

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

February 22, 2017
Sullivan Room - 1:00 P.M.

AGENDA

1. Call To Order (Gervais, Dunn, Mastrorocco, Lederman, Lazar)
2. Approval Of The Agenda
3. General Manager's Report
4. Approval of Minutes of January 25, 2017 Meeting
5. Treasurer's Report
 - A) Invoices for Payment
6. New Business
 - A) ABM - Charles Middleton, Jr. #91-1C, Replace 4 Windows and a Patio Door
 - B) Request PPD Inspect Heat Pump at Bldg #92 and determine age, condition (replace or not)
 - C) Annual Meeting moved to Maryland Room to make way for a Mutual with a fancier spread at 3:00
7. Unfinished Business - Update Reports
 - A) PPD Items and PPD Special Projects (Brick, Parking, SWM, Downspout), Pepco Logs, Eldridge Drainage
 - B) Preventive Maintenance Proposal
 - C) "Who Pays" list
 - D) Elevator Carpet, New Directories for #93 and #94, Door Mat for #93, Bike Rack Price, Park Bench Price, Park Bench Status, Paint Floor At #88 Side Entrance and Under Mat at #91 Rear Entrance
 - E) Stair Treads for #93 and #94
 - F) Removal of Stump at end of Eldridge Way
 - G) Sight Distance Area at Elkridge Way
8. Leisure World Board of Directors and Advisory Committee Reports
9. Building Representatives

10. Unit Owners

11. Open Forum

12. Adjournment

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

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

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

January 25, 2017

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, January 25, 2017 at 1:00 p.m.

Directors Present: John Gervais, President; Richard Lederman, Vice President; Rita Mastrococco, Secretary; Janet Lazar, Director; John Dunn, Treasurer

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

Visitors: Jane Gervais, Virginia Austin, Charles Middleton, Jude Howard, Connie Costa, Kristin Doherty, David Reeve, Somsmai Meines, Clayton Lewis, Lawrence Damsky, Regina Goldsborough, Ann Kyber

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 presented.
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 December 28, 2016 – The minutes of the regular meeting held on December 28, 2016 were approved. As edited, paragraph 10 on page 3 was deleted.
5. Treasurer's Report – Mr. Dunn reported that the Mutuals' balance forward as of December 31st was \$173,675.33, receipts of \$123,437.03, payments of \$140,748.25, cash balance of \$156,364.11.

A. Invoices for Payment- There were three 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 \$1,298.00 to Orkin Pest Control; Invoice #154927055, dated 12/6/2016 for the subterranean termite inspection of Bldg. # 91 15210 Elkridge Way.

Resolution#82 ,1/25/17

Mutual 19B Board of Directors approved payment of \$5,407.00 to Dynalectric Company for Annual Fire Alarm Testing at all seven Bldgs. #88, #89, #90, #91, #92, #93, #94; Invoice #TM65974. Dated 1/5/2017.

Resolution #85,1/25/17

Mutual 19B Board of Directors approved payment of \$2, 604.00 to Leisure World Physical Properties for paintings of seven benches in front of the bldgs. Invoice# 100477. Dated 1/17/2017.

Resolution #83 ,1/25/17

6. New Business-

- A. Preventive Maintenance Calendar- Mr. Gervais stated it would be revisited at the next BOD meeting.
- B. Vice President for Mutual 19B- Mr. Gervais suspended the current meeting. Mr. Coursen called to order an organizational meeting to fill the position of Vice President for Mutual 19B, nominations were submitted. The Board agreed that Mr. Richard Lederman will be the new Vice President for Mutual 19B.

Resolution #87, 1/25/17

Upon motion duly made and seconded, the Board agreed to adjourned and the regular monthly meeting is reinstated.

Resolution #88, 1/25/17

- C. Direct letter be sent (by 2/15/17) notifying membership of May 3, 2017 Annual Meeting and seeking Directors for 3 three-year term and director for 1 one year term- Mr. Gervais stated that the Annual Meeting will take place May 3, 2017 and the *Call for Candidates* letters will be sent out in February. Rita Mastrococco and Janet Lazar terms will end 2017. There will be one open position at three years and another for one year term.
- D. McFall & Berry Tree Proposal # T17010-GZ; Elkridge Court parking space #246- Mr. Gervais reported the proposal submitted from McFall & Berry for the removal of the tree stump on Elkridge Way in the amount of \$160.00.

Upon motion duly made and seconded, the Board approved the proposal and payment of services to McFall & Berry Tree Proposal #T17010-GZ in the amount of \$160.00 to grind & remove stump & trace roots located behind the parking space on Elkridge Way.

Resolution #86, 1/25/17

- E. Orkin Pest Control Proposal; 15310 Beaverbrook Court inspect 10 units 1st floor- Mr. Gervais stated that a proposal was submitted from Orkin Pest Control to inspect 10 ground floor units at Bldg. # 89; 15310 Beaverbrook Court.

Upon motion duly made and seconded, the Board approved the proposal, payment and treatment of services by Orkin Pest Control Proposal in the amount of \$450.00 to inspect all 10 units Bldg. #89; ground floor units at 15310 Beaverbrook Court for mice.

Resolution #84, 1/25/17

7. Unfinished Business-Update Reports

A. PPD Items- Mr. Lederman:

- (1) Bench Paintings- Mr. Lederman stated that the bench paintings are completed.
- (2) Clay Kenney Improvement; Canopy Repair Bldg. #90- Mr. Lederman stated that he will follow up with Mr. Cabrera.
- (3) Bldg. #90 & #92; Roof Shingles- Roberta stated that she will look for records and contact PPD of the roof repair work that was completed to all seven roofs that were replaced.

- B. Brick, Parking, SWM Downspout Inspections- Mr. Gervais stated we are awaiting information from Nicole Gerke.
 - C. Pepco Logs- Mr. Dunn stated that he will follow up with Pepco.
 - D. Elkridge Drainage- Ms. Dunn reported that he met with a representative from the County government who came out to analyze the problem, and a work order was submitted to the department of transportation. Mr. Dunn stated he will follow up of when the project will take place.
 - E. “Who Pays List- Mr. Damsky will forward to the Board.
 - F. Directory Letters Bldgs. # 93 & #94- Mr. Dunn stated that the company does not manufacture the same size and boards, Roberta will reach out to other companies for a quote, for two directories and letters.
 - G. Sight Distance Area at Elkridge Way- Mr. Damsky stated that the security and transportation committee had a proposal form that will need to be filled out by the Mutual President to be presented at the next committee meeting.
 - H. Stair Tread Proposal Bldgs. #93 & #94- Mr. Gervais stated that the project will take place on February 14, 2017.
 - I. Bike Rack- Mr. Gervais stated he will follow up on this. Mr. Coursen confirmed that a bike rack can be placed if so desired by the BOD.
 - J. Building Door Mat Bldg. #93- Roberta will consider purchasing a mat for the building and get back to the Board.
 - K. Building 88- Front side stair tower entrance door- Mr. Gervais stated that the floor needs to be painted, will follow up with Mr. Cabrera. Ms. Austin stated the floor under the mat at the rear door of Bldg. #91 also needs to be painted. The Board asked Roberta to request a proposal from PPD to paint the entrance floor of the front door side stairwell at Bldg. #88 and under the mat of the rear door at Bldg. # 91.
 - L. Paint ground under canopy of front entrance (s) Bldg. #93- Mr. Gervais stated that the area is faded, but there doesn't seem to be a best solution.
 - M. Elevator carpet for Bldg. #88- Mr. Dunn stated that he will contact the representative from Carpet & Vacuum for replacement options.
 - N. Check top, bottom and kick plates of exterior doors- Mr. Gervais stated that and Mr. Dunn did an inspection of all doors and did not think any further action was needed.
8. Leisure World Board of Directors and Advisory Committee Reports - Reports were presented from the Directors present at the meeting.
 9. Building Representatives- Reports were presented from the Building Representatives present at the meeting.
 10. Unit Owners – Reports were presented from the Unit Owners present at the meeting.
 11. Open Forum- None.

12. Adjournment- The meeting adjourned at 3:00 p.m.
13. Next Regular Meeting- February 23, 2017; Sullivan Room, 1:00 p.m.
14. Next Agenda Meeting- February 15, 2017; Sullivan Room, 1:00 p.m.

Rita Mastrorocco, Secretary

Monthly Treasure's Report
For the Month Ending: January, 2017

Operating Account	
Previous Balance	\$156,364.11
Total Receipts	263,706.53
Total Disbursements	-269,398.65
New Balance	\$150,671.99

1. We enjoyed a budget shortfall of \$20,432. We had unanticipated expenditures in Fire alarms Inspections, MM Electrical, water, Pest control, and final payments for painting and Building Maintenance.
2. Attached please find the Cash Investments report for January 31, 2017
3. We have 4 units delinquent in monthly assessments. One is 30 days overdue, the others are current month only.

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE		YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET			BUDGET	
106,911	106,911	106,911	106,911	0	INCOME	106,911	0
1,381	754	1,381	754	627	Assessments	754	627
75	0	75	0	75	Interest Income	0	75
5,642	0	5,642	0	5,642	Late Fees	0	5,642
(24,294)	(23,671)	(24,294)	(23,671)	(623)	Transfers From Funded Reser	0	(623)
					Transfers To Funded Reserve		
89,715	83,994	89,715	83,994	5,721	TOTAL INCOME	83,994	5,721
88	88	88	88	1	ADMINISTRATIVE EXPENSES	88	1
4,298	4,298	4,298	4,298	0	Common Ownership Fee	4,298	0
271	256	271	256	(15)	01 Insurance Property	256	(15)
900	976	900	976	76	03 Insurance Fidelity	976	76
					Property Mgmt Services		
5,556	5,618	5,556	5,618	62	TOTAL ADMINISTRATIVE EXPENSES	5,618	62
1,499	1,500	1,499	1,500	1	BUILDING EXPENSES	1,500	1
0	333	0	333	333	01 Elevator Contract	333	333
1,555	288	1,555	288	(1,267)	02 Elevator Overtime	288	(1,267)
751	333	751	333	(418)	Pest Control	333	(418)
0	83	0	83	83	05 Sprinkler Contract	83	83
0	83	0	83	83	06 Repair Sprinkler,F/A	83	83
5,407	163	5,407	163	(5,244)	07 Fire Marshll, Permit	163	(5,244)
0	1,333	0	1,333	1,333	10 F/A Inspections	1,333	1,333
176	176	176	176	0	02 Grounds Landscaping	176	0
					Telephone		
9,389	4,292	9,389	4,292	(5,097)	TOTAL BUILDING EXPENSES	4,292	(5,097)
5,302	4,900	5,302	4,900	(402)	UTILITY EXPENSES	4,900	(402)
0	(907)	0	(907)	(907)	98 Electric Com Area	(907)	(907)
25,723	25,200	25,723	25,200	(523)	96 Electric Pr Yr CA	25,200	(523)
0	(2,199)	0	(2,199)	(2,199)	99 Electric Master	(2,199)	(2,199)
9,407	7,532	9,407	7,532	(1,875)	97 Electric Pr Yr MM	7,532	(1,875)
					99 Water		
40,432	34,526	40,432	34,526	(5,906)	TOTAL UTILITY EXPENSES	34,526	(5,906)
0	163	0	163	163	OTHER EXPENSES	163	163
0	208	0	208	208	01 Activities	208	208
					Bad Debt		

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
Mutual Revenue And Expense Statement
01/31/2017

3701 Rossmoor Blvd.
Silver Spring MD 20906

CURRENT PERIOD	MONTHLY	YTD	YTD	VARIANCE
ACTUAL	BUDGET	ACTUAL	BUDGET	
0	371	0	371	371
TOTAL OTHER EXPENSES				
RESERVE EXPENSES				
24	0	24	0	(24)
261	0	261	0	(261)
149	0	149	0	(149)
74	0	74	0	(74)
2,487	0	2,487	0	(2,487)
2,604	0	2,604	0	(2,604)
45	0	45	0	(45)
5,642	0	5,642	0	(5,642)
61,019	44,807	61,019	44,807	(16,212)
TOTAL OPERATING EXPENSES				
COMMUNITY FACILITIES				
6,919	6,383	6,919	6,383	(536)
2,598	2,565	2,598	2,565	(33)
2,227	2,136	2,227	2,136	(91)
0	(132)	0	(132)	(132)
186	176	186	176	(10)
(371)	(543)	(371)	(543)	(172)
445	126	445	126	(319)
1,399	1,399	1,399	1,399	0
1,744	1,632	1,744	1,632	(112)
6,494	6,510	6,494	6,510	16
1,039	1,040	1,039	1,040	1
5,010	4,953	5,010	4,953	(57)
742	543	742	543	(199)
779	872	779	872	93
186	210	186	210	24
111	115	111	115	4
246	246	246	246	0
4,686	4,686	4,686	4,686	0
97	97	97	97	0
110	110	110	110	0
1,284	1,284	1,284	1,284	0
0	546	0	546	546
35,930	34,954	35,930	34,954	(976)
TOTAL COMMUNITY FACILITIES				
MUTUAL OPERATING				
4,954	4,370	4,954	4,370	(584)
4,312	4,312	4,312	4,312	0

MUTUAL 19B
CASH INVESTMENTS
 January 31, 2017

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							150,671.99	150,671.99
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	0.99%			144,619.12	80,437.41	13,254.64		238,311.17
	CAPITAL ONE BANK	0.30%			127,241.22	222.15			127,463.37
100003	B OF I FEDERAL BANK	0.80%			243,839.07				243,839.07
100016	CONGRESSIONAL BANK	0.70%			32,748.27	43,098.33	7,725.84		83,572.44
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.25%	103,356.60	08/08/2017	103,902.32				103,902.32
100012	SYNCHRONY BANK	1.20%	50,000.00	01/21/2017	51,533.60				51,533.60
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	101,229.10				101,229.10
100018	SYNCHRONY BANK	1.45%	153,278.59	12/22/2018	153,466.00				153,466.00
100019	BANK OF THE OZARKS	1.35%	150,000.00	04/25/2018	150,000.00				150,000.00
	DUE TO FROM:				722.00	(189.65)	0.00	(532.35)	
TOTAL					1,362,182.34	123,568.24	20,980.48	150,139.64	1,656,870.70

*One free withdrawal penalty after the first year

GENERAL MANAGER'S REPORT

FEBRUARY 2017

COMMUNITY TOPICS

1. Finances –

January 2017 financial statements will be released the week of February 13th. Preliminary data indicates a deficit estimated to be between \$8,000 - \$10,000.

Field work of the 2016 audit is completed.

Draft audit report will be submitted to the Audit Advisory Committee and will be reviewed by that committee on Friday, March 3rd.

2. Security Incident –

On February 2nd, at approximately 9:30 a.m. a report of a firearm discharge in a unit in Hi-Rise building was made to Montgomery County Police (MCP). Fortunately, there were no serious injuries. The individual responsible was apprehended within an hour of the incident outside of the Community.

LW Security is working with MCP to secure additional facts related to the incident.

An article in the 2/17 issue of the LW News will provide further information.

3. Budget Development 2018 –

Appropriate Advisory Committees will begin discussion relative to planning of the operational budgets for budget year 2018 in February and March.

4. President's Day – Offices Closed

A reminder that Leisure World of Maryland Corporation will be observing President's Day on February 20th.

5. New Resident Orientation –

Quarterly New Resident Orientation Programs are scheduled for the following dates:

- Thursday, March 16th
- Thursday, June 22nd
- Thursday, September 14th

Orientations will be held in the Ballroom of Clubhouse I at 3 p.m.

Please note that due to the size of the New Resident Orientation's Room this is an invitation only event.

6. Kitchen Closure –

The main kitchen of Clubhouse I will be closed beginning on Wednesday, February 15th for approximately two to three weeks. This closure will allow necessary maintenance and repairs to be made to the main kitchen.

During this period, the Terrace and Stein Room will maintain normal operating hours. In addition, there will be a limited menu available in the Clubhouse Grille during the evening hours.

7. New Telephone System for Leisure World of Maryland Corporation Offices

The new Telephone System for Leisure World of Maryland Corporation Offices is expected to launch the first week of March. Updates will be provided once the schedule has been confirmed.

8. Recruitment

New Hires:

Johann Rucker – Maintenance Assistant – Fairways South 17A

Crystal Castillo – Executive Coordinator Support Services – Administration

Jenefer Vilche – Security & Transportation

Melissa Palaez – Director Mutual Services

Resignations:

Berenice Sommer - Administration

Alex Lively – Golf Pro Shop

Christopher Swift – Security Guard

Juan Bailey – Recycling Driver

Russ Dangerfield – Plumbing Dept - PPD

Open Positions:

Golf Professional – Golf Pro Shop
Property Manager – Creekside (M-27)
Postal Clerk – (Admin-Post Office)
HVAC Service Technician – PPD
HVAC Foreman (PPD)
Shuttle Bus Driver (S&T)
Special Police Officer (S&T)

Mutual 19B - Who Pays (Draft)

February 21, 2017

Inside the residence -

The unit owner is responsible for the repair and replacement of interior elements located in the unit.

Exceptions:

Unenclosed patios and balconies

Mutual is responsible for smoke detector and smoke detector replacement.

Outside the residence -

The Mutual is responsible for the repair and replacement of all common elements located outside the unit.

Exceptions:

Resident is responsible for the doorbell.

Note:

Resident is responsible for enclosed patios and balconies.

Exterior surface of entry doors to be cleaned and maintained by Mutual.

Mutual is responsible for sewer stoppage over 15'.

Mutual is responsible for extermination.

Mutual is responsible for settlement cracks.

Resident is responsible for their negligence.

Mutual may resolve to clean dryer vents every other year.

Mutual may resolve to clear main condensate line and check E-Z traps.

Mutual is responsible for exterior caulking to common elements.

Resident is responsible for windows and glass entry doors.

Mutual may resolve to clean the exterior of windows.