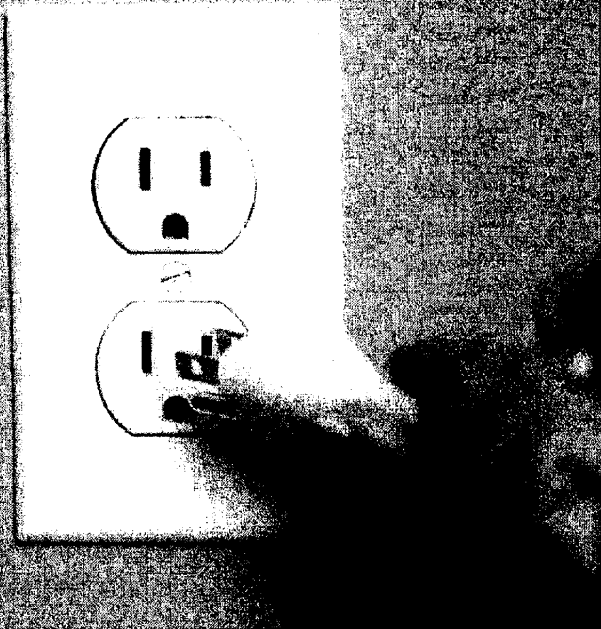
Attached is a document prepared by the Montgomery County Fire Department. It may be reprinted for use in your Mutual's newsletter.

If you have any questions, visit the Montgomery County Fire and Rescue Service website www.mcfrrs.org/mcsafesafe

Attachment

Electrical Safety

Flipping a light switch. Plugging in a coffeemaker. Charging a laptop computer. These are second nature for most of us. Electricity makes our lives easier. However, we need to be cautious and keep safety in mind.



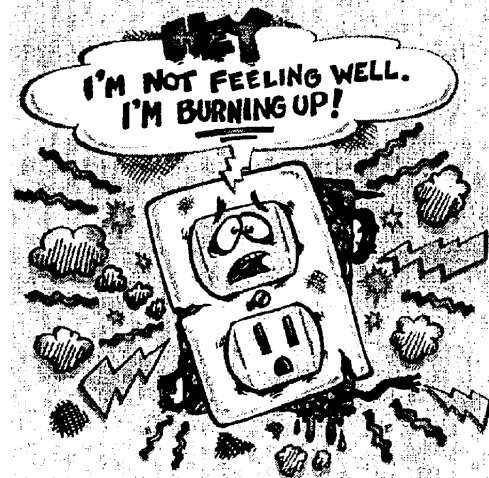
SAFETY TIPS

-))) Have all electrical work done by a qualified electrician.
-))) When you are buying or remodeling a home, have it inspected by a qualified electrician.
-))) Only plug one heat-producing appliance (such as a coffee maker, toaster, space heater, etc.) into a receptacle outlet at a time.
-))) Major appliances (refrigerators, dryers, washers, stoves, air conditioners, etc.) should be plugged directly into a wall receptacle outlet. Extension cords and plug strips should not be used.
-))) Arc fault circuit interrupters (AFCIs) are a kind of circuit breaker that shuts off electricity when a dangerous condition occurs. Consider having them installed in your home. Use a qualified electrician.
-))) Use ground fault circuit interrupters (GFCIs) to reduce the risk of shock. GFCIs shut off an electrical circuit when it becomes a shock hazard. They should be installed inside the home in bathrooms, kitchens, garages and basements. All outdoor receptacles should be GFCI protected.
-))) Test AFCIs and GFCIs once a month to make sure they are working properly.
-))) Check electrical cords to make sure they are not running across doorways or under carpets. Extension cords are intended for temporary use. Have a qualified electrician add more receptacle outlets so you don't have to use extension cords.
-))) Use light bulbs that match the recommended wattage on the lamp or fixture. There should be a sticker that indicates the maximum wattage light bulb to use.

IMPORTANT REMINDER

Call a qualified electrician or your landlord if you have:

- Frequent problems with blowing fuses or tripping circuit breakers
- A tingling feeling when you touch an electrical appliance
- Discolored or warm wall outlets
- A burning or rubbery smell coming from an appliance
- Flickering or dimming lights
- Sparks from an outlet



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TO: Mutual Presidents
Property Managers
Mutual Assistants

FROM: Elsie Maxam, Chair *Elsie Maxam*
Energy Advisory Committee *ng*

DATE: November 23, 2015

SUBJECT: QHEC

One of the mandates for the Energy Advisory Committee (EAC) is to alert residents to ways of saving electrical energy and, therefore, money.

Although Pepco has recently merged with Exelon, they continue to offer the Quick Home Energy Check, otherwise known as QHEC. This is a voluntary program set up by Montgomery County, which offers citizens, free, top quality energy efficient light bulbs (including one LED), a power strip, pipe and water heater insulation and water saving shower heads. These items have been paid for through a tax on KWH on our past bills. There is no further cost when they are installed.

Some individuals and some Mutuals took advantage of the program over the past couple of years. However, there has been some misunderstanding about the procedure.

The responsibility of the Mutual is:

1. Decide to offer the program
2. Select one of the eight Pepco-approved companies
3. Notify the company-- and with them, decide on dates. All the rest is done by the company (letters to residents, lists of people who choose to opt out, etc.) It is assumed that residents will want to take part, but they may opt out by notifying the company.

Each company uses regularly trained employees who are bonded and ready to answer questions during the visit. A resident may choose only part of the items offered, and all replaced bulbs are left with the resident.

The residents who have taken part in one of these programs have been very pleased with the people who came and with the items that they received. Those having previously taken part in the program are not eligible to use it again.

The EAC urges each Mutual to consider setting up this program as a Mutual project since there is far better response than if it is done individually.

If you have any further questions, please contact me: 301-598-1475 or edmaxam@verizon.net.

Thank you.

MUTUAL 19B

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

Balance Forward

\$129,160.18

Total Receipts (See Attached)

\$137,651.26

Total Disbursements (See Attached)

(\$124,427.28)

Void Check No. 10368

\$829.00

Cash Balance

\$143,213.16