

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

December 28, 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
4. Approval of Minutes of November 30, 2016 Meeting
5. Treasurer's Report
  - A. Invoices for Payment-
  - B. CD Renewals (1/21/17, Synchrony 1.2%, \$50,000) and New CD
  - C. Audit
6. New Business
  - A. 2017 M&O and Contract Management Services Agreements
  - B. New Directories for Buildings #93 and #94
  - C. New Door Mat for Building #93
  - D. Vice President for Mutual 19B
7. Unfinished Business- Update Reports
  - A. PPD Items
  - B. Elevator Carpet
  - C. Holiday Party Results
  - D. Dog Complaint
  - E. "Who Pays List"
  - F. Insurance Claim Process (Attachment #1)

G. Sight Distance Area at Elkridge Way

8. Advisory Committee Reports
9. Leisure World Board of Directors and Advisory Committee Reports
10. Unit Owners
11. Open Forum
12. Adjournment
13. Next Regular Meeting – January 25, 2017, Sullivan Room, 1:00 p.m.
14. Next Agenda Meeting – January 18, 2017, Sullivan Room, 1:00 p.m.

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

November 30, 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, November 30, 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: Jolene King, Assistant General Manager, Fac. & Serv.; Roberta Carter, Mutual Assistant

Visitors: Jane Gervais, Virginia Austin, Janet Lazar, Charles Middleton, Jude Howard, Connie Costa, Clayton Lewis, Marion Rosenberg, Lorraine Gibbins, Kristin Doherty, Laura Rittenberg

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- i. To add Bldg.#94 Reserved Parking Painting.
3. General Manager’s Report – The General Manager’s Report was presented by Ms. King. All questions and comments were responded to by Ms. King
4. Approval of Minutes of October 26, 2016 – The minutes of the regular meeting held on October 26, 2016 were approved as amended. Advisory Committee Reports D (4)- To correct the spelling of Flea Market.
5. Leisure World Board of Directors Report – Mr. Damsky stated he was unable to attend the meeting.
6. Treasurer’s Report – Mr. Gervais reported that the Mutuals’ balance forward was \$163,328, receipts of \$123,400.89, payments of \$114,909.45 and cash balance of \$171,820.09.
  - A. Invoices for Payment- There were eleven invoices presented at the Board Meeting, upon motion duly made and seconded, the Board approved payment of the following invoices:

Mutual 19B Board of Directors approved payment of \$1,257.14 to LWMC for third quarter 2016 filter inspections Buildings #88, #89, #90, #91, #92, #93 & #94; Invoice #91331.

**Resolution#49,11/30/16**

Mutual 19B Board of Directors approved payment of \$1,156.28 to LWMC for HVAC inspection (Common heaters) of Building-#94; Invoice #82503.

**Resolution #50,11/30/16**

Mutual 19B Board of Directors approved payment of \$2,920.00 to McFall & Berry; Invoice#188863 for various plantings at Buildings #80, #88, #89, #90, #91, #94.

**Resolution #51,11/30/16**

Mutual 19B Board of Directors approved Dryer Vent Cleaning per proposal (work Order #87480) of \$14,317.90 to LWMC; Invoice #95200 for 188 Units.

**Resolution #52,11/30/16**

Mutual 19B Board of Directors approved payment of \$1,501.51 to Schindler Elevator Corporation; Invoice #7152376506 (Date of service 7/27/16) for brownout caused by Pepco shorted controller rectifier, replaced rectifier. Adjusted controller voltage. Overtime was improved by Mutual Board, returned car to service.

**Resoultion#53,11/30/16**

Mutual 19B Board of Directors approved payment of \$1,390.00 to McFall & Berry; Invoice #190100 for tree maintenance on Beaverbrook Court & Elkridge Way.

**Resolution #54,11/30/16**

Mutual 19B Board of Directors Mutual 19B Board of Directors payment of \$2,995.00 to McFall & Berry; Invoice #190096 to create a 4' wide X 300' long swale at the rear of Bldg. 88 15300 Beaverbrook Court.

**Resolution #55,11/30/16**

Mutual 19B Board of Directors Mutual 19B Board of Directors payment of \$4,865.00 to E&R Services Inc.; Invoice# 44025 for outside window cleaning services at Bldgs. #88, #89, #90, #91, #92, #93, & #94. Residents are responsible for the cleaning of the inside of the windows and sliding glass doors.

**Resolution #56,11/30/16**

Mutual 19B Board of Directors approved insurance claim payment of \$667.62; to LWMC; Invoice#1608282 (Dated of service 8/28/16) for water clean-up due to pipes backed up into the dishwasher and on the floor at 15311 Beaverbrook Court Unit 90 1-G.

**Resolution #61,11/30/16**

Mutual 19B Board of Directors approved to reimburse A&A Restoration for whom paid the insurance claim #1610182 (Date of service 11/18/16) in the amount \$511.15 for clean-up of lavatory sink back up at 15301 Beaverbrook Court Unit 92-1A.

**Resolution #62,11/30/16**

Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner 15301 Beaverbrook Court Bldg. #92 Unit1A for insurance claim #1610182 (Date of service 11/18/16) in the amount \$511.15 for the clean-up of lavatory sink back up service provided.

**Resolution #63,11/30/16**

Mutual 19B Board of Directors approved to reimburse A&A Restoration for whom paid the insurance claim #1610082 (Date of service 10/8/16) in the amount \$654.52 for water clean-up at 15210 Elkridge Way Bldg. 91 Units 2G & 1G.

**Resolution #64,11/30/16**

Mutual 19B Board of Directors approved seeking reimbursement of payment from unit owner 15210 Elkridge Way Bldg. 91Unit 2-G for insurance claim #1610082 (Date of service 10/8/16) in the amount \$654.52 for water clean-up at 15210 Elkridge Way Bldg. 91 Units 2G & 1G.

**Resolution #65,11/30/16**

- B. CD Renewals- Mr. Gervais reported that the two CDs were renewed; one at 1.35% and the other at 1.45% that will expire in 2018.

7. New Business-

- A. Unit #89-3J (David Reeve/Ruth Brodsky), \$251.76; Installed flashing around exterior A/C Unit- Mr. Gervais stated a PPD invoice in the amount of \$251.76 was sent to the unit owner for exterior work, that was paid by the owner. As stated in the Mutuals' "Who Pays List", the Mutual is responsible for exterior work.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved reimbursement of payment \$251.76 to owner Mrs. Ruth Brodsky (2442 Sophia Chase Dr. Marriottsville MD 21104); Invoice #95170 for A/C wall unit aluminum trim work performed at 15310 Beaverbrook Court Unit 89-3J.

**Resolution #59,11/30/16**

- B. Unit #91-3G (George Samara), Approve Dryer Vent Cleaning- Missed date because of move in- Mr. Gervais stated that Mr. Samara moved into Leisure World after the first scheduled day of services and was unaware of the make-up day. Ronny Cabrera agreed to hold the price of the agreed contract and informed the Board of when their Dryer Vents will be cleaned.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved paying for the Dryer Vent Cleaning service at 15210 Elkridge Way Unit 91-3G; however, the crew is working on other properties and it may consequently take until January or February to do the unit. Ronny Cabrera agreed to hold the price of the cleaning per the contract.

**Resolution #60,11/30/16**

- 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) – Mr. Gervais stated that at the October Board Meeting, the proposal was approved for 300 daffodils. The proposal was increase to 350 daffodils at cost of \$75.00, to be planted at bldgs. # 90, #91, #93.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors the increase approval of Landscape Proposal #16436R (Dated 10/26/16) in the amount of \$450.00 for plantings of 300 Daffodils at Buildings #90, #91, #93, to the amount of \$525.00 for planting of 350 Daffodils.

**Resolution #57,11/30/16**

- D. McFall & Berry Proposal #16518 (Dated 11/21/16), \$195.00, Spreading piles of wood chips- Mr. Gervais informed the Board that the wood chips that were at the end of Beaverbrook Court parking lot were spread throughout.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the Landscape Proposal #16518 (Dated 11/21/16) in the amount of \$195.00 for the spreading of up to 2 piles of wood chips throughout the natural area in the front of 15311 Beaverbrook Court Bldg. #90 at a 2' depth. And to remove any excess chips.

**Resolution #58,11/30/16**

- E. Holiday Gifts- Mr. Gervais requested a proposed motion to the Board extend holiday gifts to Leisure World staff.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the 2016 Holiday Gifts Awards for Leisure World staff as follows: Roberta Carter \$200.00, Nikoo Manocherhi \$200.00, Dawn Gaynor \$200.00, Aaron Tenley \$100.00, Richard Jones \$100.00 and Maria L. Vasquez \$200.00.

**Resolution #66,11/30/16**

- F. Larry Damsky Resignation from Mutual 19B Board; effective 12/31/16- Mr. Gervais informed the Board that Mr. Damsky will be resigning from the Mutual and as the Mutuals' Vice President effective 12/31/16 but will remain a part of the Community Planning Advisory Committee and the Security & Transportation Advisory Committee for Mutual 19B.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved & accepted with regret the resignation letter (Dated 11/24/16) submitted from Mr. Larry Damsky as Mutual 19B Board member and Mutual 19B's Vice President. The letter informed the Board that his last active date of service as Mutual 19B's Vice President will be 12/31/16 COB. It was approved that, Mr. Damsky will continue to serve as Mutual 19B's representative to the Community Planning Advisory Committee and the Security & Transportation Advisory Committee.

**Resolution #67,11/30/16**

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved Mrs. Janet Lazar as a Board member of Mutual 19B effective January 1, 2017.

**Resolution #68,11/30/16**

- G. Rental Requirements – Roberta informed the Board that this is a standard Mutual 19B form that is used by the resales department. Revision were made and submitted to the Resales office.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the updated revision of the Rental Requirements (Dated 11/14/16) for Mutual 19B's rent of a condo. Updated letter will be furnished to the resales office.

**Resolution #69,11/30/16**

- H. Approval of Poinsettias Plants purchase for all seven Bldgs. – Mr. Gervais stated that the Mutual traditionally purchase poinsettias for each building. Jude Howard will make the purchase and have them delivered.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the purchase & planting of Poinsettias for each bldg. of Mutual 19B and not to exceed \$400.00 purchase limit.

**Resolution #70, 11/30/16**

- I. Bldg. #94; Reserved Parking Painting – Mr. Gervais reported that the number was not visible and several others spaces need to painted as well.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the services from PPD to repaint the Reserved Resident parking and listed number for spaces #244, #245 & #246 on 15211 Elkridge Way, Bldg. #94.

**Resolution #71, 11/30/16**

8. Unfinished Business-

A. PPD Items- Mr. Lederman

- (1) Weather Stripping; Bldg. #90 Unit 2D- Mr. Lederman reported that he will follow up with Leslie in regards to an outside contractor to oversee the repairs.
- (2) Termite Inspection Bldg. #91- Roberta will follow up with Mr. Tenley in response to the submitted contract to treat the area outside of Bldg. #91.
- (3) Bench Paintings- Mr. Lederman stated that the bench paintings were not completed. Roberta will follow up with Leslie of when the schedule painting will take place.
- (4) Clay Kenney Improvement; Canopy Repair Bldg. #90 Proposal- Mr. Lederman reported to the Board to move forward with approval of the proposal amount \$4,675.00 to replace Bldg. #90 canopy.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved the Clay Kenney Home Improvement proposal for \$4,675.00 for the replacement of Bldg. #90 Canopy. As stated in the contract there is a 12-year manufacture material warranty and 5-year labor and material warranty by Clay Kenney Home Improvement.

**Resolution #72, 11/30/16**

- (5) Bldg. #94; Elevator Malfunction- Mr. Lederman reported that he will follow up with Leslie at PPD.

B. McFall & Berry Items- Ms. Howard informed the Board that she will be purchasing the Poinsettias plants for all seven Bldgs.

C. Insurance Claim 2016 List- Mr. Gervais informed the Board that all names have been removed/process from the listing except one; Frances Robinson Unit#88-1K incident.

Upon motion duly made, the Board agreed:

Mutual 19B Board of Directors approved for the Mutual to pay all costs, including the \$991.86 A&A Invoice# 4613 (Dated 1/12/16), associated with the 12/22/15 incident and that any amounts put toward the payment of these costs be returned to Frances Robinson Unit#88-1K. The case of the backup was more than 15' and therefore a Mutual responsibility.

**Resolution #73, 11/30/16**

D. Dog Complaint; Bldg.#89- Mr. Gervais informed the Board that this is still an ongoing issue.

E. “Who Pays List- Mr. Damsky stated once the list is completed, it will be submitted to the Board at the next meeting.

F. Insurance Claim Process- Ms. King informed the Board that an improved process is in place to follow up with claims that may occur.

G. PPD Requests Procedure- Ms. King advised to the Board that the Mutual Assistant maintains correspondence between all parties involved when a work order has been sent out to PPD.

9. Advisory Committee Reports -

- A. Restaurant- Ms. Mastrococco's reported that the temporary vestibule was removed.
  - B. Budget & Finance- There was no report at this time.
  - C. Education & Recreation- Ms. Lazar's report included: (1) The Administration Building site plan was approved. (2) The indoor pool temperature was resolved. (3) Fitness Center site plan was approved by Montgomery County. (4) The E & R committee approved the revised "Policy & Procedures" and is on the Leisure World website. (5) There will not be an E & R Meeting for December, will resume in January.
  - D. Physical Properties Department- Ms. Lazar reported that Montgomery County will be donating 33 "Shade Trees" to Leisure World of Maryland.
  - E. Health- Mr. Lederman's report included: (1) The Committee is planning a presentation on "Wellness and Health". (2) Upcoming lecture titled "Life Transitions" was held on December 9, 2016; 1:30 PM in Clubhouse I.
  - F. Tennis- There was no report at this time.
  - G. Landscape- Ms. Howard reported that the December Meeting will be discussing the "Use of Color" in planting.
  - H. Community Planning, Security & Transportation- Mr. Damsky's report included: (1) Process of new proposals are evolving. (2) S&T Committee will be writing a procedure for SPO's for Leisure World Blvd. (3) New street signage will be placed around Leisure World Blvd.
10. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
11. Unit Owners – There was no report at this time.
12. Open Forum- None.
13. Adjournment- The meeting adjourned at 3:40 p.m.
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.

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Rita Mastrococco, Secretary



# **GENERAL MANAGER'S REPORT**

December 2016

## **COMMUNITY TOPICS**

### 1. Finances —

In the month of October, operating expenses were approximately \$13,700 over budget. Year-to-date net operating expenses are approximately \$94,600 under budget.

The November financial reports will be published the week of December 12<sup>th</sup>.

Preliminary information indicates a slight surplus for the month of November.

In November, there were 46 property transfers that generated approximately \$154,000 in contributions.

### 2. Holiday Hours of Operation —

#### Clubhouses

Christmas Day – both Clubhouses closed

New Year's Day – both Clubhouses closed; Fitness Center open 8 AM-2PM

Monday, December 26 – Offices open regular hours

Monday, January 2 – Offices open regular hours

#### Administration Offices

Administration Offices will be closed on Monday, December 26, and Monday, January 2.

#### Medical Center

Medical Center Offices will be closed on Monday, December 26, and Monday, January 2.

3. Organizational Meeting of the Board of Directors —

The Organizational Meeting will be held on Friday, January 6, at 9:30 AM in the Montgomery Room.

4. Robo Calls —

A reminder. At the end of a robo call, there is an opt-out option. Please be advised that the opt-out is not for that singular call but is an opt-out of all future calls.

5. Bank Space —

Sandy Spring Bank has provided written communication confirming that they are no longer interested in leasing space in the Administration Building. Management will initiate contact with other banking institutions.

6. Bradford Landing —

A hearing for the Preliminary Plan will be held on December 15, 2016, in the Montgomery County Planning Board's first floor auditorium at 8787 Georgia Avenue, Silver Spring, Maryland.

Bradford Landing is a proposed development across from the Norbeck Gate.

Management of Leisure World of Maryland Corporation joins me in wishing all residents a safe and happy holiday season and New Year.

Kevin B. Flannery  
General Manager

## 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.

### AFTER RESORATION WORK IS COMPLETED:

3. The Insurance Administrator closes out the claim and sends all paper work to the Trust Accountant.
4. Trust Accountant pays all invoices and sends copies of the closed claim to the Mutual Accountant to reimburse the Trust.
5. Mutual Accountant sends copies of the closed claim to the Mutual Assistant to process payment to the Trust.
6. **Prepare drafts for Mutual Board approval:**
  - a. **Draft Assessment Letter for Mutual Board approval** (SEE EXAMPLE LETTER #2) if it has been determined that the damage ensued from a damaging unit described in item 2 above.
  - b. **Draft resolution for Mutual Board approval.** (If it has been determined that the damage ensued from the damaging unit described in item 2 above, the resolution can be approved by the Mutual Board **ONLY AFTER** the draft Assessment Letter has been approved.)
    - i. *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.*
7. **Send Assessment Letter** to the damaging unit owner requesting payment. This must take place within two business days from the time of Board approval of the draft.
  - 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.
    - i. Follow-up until collected.
8. **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.
9. **Mutual Assistant retains copies of all records** regarding the incident for three (3) years or up the legal requirement.

Attachment #1 (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

*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

3701 Rossmoor Blvd.  
Silver Spring MD 20906

M:19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Balance Sheet Comparative  
1/30/2016

ACCT TITLE	Current Month	Prior Month	Variance
<b>LIABILITIES AND EQUITY</b>			
<b>LIABILITIES</b>			
2000 A/P Trade	1,012	1,107	(95)
2025 Unclaimed Property	0	829	(829)
2112 Accounts Payable-LW	18,499	17,464	1,036
2113 Unearned Assessments	14,392	17,410	(3,018)
<b>TOTAL LIABILITIES</b>	<b>33,903</b>	<b>36,810</b>	<b>(2,906)</b>
<b>EQUITY AND ACCOUNTABILITIES</b>			
3110 Memberships Sold	35,790	35,790	0
3210 Repl Reserve Accountability	1,328,601	1,321,862	6,739
3211 Maintenance Reserve Accountability	134,308	126,551	7,757
3221 Ins Deductible/Legal RSV Accountability	20,934	20,085	848
3260 Paid In Capital	289,850	289,850	0
3270 Reserve-Depr	(212,595)	(212,093)	(502)
3350 Prior Year Retained Earnings	89,442	89,442	0
Current Surplus/Deficit	10,276	7,129	3,147
<b>TOTAL EQUITY AND ACCOUNTABILITIES</b>	<b>1,696,605</b>	<b>1,678,616</b>	<b>17,989</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>1,730,509</b>	<b>1,715,426</b>	<b>15,083</b>

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue And Expense Statement  
11/30/2016

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
105,730	105,730	1,163,030	1,163,030	0
1,071	717	11,841	7,887	3,954
75	0	450	0	450
0	0	(196)	0	(196)
10,975	0	143,988	0	143,988
(26,320)	(25,967)	(289,592)	(285,637)	(3,955)
91,531	80,480	1,029,521	885,280	144,241
88	53	753	583	(170)
0	0	4,275	4,275	0
4,298	4,079	45,516	44,869	(647)
262	250	2,880	2,750	(130)
976	976	10,736	10,736	0
0	0	494	0	(494)
5,624	5,358	64,653	63,213	(1,440)
1,499	1,470	16,258	16,170	(88)
0	583	0	6,413	6,413
0	0	1,330	0	(1,330)
51	250	3,029	2,750	(279)
0	333	0	3,663	3,663
0	83	3,606	913	(2,693)
0	83	363	913	550
0	167	7,439	1,837	(5,602)
1,630	1,333	11,263	14,663	3,400
176	176	1,936	1,936	0
3,357	4,478	45,224	49,258	4,034
1,269	2,800	23,413	30,800	7,387
0	(928)	0	(10,209)	(10,209)
10,490	14,400	145,473	158,400	12,927
0	(1,356)	0	(14,914)	(14,914)
8,492	10,558	90,351	107,925	17,574
20,252	25,474	259,237	272,002	12,765

3701 Rossmoor Blvd.  
Silver Spring MD 20906

**M19B COUNCIL OF UNIT OWNERS MUTUAL #19B**  
Mutual Revenue And Expense Statement  
11/30/2016

CURRENT PERIOD	MONTHLY	VARIANCE	YTD	YTD	VARIANCE
ACTUAL	BUDGET		ACTUAL	BUDGET	
1,420	167	(1,253)	1,720	1,837	117
0	208	208	0	2,288	2,288
1,420	375	(1,045)	1,720	4,125	2,405
0	0	0	43,440	0	(43,440)
0	0	0	1,013	0	(1,013)
10,306	0	(10,306)	39,806	0	(39,806)
0	0	0	19,820	0	(19,820)
0	0	0	4,520	0	(4,520)
48	0	(48)	4,867	0	(4,867)
0	0	0	5,334	0	(5,334)
0	0	0	2,198	0	(2,198)
0	0	0	2,562	0	(2,562)
176	0	(176)	432	0	(432)
307	0	(307)	9,536	0	(9,536)
0	0	0	5,250	0	(5,250)
152	0	(152)	667	0	(667)
0	0	0	278	0	(278)
0	0	0	184	0	(184)
0	0	0	101	0	(101)
176	0	(176)	2,982	0	(2,982)
0	0	0	1,189	0	(1,189)
11,165	0	(11,165)	144,178	0	(144,178)
41,817	35,685	(6,132)	515,012	388,598	(126,414)
6,369	6,258	(111)	69,944	68,838	(1,106)
2,531	2,474	(57)	26,836	27,214	378
2,382	2,050	(332)	23,896	22,550	(1,346)
0	(122)	(122)	0	(1,342)	(1,342)
223	229	6	2,606	2,519	(87)
(298)	(536)	(238)	(4,988)	(5,896)	(908)
558	128	(430)	2,345	1,408	(937)
1,298	1,298	0	14,276	14,276	0
1,675	1,655	(20)	18,313	18,205	(108)
6,253	6,195	(58)	69,008	68,145	(863)
1,042	1,025	(17)	11,464	11,275	(189)
558	641	83	5,955	7,051	1,096
4,280	4,179	(101)	46,340	45,969	(371)
<b>OTHER EXPENSES</b>					
01 Activities 6401 (1,253) 1,720 1,837 117					
Bad Debt 6403 208 0 2,288 2,288					
<b>TOTAL OTHER EXPENSES</b>					
<b>RESERVE EXPENSES</b>					
05 RR Painting 6900 0 0 43,440 0 (43,440)					
17 RR Decorating 6900 0 0 1,013 0 (1,013)					
19 RR Flooring 6900 (10,306) 39,806 0 (39,806)					
20 RR Other 6900 0 0 19,820 0 (19,820)					
31 RR Carpentry 6900 0 0 4,520 0 (4,520)					
03 MR Electrical 6900 (48) 4,867 0 (4,867)					
05 MR Plumbing 6900 0 0 5,334 0 (5,334)					
08 MR HVAC 6900 0 0 2,198 0 (2,198)					
09 MR Gutters 6900 0 0 2,562 0 (2,562)					
10 MR Other 6900 (176) 432 0 (432)					
12 MR Building Maint 6900 (307) 9,536 0 (9,536)					
14 MR Painting 6900 0 0 5,250 0 (5,250)					
20 MR Dryer Vents 6900 (152) 667 0 (667)					
21 MR Elevators 6900 0 0 278 0 (278)					
24 MR Doors & Windows 6900 0 0 184 0 (184)					
26 MR Caulking 6900 0 0 101 0 (101)					
30 MR Ceiling Repairs 6900 (176) 2,982 0 (2,982)					
01 ILR Insurance/Legal 6900 0 0 1,189 0 (1,189)					
<b>TOTAL RESERVE EXPENSES</b>					
<b>TOTAL OPERATING EXPENSES</b>					
<b>COMMUNITY FACILITIES</b>					
10 Administration 7100 (111) 69,944 68,838 (1,106)					
20 Education & Recreation 7100 (57) 26,836 27,214 378					
21 Club House II 7100 (332) 23,896 22,550 (1,346)					
22 LW News 7100 (122) 0 (1,342) (1,342)					
25 Food Service 7100 6 2,606 2,519 (87)					
30 Medical Center 7100 (238) (4,988) (5,896) (908)					
40 PPD Management 7100 (430) 2,345 1,408 (937)					
41 Grounds 7100 0 14,276 14,276 0					
43 Trash 7100 (20) 18,313 18,205 (108)					
58 TV 7100 (58) 69,008 68,145 (863)					
60 Transportation 7100 (17) 11,464 11,275 (189)					
61 Supplemental Trans 7100 83 5,955 7,051 1,096					
65 Security 7100 (101) 46,340 45,969 (371)					



M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
Mutual Revenue/And Expense Statement  
11/30/2016

3701 Rossmoor Blvd.  
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	VARIANCE
596	544	6,588	5,984	(604)
558	819	7,965	9,009	1,044
223	183	2,345	2,013	(332)
112	111	1,228	1,221	(7)
248	248	2,726	2,726	0
4,591	4,591	50,495	50,495	0
92	92	1,017	1,017	0
53	53	577	577	0
1,283	1,283	14,114	14,114	0
0	519	0	5,705	5,705
34,628	33,917	373,051	373,073	22
TOTAL COMMUNITY FACILITIES				
MUTUAL OPERATING				
4,507	4,257	49,497	46,827	(2,670)
4,013	4,013	44,143	44,143	0
0	0	373	0	(373)
372	307	3,055	3,377	322
3,047	3,047	33,517	33,517	0
0	61	597	671	74
0	214	0	2,354	2,354
11,939	11,899	131,182	130,889	(293)
TOTAL MUTUAL OPERATING				
88,385	81,501	1,019,245	892,560	(126,685)
3,147	(1,021)	10,276	(7,280)	17,556
INCOME/DEFICIT				

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
12 Month Spread  
11/30/2016

12/09/2016  
8:31 AM

3701 Rossmoor Blvd.  
Silver Spring MD 20906

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Annual
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Budget
<b>INCOME</b>														
5110 Assessments	105,730	105,730	105,730	105,730	105,730	105,730	105,730	105,730	105,730	105,730	105,730	105,730	1,268,760	1,268,760
5111 Interest Income	1,039	988	1,061	1,063	1,097	1,070	1,178	1,047	1,056	1,172	1,071	713	12,554	8,600
5114 Late Fees	30	30	0	30	15	90	45	30	60	45	75	0	450	0
5115 Other Income	-200	0	0	0	0	4	0	0	0	0	0	0	-196	0
5200 Transfers From Funded Reserve	11,364	6,968	12,746	24,731	15,647	8,512	17,446	16,335	1,423	17,838	10,975	0	143,988	0
5800 Transfers To Funded Reserves	-26,300	-26,237	-26,310	-26,312	-26,346	-26,319	-26,427	-26,296	-26,305	-26,421	-26,320	-25,963	-315,555	-311,600
<b>TOTAL INCOME</b>	<b>91,663</b>	<b>87,479</b>	<b>93,227</b>	<b>105,242</b>	<b>96,143</b>	<b>89,087</b>	<b>97,972</b>	<b>96,846</b>	<b>81,964</b>	<b>98,364</b>	<b>91,531</b>	<b>80,480</b>	<b>1,110,001</b>	<b>965,760</b>
<b>ADMINISTRATIVE EXPENSES</b>														
6112 Common Ownership Fee	53	53	53	53	53	53	88	88	88	88	88	47	800	630
6115 Audit	0	1,000	2,500	0	775	0	0	0	0	0	0	0	4,275	4,275
6118 01 Insurance Property	4,047	4,047	4,047	4,047	4,047	4,047	4,047	4,293	4,298	4,298	4,298	4,081	49,597	48,950
6118 02 Insurance Deductible	0	0	0	0	0	151	0	-151	0	0	0	0	0	0
6118 03 Insurance Fidelity	0	522	262	262	262	262	262	262	262	262	262	250	3,130	3,000
6120 Property Mgmt Services	976	976	976	976	976	976	976	976	976	976	976	978	11,714	11,714
6125 Miscellaneous	0	0	0	0	0	278	0	0	101	115	0	0	494	0
<b>TOTAL ADMINISTRATIVE EXPENSES</b>	<b>5,076</b>	<b>6,598</b>	<b>7,838</b>	<b>5,338</b>	<b>6,113</b>	<b>5,766</b>	<b>5,373</b>	<b>5,468</b>	<b>5,725</b>	<b>5,739</b>	<b>5,624</b>	<b>5,356</b>	<b>70,009</b>	<b>68,569</b>
<b>BUILDING EXPENSES</b>														
6204 01 Elevator Contract	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,470	1,499	1,499	1,499	1,470	17,728	17,640
6204 02 Elevator Overtime	0	0	0	0	0	0	0	0	0	0	0	587	587	7,000
6204 03 Elevator Inspections	0	0	0	0	0	0	0	0	0	1,330	0	0	1,330	0
6209 Pest Control	0	1,346	103	0	30	895	163	206	103	133	51	250	3,279	3,000
6211 05 Sprinkler Contract	0	0	0	0	0	0	0	0	0	0	0	337	337	4,000
6211 06 Repair Sprinkler, F/A	545	0	1,187	1,875	0	363	0	0	0	0	0	87	3,693	1,000
6211 07 Fire Marshall, Permit	0	0	0	0	0	0	0	0	0	0	0	87	450	1,000
6211 10 F/A Inspections	5,185	0	0	0	751	751	0	0	751	0	0	163	7,602	2,000
6214 02 Grounds Landscaping	2,140	0	0	0	0	2,966	2,735	572	401	821	1,630	1,337	12,600	16,000
6224 Telephone	176	176	176	176	176	176	176	176	176	176	176	176	2,112	2,112
<b>TOTAL BUILDING EXPENSES</b>	<b>9,516</b>	<b>2,992</b>	<b>2,935</b>	<b>3,521</b>	<b>2,427</b>	<b>6,621</b>	<b>4,544</b>	<b>2,423</b>	<b>2,930</b>	<b>3,959</b>	<b>3,357</b>	<b>4,494</b>	<b>49,718</b>	<b>53,752</b>
<b>UTILITY EXPENSES</b>														
6301 98 Electric Com Area	2,993	5,304	4,645	274	1,396	1,265	1,622	1,844	1,536	1,266	1,269	4,200	27,613	35,000
6301 96 Electric Pr Yr CA	0	0	0	0	0	0	0	0	0	0	0	-1,395	-1,395	-11,604
6301 99 Electric Master	25,115	27,345	18,054	11,272	6,973	9,418	10,380	11,759	6,229	8,438	10,490	21,600	167,073	180,000
6301 97 Electric Pr Yr MM	0	0	0	0	0	0	0	0	0	0	0	-2,034	-2,034	-16,948
6303 99 Water	9,112	8,284	8,023	8,002	5,823	7,392	9,034	9,727	7,626	8,835	8,492	9,385	99,736	117,310
<b>TOTAL UTILITY EXPENSES</b>	<b>37,221</b>	<b>40,932</b>	<b>30,722</b>	<b>19,548</b>	<b>14,191</b>	<b>18,075</b>	<b>21,036</b>	<b>23,330</b>	<b>15,391</b>	<b>18,540</b>	<b>20,252</b>	<b>31,756</b>	<b>290,993</b>	<b>303,758</b>
<b>OTHER EXPENSES</b>														
6401 01 Activities	0	0	0	0	300	0	0	0	0	0	1,420	163	1,883	2,000
6403 Bad Debt	0	0	0	0	0	0	0	0	0	0	0	212	212	2,500

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
12 Month Spread  
11/30/2016

3701 Rossmoor Blvd.  
Silver Spring MD 20906

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Annual
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Budget
TOTAL OTHER EXPENSES	0	0	0	0	300	0	0	0	0	0	1,420	375	2,095	4,500
RESERVE EXPENSES														
6900 05 RR Painting	0	0	11,867	15,287	0	0	15,647	640	0	0	0	0	43,440	0
6900 12 RR Plumbing	0	0	0	0	0	110	-110	0	0	0	0	0	0	0
6900 17 RR Decorating	0	1,013	0	0	0	0	0	0	0	0	0	0	1,013	0
6900 19 RR Flooring	2,208	0	0	2,208	14,778	0	0	0	0	10,306	10,306	0	39,806	0
6900 20 RR Other	0	2,700	0	0	0	4,505	0	12,615	0	0	0	0	19,820	0
6900 31 RR Carpentry	2,260	0	0	2,260	0	0	0	0	0	0	0	0	4,520	0
6900 03 MR Electrical	186	286	0	185	71	1,572	640	969	541	368	48	0	4,867	0
6900 05 MR Plumbing	2,719	386	137	1,011	44	44	275	260	249	211	0	0	5,334	0
6900 08 MR HVAC	97	776	0	0	0	335	73	0	44	873	0	0	2,198	0
6900 09 MR Gutters	0	91	116	0	207	1,241	522	110	0	275	0	0	2,562	0
6900 10 MR Other	0	129	0	0	0	17	0	44	0	66	176	0	432	0
6900 12 MR Building Maint	911	1,588	336	3,275	358	444	263	1,378	190	489	307	0	9,536	0
6900 14 MR Painting	0	0	0	0	0	0	0	0	0	5,250	0	0	5,250	0
6900 20 MR Dryer/Vents	40	0	292	0	0	110	0	73	0	0	152	0	667	0
6900 21 MR Elevators	55	0	0	0	88	135	0	0	0	0	0	0	278	0
6900 24 MR Doors & Windows	184	0	0	0	0	0	0	0	0	0	0	0	184	0
6900 26 MR Caulking	0	0	0	0	101	0	0	0	0	0	0	0	101	0
6900 30 MR Ceiling Repairs	2,174	0	0	0	0	0	137	96	399	0	176	0	2,982	0
6900 01 ILR Insurance/Legal	532	0	0	506	0	0	0	151	0	0	0	0	1,189	0
TOTAL RESERVE EXPENSES	11,364	6,968	12,746	24,731	15,647	8,512	17,446	16,335	1,423	17,838	11,165	0	144,178	0
TOTAL OPERATING EXPENSES	63,176	57,491	54,241	53,138	38,678	38,974	48,399	47,556	25,468	46,075	41,817	41,981	556,993	430,579
COMMUNITY FACILITIES														
7100 10 Administration	6,698	6,259	6,588	6,259	6,369	6,149	6,149	6,259	6,259	6,588	6,369	6,258	76,202	75,096
7100 20 Education & Recreation	2,531	2,792	2,605	2,605	2,419	2,233	2,233	2,233	2,233	2,419	2,531	2,472	29,308	29,686
7100 21 Club House II	2,159	2,308	2,233	1,973	2,047	1,935	1,935	2,382	2,382	2,159	2,382	2,045	25,941	24,595
7100 22 LW News	0	0	0	0	0	0	0	0	0	0	0	-120	-120	-1,462
7100 25 Food Service	261	261	261	261	223	223	223	223	223	223	223	228	2,834	2,747
7100 30 Medical Center	-447	-447	-372	-372	-521	-521	-521	-521	-521	-447	-298	-530	-5,518	-6,426
7100 40 PPD Management	558	372	186	186	186	0	0	0	0	298	558	129	2,474	1,537
7100 41 Grounds	1,296	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	1,298	15,574	15,574
7100 43 Trash	1,675	1,638	1,638	1,749	1,563	1,675	1,675	1,675	1,675	1,675	1,675	1,653	19,966	19,858
7100 58 TV	6,104	6,104	6,104	6,253	6,328	6,402	6,402	6,402	6,402	6,253	6,253	6,195	74,340	74,340
7100 60 Transportation	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,023	12,487	12,288
7100 61 Supplemental Trans	596	596	447	596	372	558	558	558	558	558	558	636	6,590	7,686
7100 65 Security	4,802	4,280	4,280	4,280	4,057	4,020	4,020	4,020	4,020	4,280	4,280	4,179	50,519	50,148
7100 70 Street Lights	558	670	596	596	596	596	596	596	596	596	596	543	7,131	6,527
7100 80 Golf Course	633	633	1,042	819	633	633	633	819	819	744	558	819	8,784	9,828
7100 81 Pro Shop	0	298	223	223	186	186	186	298	298	223	223	179	2,524	2,192
7100 85 Comm Call System	112	112	112	112	112	112	112	112	112	112	112	115	1,336	1,336
7100 90 Snow Reserve	246	248	248	248	248	248	248	248	248	248	248	248	2,974	2,974
7100 92 Prop Maint Rsv	4,585	4,591	4,591	4,591	4,591	4,591	4,591	4,591	4,591	4,591	4,591	4,591	55,086	55,086
7100 93 Contg Rsv	97	92	92	92	92	92	92	92	92	92	92	92	1,109	1,109
7100 94 New Equip Fund	47	53	53	53	53	53	53	53	53	53	53	53	630	630

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B  
 12 Month Spread  
 11/30/2016

12/09/2016  
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3701 Rossmoor Blvd.  
 Silver Spring MD 20906

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Annual
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Projected	Budget
7100 95 Repl Rsv	1,284	1,283	1,283	1,283	1,283	1,283	1,283	1,283	1,283	1,283	1,283	1,283	15,397	15,397
7100 98 Salary Adjustment	0	0	0	0	0	0	0	0	0	0	0	519	519	6,224
<b>TOTAL COMMUNITY FACILITIES</b>	<b>34,836</b>	<b>34,481</b>	<b>34,550</b>	<b>34,146</b>	<b>33,177</b>	<b>32,808</b>	<b>32,808</b>	<b>33,663</b>	<b>33,663</b>	<b>34,290</b>	<b>34,628</b>	<b>33,907</b>	<b>406,958</b>	<b>406,980</b>
<b>MUTUAL OPERATING</b>														
7600 10 Administration	4,740	4,429	4,662	4,429	4,507	4,351	4,351	4,429	4,429	4,662	4,507	4,259	53,756	51,086
7600 41 Grounds	4,013	4,013	4,013	4,013	4,013	4,013	4,013	4,013	4,013	4,013	4,013	4,007	48,150	48,150
7600 42 Special Projects	0	187	186	0	0	0	0	0	0	0	0	0	373	373
7600 44 Community Services	373	298	298	298	224	149	149	298	298	298	372	302	3,357	3,679
7600 50 Janitorial	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,047	3,045	36,562	36,562
7600 52 After Hours	149	149	112	112	75	0	0	0	0	0	0	60	657	731
7600 100 Salary Adjustment	0	0	0	0	0	0	0	0	0	0	0	216	216	2,570
<b>TOTAL MUTUAL OPERATING</b>	<b>12,322</b>	<b>12,123</b>	<b>12,319</b>	<b>11,899</b>	<b>11,865</b>	<b>11,560</b>	<b>11,560</b>	<b>11,787</b>	<b>11,787</b>	<b>12,020</b>	<b>11,939</b>	<b>11,889</b>	<b>143,071</b>	<b>142,778</b>
<b>TOTAL EXPENSES</b>	<b>110,334</b>	<b>104,095</b>	<b>101,110</b>	<b>99,183</b>	<b>83,720</b>	<b>83,343</b>	<b>92,767</b>	<b>93,005</b>	<b>70,918</b>	<b>92,385</b>	<b>88,385</b>	<b>87,777</b>	<b>1,107,022</b>	<b>980,337</b>
<b>INCOME/DEFICIT</b>	<b>-18,671</b>	<b>-16,616</b>	<b>-7,883</b>	<b>6,059</b>	<b>12,423</b>	<b>5,744</b>	<b>5,205</b>	<b>3,841</b>	<b>11,046</b>	<b>5,980</b>	<b>3,147</b>	<b>-7,297</b>	<b>2,979</b>	<b>-14,577</b>

MUTUAL 19B  
 CASH INVESTMENTS  
 November 30, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
<b>UNALLOCATED FUNDS:</b>									
	BANK OF AMERICA							173,675.33	173,675.33
<b>ALLOCATED FUNDS:</b>									
<b>MONEY MARKETS</b>									
	ACCESS NATIONAL BANK	0.99%			144,292.76	80,301.60	13,232.26		237,826.62
	CAPITAL ONE BANK	0.30%			127,176.49	222.03			127,398.52
100003	B OF I FEDERAL BANK	0.80%			243,423.58				243,423.58
100016	CONGRESSIONAL BANK	0.70%			151,104.94	53,783.99	7,701.28		212,590.21
<b>CERTIFICATES OF DEPOSIT</b>									
100011	SONABANK	1.25%	103,356.60	08/08/2017	103,685.61				103,685.61
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,429.46				51,429.46
100013	SONABANK*	1.00%	100,003.29	07/18/2017	100,003.29				100,003.29
100014	FIRST INTERNET BANK OF INDIANA	1.35%	150,000.00	11/07/2018	152,878.35				152,878.35
100017	EVER BANK	1.60%	100,696.94	10/03/2019	100,696.94				100,696.94
100018	SYNCHRONY BANK		153,278.59		153,278.59				153,278.59
	DUE TO FROM:				631.00		0.00	(631.00)	
<b>TOTAL</b>					<b>1,328,601.01</b>	<b>134,307.62</b>	<b>20,933.54</b>	<b>173,044.33</b>	<b>1,656,886.50</b>

\*One free withdrawal penalty after the first year