

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
FEBRUARY 24, 2016
SULLIVAN ROOM – 1:00 P.M.

1. Call to Order
2. Approval of the Agenda
3. General Manager's Report
4. Approval of Minutes of February 1, 2016
5. Leisure World Board of Directors Report
6. Treasurer's Report
 - a) Payment of Invoices
7. Old Business
 - a) Status of Additional Railing at Building #92
 - b) Schedule for Mailing Proposed Rule Changes
8. New Business
 - a) Dynalectric Proposal for Annual Fire Alarm Test
9. Advisory Committee Reports
10. Building Representatives
11. Unit Owners
12. Open Forum
13. Adjournment
14. Work Session – At 3:00 p.m. today the Board will meet to review the Reserve Study (*submitted by Reserve Advisors in August 2015*).

GENERAL MANAGER'S REPORT

February 2016

COMMUNITY TOPICS

1. Finances –

Net operating expenses were approximately \$165,000 under budget for the year. This is an unaudited figure.

The auditors will be onsite the first week of February, and a draft report will be presented to the Audit Advisory Committee in March.

In addition, in March, the Budget and Finance Advisory Committee will make a recommendation to the Leisure World Community Corporation Board of Directors on the disposition of the final surplus.

Management is targeting the week of February 15th for the publication of the January 2016 statements.

Management estimates a surplus of \$8,000-10,000 year to date.

2. February Meetings –

*Executive Committee regular meeting, Friday 2/19 @ 9:00 Sullivan Room

*LWCC Board meeting, Monday 2/29 @ 9:30 Montgomery Room

3. State of the Community Report – The 2016 report is posted to LWMC.COM and will be published in the LW News.

LEISURE WORLD OF MARYLAND CORPORATION

1. New Resident Orientation –

The New Resident Orientation that was scheduled for Thursday, January 28th, has been re-scheduled for February 18, at 3:00 p.m. in the Ballroom of Clubhouse I. The following individuals will attend and be available to answer residents' questions:

Kevin Flannery, General Manager
Jolene King, Assistant General Manager

Tim Coursen, Assistant General Manager
 Dee Martynuska, Director, Education & Recreation
 Alex Lively, Golf Professional
 Sam Ellis, Motivational Fitness
 MedStar Representative
 Richard Schultz, Director, Security & Transportation
 Dr. Carmen DeVries, General Dentist/Owner, Dental Office at Leisure World
 Medical Center

2. **Email Service** – See attached.

3. **Senior Editor** – Recruitment for the Senior Editor position at Leisure World News has concluded. An offer of employment was made and has been accepted by Maureen Freeman. Her start date is Monday, February 22nd.

Ms. Freeman has extensive experience in the field of journalism. Early in her career she served as an editor, reporter and photographer at local newspapers. She has also been a teacher/trainer in the Montgomery County Public Schools system and at the Newseum. Most recently, she was region manager for The News Literacy Project where she oversaw educational programs and recruited professional journalists for classroom presentations at schools in Washington, D.C., Maryland and Virginia. Ms. Freeman holds a B.A. in English from the College of Holy Cross in Worcester, Mass.

4. **NEW HIRES** –

<u>NAME</u>	<u>Title</u>	<u>DOH</u>
Moorer, Rita	Trust Assistant	1/26/2016
Fuller, Lois	Receptionist, E&R	1/29/2016
Brooks, Melinia	Security/Gate Guard	12/21/2015
Ramsey, Emily	Security/Gate Guard	2/1/2016
Swift, Christopher	Security/Gate Guard	2/1/2016
Freeman, Maureen	Senior Editor	2/22/2016

DEPARTURE(S)

<u>NAME</u>	<u>Title</u>	<u>DOT</u>
Henson, Ann	Resale Administrator	12/31/2015
Shanahan, Marjorie	Receptionist	1/16/2016
Coleman, Neal	Assistant Carpenter	1/13/2016
Flynn, John	Security/Gate Guard	1/7/2016

Leisure World of Maryland Corporation

3701 Rossmoor Boulevard • Silver Spring, Maryland 20906

(301) 598-1000

February 5, 2016

Dear Fellow Colleague:

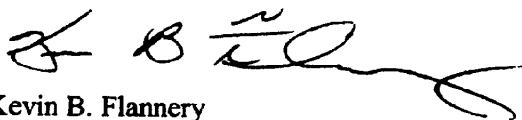
Towards the end of last year, I announced that Leisure World had selected the Microsoft Office 365 system as an upgrade to our current email system and Microsoft Office software. Today, I'm excited to let everyone know that a date has been picked for our conversion to the new system and IT is actively working on preparing for the transition. Because this is a major upgrade we want everyone to know what to expect so that disruptions can be minimized.

At 5:30PM on Friday, February 26th the conversion process will start. At this time, you will no longer be able to use Outlook on your computer, access email from your smartphone, or use Outlook Web Access. Although email will be unavailable to staff, any messages that are sent to you during this time will be delivered to your inbox when the conversion is complete.

From Friday evening through Sunday evening, IT will be moving your existing email, calendar, and contacts from our server to Office 365. This means that you will not lose any Outlook data due to the conversion. Any email messages sent to you over this weekend will also be accepted by the system. Over the course of the weekend IT will also be working with key personnel to get them connected to Office 365. Additional details on who will be part of this group will be shared shortly.

On Monday, February 29th IT will continue working with the remainder of Leisure World staff to upgrade their Microsoft Office and connect them to our new email system. Until IT is able to visit your desk Outlook will not work on your computer, but you will be able to temporarily access email via your web browser. Specific instructions on how to access email during the transition will be provided as we get closer to the conversion. While, this will create some inconveniences it is a process that the organization will only need to go through once and future upgrades will be seamless.

As the migration date approaches, I will be sharing additional information to keep everyone informed of the process and what to expect. In the meantime, if you have any specific questions about this process, please contact IT at 301-598-1041 or IT@lwmc.com.



Kevin B. Flannery
General Manager

REGULAR MEETING – BOARD OF DIRECTORS
COUNCIL OF UNIT OWNERS
MUTUAL 19B – CONDOMINIUM OF ROSSMOOR, INC.
FEBRUARY 1, 2016
CLUBHOUSE II – 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 Meeting Room of Clubhouse II on Monday, February 1, 2016 at 1:00 p.m.

Directors Present: Janet Lazar, President; Larry Damsky, Vice President; John Dunn, Treasurer; Virginia Austin, Secretary; Sandra Broadhurst, Rita Mastrococco, John Gervais, Directors.

Visitors: Marion Bedell, Jane Gervais, Jude Howard, Ann Kyber, Sidney Lazar, Clayton Lewis, Ellen & Richard Lederman, Charles Middleton, Kirsteen Reeve.

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 with the addition of 7a) Railing Installation.
3. General Manager's Report – The General Manager's Report was presented by Mr. Coursen. It was received, noted and made a part of the record.
4. Approval of Minutes of December 2, 2015 – The minutes of the regular meeting held on December 2, 2015 were approved as presented.
5. Leisure World Board of Directors Report – Mr. Damsky presented the report from the Leisure World Board of Directors' Meeting.
6. Treasurer's Report – Mr. Dunn distributed copies of the Monthly Treasurer's Report. The report provided an update on the balance in the Operating Account (through 11/30/15) and stated there are five owners currently in arrears for the monthly condominium fees.
 - a) Payment of Invoices – Upon motion duly made and seconded, the Board approved payment of the following invoices:

\$1,295.00 to Orkin for bedbug inspection in three units in Building #89; Orkin invoice #66273146.

Resolution #90, 2/1/16

\$2,700.00 to LWMC for PPD supervision of Bldg. #93 renovation; LWMC Invoice #74284. (Please designate payment to be from the Replacement Reserve.)

Resolution #91, 2/1/16

Payment of Insurance Claims –

\$643.50 to LWMC for drywall repairs in #91-2B caused by shower drain in #91-3B leaking on 12/15/15 into #91-2B; LWMC Insurance Claim.

Resolution #92, 2/1/16

To request reimbursement of \$643.50 from the unit owner of #91-3B (White) for water clean-up in #91-2B caused by shower drain leak in #91-3B.

Resolution #93, 2/1/16

\$819.70 to LWMC for water clean-up in #93-1E caused by the breaking of a valve during the replacement of the faucet in #93-2E; LWMC Insurance Claim.

Resolution #94, 2/1/16

To request reimbursement of \$819.70 from the unit owner #93-2E (*Lassise*) to Mutual 19B for water clean-up in #93-1E caused by the breaking of a valve during the replacement of a faucet in #93-2E.

Resolution #95, 2/1/16

The Board did not approve payment of the following LWMC Insurance Claim:

\$991.86 for water clean-up in #88-1K caused by sewage back-up on 12/22/15 in two bathrooms.

The Board asked the Mutual Assistant to find out how far the line had to be snaked to clear the stoppage.

7. Old Business

- a) Railing Installation – Ms. Mastrococco reported the railing installed for Building #92 is three feet short. The Mutual Assistant replied that Action Fabricators has offered to install the additional three feet at no extra cost.

8. New Business

- a) Recent Snowstorm – An Open Forum was held at this juncture in the meeting. Mrs. Lazar invited residents to present comments on the snow clean-up in Leisure World during the recent snowstorm. Mr. Coursen responded to residents' comments.
- b) McFall & Berry Contract – Discussion was postponed at this time. Mrs. Lazar stated she will check if McFall & Berry will be available to attend next month's meeting.
- c) Reserve Expenditures – The Board of Directors agreed they will meet for a work session to discuss the Reserve Study.

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. Open Forum – Visitors presented brief comments.
12. Adjournment – The meeting adjourned at 3:15 p.m.

Janet Lazar, President



DYNALECTRIC COMPANY
ELECTRICAL CONTRACTORS
22930 SHAW ROAD, SUITE 100
DULLES, VIRGINIA 20166-9448
703/742-3500 FAX: 703/742-8169
WWW.DYNALECTRIC-DC.COM

FIRE ALARM SYSTEM TEST PROPOSAL

February 21, 2016

Customer:

Leisure World Mutual 19-B
3701 Rossmoor Blvd.
Silver Spring, MD 20906
Estimate #: 0516-0201
Attention: Renee Steward

Property:

Leisure World Mutual 19-B
15300, 15310, 15311, 15301, Beaver Brook Court
15210, 15201, 15211 Elkridge Way
Silver Spring, MD 20906

Dear Renee:

We propose to provide the labor and equipment to perform the Fire Alarm testing in accordance with the following, for the total price of: **\$5,407.00**

Annual Fire Alarm Test for Buildings: 15300, 15310, 15311, 15301, Beaver Brook Court - 15210, 15201, 15211 Elkridge Way

Testing will be done during normal working hours, Monday through Friday from 6:30_{A.M.} to 3:00_{P.M.}, holidays excluded. This is the total price for **ONE** complete Fire Alarm test. This quote is valid through December 31, 2016. Testing will be done during normal working hours, Monday through Friday from 6:30_{A.M.} to 3:00_{P.M.}, holidays excluded. The client shall have the option to exercise two one year renewable options extending the agreement through December 31, 2018. This price does not include service calls or replacement parts. This price is based on the **TERMS AND CONDITIONS** set forth by Dynalectric Company.

This price does not include service calls or replacement parts. This price is based on the **TERMS AND CONDITIONS** set forth by Dynalectric Company.

In accordance with the attached Fire Alarm Test Information sheet we will:

1. Activate alarm-input devices and check for proper alarm initiation and annunciation.
2. Check operation and audibility of the fire alarm system signaling devices.
3. Check the supervisory functions of the fire alarm control panel and annunciator panel.
4. Check the fire system auxiliary control functions, as applicable.
5. Provide a detailed report of the field test results listing each device tested.
6. Test all fire alarm equipment in accordance with NFPA 72 and NFPA 25.

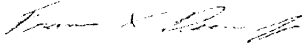
Repair or replacement of equipment, devices and/or wiring found to be faulty or inoperative during the test procedures is not included in the above price.

When scheduling a test, please note the following:

1. Notification of testing dates and times, to the building occupants, shall be the responsibility of the building management.
2. Building management must provide necessary access to equipment locations and areas scheduled for testing, including apartments, elevator shafts, mechanical rooms etc.
3. Dynalectric cannot be responsible for locating concealed devices. Building management should inform testing personnel of concealed or non-typical device locations.

Thank you for considering Dynalectric for you Fire Alarm service provider. We trust this price is satisfactory and look forward to hearing from you. So that we may have written authorization to proceed with the testing, please execute and return a copy of this quotation as soon as possible.

Sincerely,
DYNALECTRIC COMPANY



Francis (Buddy) Dean
Assistant Vice President
Systems Department Manager
Office: 703-742-3504
Fax: 703-742-8473
bdean@dynalectric-dc.com

Accepted By: _____

Printed Name: _____

Title: _____

Date: _____

M19B COUNCIL OF UNIT OWNERS MUTUAL #19B
 12 Month Spread
 12/31/2015

01/18/2016
 11:15 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	Actual	Projected	Budget
7100 60 Transportation	932	932	931	671	1,080	1,080	1,080	1,191	1,117	1,117	1,042	1,042	12,215	12,146
7100 61 Supplemental Trans	671	671	671	671	559	559	521	596	596	596	596	596	7,299	7,384
7100 65 Security	4,099	3,726	3,912	3,651	4,097	4,208	4,394	4,393	4,393	4,392	3,908	4,467	49,344	48,334
7100 70 Street Lights	671	671	559	559	484	596	596	596	596	670	670	670	7,336	6,653
7100 80 Golf Course	559	745	745	745	745	745	819	819	819	819	819	931	9,310	9,752
7100 81 Pro Shop	149	373	186	186	186	186	186	186	186	372	372	372	2,942	2,969
7100 85 Comm Call System	112	112	112	112	112	112	112	112	112	112	112	112	1,341	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	4,247	4,253	4,253	4,253	4,253	4,253	4,253	4,253	4,253	4,253	4,253	4,253	51,030	51,030
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	68	74	74	74	74	74	74	74	74	74	74	74	882	882
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	0	0	6,224
TOTAL COMMUNITY FACILITIES	33,932	32,588	33,397	31,391	32,468	32,018	32,163	33,456	33,042	33,852	33,707	34,861	396,873	401,940
MUTUAL OPERATING	4,799	4,207	4,441	4,207	4,363	4,285	4,285	4,518	4,518	4,674	4,518	4,518	53,333	50,519
7600 10 Administration	3,863	3,869	3,869	3,869	3,869	3,869	3,869	3,869	3,869	3,869	3,869	3,869	46,422	46,422
7600 41 Grounds	598	598	0	0	149	0	0	0	0	0	299	373	2,017	0
7600 42 Special Projects	0	187	187	187	224	224	224	224	299	299	0	373	2,427	3,679
7600 44 Community Services	2,979	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	2,980	36,759	35,759
7600 50 Janitorial	149	0	75	75	75	75	149	149	149	149	149	149	1,270	1,663
7600 52 After Hours	0	0	0	-187	0	0	0	0	0	0	0	0	-187	0
7600 53 Electrical Maint	0	0	299	-299	0	0	0	0	0	0	0	0	0	0
7600 54 Plumbing Maint	0	374	112	0	0	0	0	0	0	0	0	0	486	0
7600 55 Building Maint	0	374	374	0	0	0	0	0	0	0	0	0	747	0
7600 56 HVAC	0	374	187	0	0	0	0	0	0	0	0	0	560	0
7600 57 Appliance Maint	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7600 100 Salary Adjustment	0	0	0	0	0	0	0	0	0	0	0	0	0	2,570
TOTAL MUTUAL OPERATING	12,388	12,961	12,522	10,832	11,660	11,433	11,432	11,741	11,816	11,971	11,815	12,263	142,834	140,612
TOTAL EXPENSES	91,693	92,855	108,798	87,999	81,203	78,838	86,932	83,674	70,675	112,976	101,027	124,772	1,121,443	972,106
INCOME/DEFICIT	-12,361	-5,790	-21,015	-4,567	5,933	11,855	4,829	4,276	11,688	3,507	2,085	-5,643	-5,191	-20,170

Monthly Treasurer's Report
For the Month Ending: January 31, 2016

Operating Account	
Previous Balance	\$153,877.84
Total Receipts	123,434.38
Total Disbursements	-145,593.89
New Balance	\$131,718.33

1. As of 2/16/2016, we have five (5) accounts in arrears on payments of Condo fees. Two (2) are over 30 days.
2. We overspent our budget by \$10,000 in January
3. Attached please find the Cash Investments report for January 31, 2016

MUTUAL 19B
CASH INVESTMENTS
 January 31, 2016

	INSTITUTION	YIELD RATE	PAR VALUE	MATURITY DATE	REPLACEMENT RESERVE	MAINTENANCE RESERVE	INS DEDUCTIBLE RESERVE	OTHER	TOTAL
UNALLOCATED FUNDS:									
	BANK OF AMERICA							131,718.33	131,718.33
ALLOCATED FUNDS:									
MONEY MARKETS									
	ACCESS NATIONAL BANK	1.10%			152,543.20	71,278.01	12,284.56		236,105.77
	CAPITAL ONE BANK	0.30%			222,001.53	221.44			222,222.97
100003	B OF I FEDERAL BANK	0.80%			215,384.96				215,384.96
100016	CONGRESSIONAL BANK	0.70%			16,171.93	8,337.00	837.00		25,345.93
CERTIFICATES OF DEPOSIT									
100011	SONABANK	1.10%	100,000	08/08/2016	102,695.57				102,695.57
100010	SYNCHRONY BANK	1.25%	97,000	09/03/2016	99,906.96				99,906.96
100014	FIRST INTERNET BANK OF INDIANA	1.00%	150,000	11/07/2016	151,735.48				151,735.48
100015	CALIFORNIA FIRST NATIONAL BANK	1.15%	150,000	11/13/2016	151,813.40				151,813.40
100012	SYNCHRONY BANK	1.20%	50,000	01/21/2017	50,923.33				50,923.33
100013	SONABANK*	1.00%	100,003	07/18/2017	100,003.29				100,003.29
	DUE TO FROM:				(1,075.64)	(1,888.25)		2,963.89	0.00
TOTAL					1,262,104.01	77,948.20	13,121.56	134,682.22	1,487,855.99

*One free withdrawal penalty after the first year